

**OXFORD TOWN BOARD MEETING**  
**Wednesday, November 6, 2014**  
**Town & Village Hall**

The Monthly Meeting of the Oxford Town Board was called to order by Supervisor Lawrence Wilcox at 7:30 pm at the Village Hall for the transaction of such business that may lawfully come before the Board. This meeting was re-scheduled from the second Wednesday and due and timely notice given to the public as required by law. The meeting opened with the salute to the flag of the United States of America.

Present were:

Supervisor: Lawrence Wilcox  
Council: Jerry Locke  
              Alan Davis  
              Ron Charles  
              John Hofmann

Town Clerk: James W. Hemstrought Jr.  
Highway Superintendent: Timothy Tefft

Absent:

Others Present: Mina Takahashi and Fred Lanfear.

**Minutes Previous Monthly Meeting:**

Jerry Locke made a motion to approve the minutes of October 8, 2014. Motion was seconded by Ron Charles and carried with 5 Ayes.

**Supervisor's Monthly Report:**

Supervisor Wilcox handed out the Financial Accounting Information Sheets, Investment 30and Certificate of Deposit Reports, as of October 31, 2014. He also gave the following Revenues, Appropriations and Checkbook Balances:

**October 2014**

Revenues	67,627.35
Appropriations	158,803.21

Check Book Balances:

General	47,216.30
Highway	98,511.01
T&A	12,424.08
Water District #1	1,331.94
Cemetery Restoration	2,340.30

**Public Hearing on 2015 Town of Oxford Budget**

Supervisor Wilcox opened the Public Hearing at 7:45 pm. The affidavit of published legal notice dated October 29, 2014, was read.

Public Comments:

Mina Takahashi asked about the "Uniform Percentage of Value" that appears on the Town & County Tax bills, what it means, and does it concern the local budget process. Supervisor Wilcox said that it is established by the State as a means of equalizing the school rates in towns that have two or more school districts within its borders. This figure doesn't have anything to do with the Town budget process.

No other concerns were presented by the public or the Town Board Council members.

A motion to close the Hearing was made by Alan Davis and seconded by Ron Charles at 7:55 pm. Motion carried with 5 Ayes.

John Hofmann made a motion to adopt the 2015 Budget. Motion was seconded by Alan Davis and motion carried with 5 Ayes by Roll Call vote as follows:

Alan Davis Aye  
John Hofmann Aye  
Jerry Locke Aye  
Ron Charles Aye  
Lawrence Wilcox Aye

Supervisor Wilcox declared that the foregoing 2015 Town of Oxford Budget was duly passed and adopted. The 2015 Town of Oxford Budget is on file in the Town Clerk's Office and available during regular business hours.

### **Town of Oxford Water District #1 2015 Budget**

The Town of Oxford Water District #1 Budget for 2015 was presented by Supervisor Wilcox and reviewed by the Town Board. No changes were made. Motion was made by Jerry Locke to adopt the 2015 Water District #1 Budget as presented. Motion was seconded by John Hofmann and carried with 5 Ayes by Roll Call vote as follows:

Alan Davis Aye  
John Hofmann Aye  
Jerry Locke Aye  
Ron Charles Aye  
Lawrence Wilcox Aye

Supervisor Wilcox declared that the foregoing 2015 Town of Oxford Water District #1 Budget was duly passed and adopted. The 2015 Water District #1 Budget is on file in the Town Clerk's Office and available during regular business hours.

### **COMMUNICATIONS:**

The October 2014 collateralized deposit account information report was received from BNY Mellon.

The worksheets for the 2013 PERMA Payroll Audit were received from the Public Employer Risk Management Association, Inc.

Invitation was received from Kevin McCabe, Regional Representative, to attend the Norwich Citizen Preparedness Training event scheduled for Saturday, November 15 at the Norwich High School auditorium, 11:00 am. The event is open to everyone. The program is run by the New York State National Guard and prepares citizens for what to do in an emergency situation, including an excellent disaster preparedness backpack full of essential items to assist in the immediate aftermath of a disaster.

Notice was received from the Town of Guilford that a "Public Hearing" on the proposed "Comprehensive Plan" for the Town of Guilford has been scheduled for 7:00 pm, November 12, 2014 at the Guilford Town Hall, 223 Marble Road.

### **HIGHWAY SUPERINTENDENT'S REPORT:**

Tim Tefft, Superintendent of Highways, reported that the town crew has finished hauling sand for use this winter and the trucks are now ready for snow plowing. The Town Highway department will start winter hours on Monday, November 10, 2014.

Tim also said that the residents of the Town of Oxford should take notice that all vehicles and garbage cans must be removed from roadsides during a snowfall. It is also against highway law for anyone to place, or have placed, snow or ice on town roads, thereby creating a hazard for the motoring public. To protect your mailbox please make sure it is secure and away from snow banks. The Oxford Highway Department is not responsible for repair or replacement of damaged mailboxes. **Any unattended vehicles, left along the Town of Oxford Roads, will be towed away at owner's expense.**

### **OTHER BUSINESS:**

Supervisor Wilcox stated that with the appointment of a new Assessor and Assessor Clerk, the County Personnel Office needs a separate position and job description created for the Assessor Clerk. Supervisor Wilcox read, in full, the job description created for the new Assessor Clerk position. Motion was made by Ron Charles and seconded by Jerry Locke that a Assessor Clerk position be established and the job description be approved for same. The motion carried with 5 Ayes.

Supervisor Wilcox said that he has placed our 2007 Zoning Ordinance and revisions in the hands of a new attorney, Edward Downey, who has agreed to go over the entire 2007 Zoning Ordinance and the proposed revisions. Because of the time involved in doing this, his findings and opinions will be brought up at the next Town Board meeting on December 10. Attorney Downing is to be invited to attend the December 10 meeting.

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**BILLS & CLAIMS:** November 2014

Claims #178 thru #193, General Fund: Total: \$ 5,954.60

Claims #180 thru #192, Highway Fund: Total: \$14,891.48

Motion was made by Alan Davis and seconded by Ron Charles to pay the bills and claims.

Motion carried with 5 Ayes.

The next Town Board meeting is scheduled for December 10, 2014 at 7:30 pm in the Village Hall.

Meeting was adjourned by Supervisor at 8:05 pm.

James W. Hemstrought Jr.  
Town Clerk