

OXFORD TOWN BOARD MEETING
Oxford Village Hall
Wednesday, December 11, 2024

The Regular Meeting of the Oxford Town Board was called to order by Supervisor Alan Davis at 7:30 pm in the Village Hall for the transaction of such business that may lawfully come before the Board. The meeting opened with a salute to the United States of America flag. Due and timely notice concerning the meeting was published in the Norwich Evening Sun and placed on the Town website (<https://www.townofoxfordny.com/>).

The meeting was brought to order at 7:30 pm.

Present were:

Town Supervisor: Alan Davis

Council: Carl Koenig
John Weidman
Ron Charles
John Hoffman

Town Highway Superintendent: Not present

Town Clerk: Mary Olmsted

Other present: Diane Branham
Vicky House
Matt Geiger

Approval of Minutes - Town Board Meeting November 6, 2024

Minutes Previously Monthly Meeting:

A motion to approve the November 6, 2024, minutes as written. A motion was moved by Carl Koenig, seconded by Ron Charles; all approved.

Communications:

Excess Collateralization was given to the Town Clerk for filing.

Supervisor's Monthly Report:

Revenue: \$19,368.43
Appropriations: \$48,531.02

Bank Balances:

General Fund Checking Account: \$31,142.19	General Savings: \$1,838.98
Highway Fund Checking Account: \$3,659.24	DA Savings: \$163,033.55
Trust & Agency Checking Account: \$9,512.31	DB Savings: \$79,756.21
Water District Checking Account: \$1,766.27	

Public Comment:

Diane Branham, representing the Oxford Historical Society, thanked the Board for all of the assistance and donations given to the Oxford Historical Society. She gave a presentation to the Board explaining what the donations have been used for and what has been updated at the train depot. She expressed what their needs and goals are for future plans as well. The Board thanked Diane for all the hard work that she and others have done.

Vicky House, Oxford Historian, presented to the Board a local government Historian's Annual Report that she uses to document the population of Oxford, how often she is contacted for History information concerning Oxford and families alike, and the several different outlets that she offers in providing this information as she represents the Town while doing so. She updated the Board on the books that have been published concerning Oxford and neighboring communities and the books that she is working on for future publications. The Board thanked Vicky for all the work that she continues to do.

Old Business: N/A

New Business:

Supervisor Al Davis read the report from the NYMIR Risk Management. The report suggested that the Town enact a new law to protect the Town from lawsuits for defects to streets, culverts, etc., not previously notified in writing.

Steven Graham, the Town Assessor, provided to the Supervisor a time sheet to create a standard workday resolution. Approval of the resolution and a Motion was moved by John Weidman, seconded by John Hoffman; all approved. Steve also provided the Supervisor with his resignation as the Town Assessor effective January 8, 2025. Approval of his resignation and a Motion was moved by Carl Koenig, seconded by Ron Charles; all approved.

Supervisor Davis presented to the Board the Town of Oxford Procurement. The Procurement is available for the public to view online (<https://www.osc.ny.gov/files/local-government/audits/2024/pdf/oxford-town-2024-88.pdf>), and a copy is available at the Town of Oxford office. The Town has 90 days to respond to the Procurement with a corrective action plan.

Supervisor Davis expressed to the Board that there is an issue with Lon Wilcox leaving his vehicles and equipment parked on the roadway. This is creating a concern for snowplow drivers. There was a discussion on sending a letter to Wilcox to address this matter.

Highway Superintendent Monthly Report:

A Public Notice was in the Evening Sun informing that the seasonal roads are not maintained from December 1 through April 1. The public would be responsible for any towing from these roads if need be.

Supervisor Davis opened a discussion as to whether or not the Town should hire an Engineer to survey the previous flood damage. This information would be presented to FEMA as the Town has been in contact with them for assistance in getting the damaged areas repaired.

Supervisor Davis asked the Board if it is acceptable that he close out the books for the year. All approved that he could close them out.

General Fund vouchers: #213 through #236 - \$13,898.27
Highway Fund vouchers: #209 through #224 - \$153,974.73

Supervisor Davis requested an Executive Session. Motion moved by Ron Charles, seconded by Carl Koenig; all approved.

Executive Session opened at 8:49 pm.

Moved to adjourn the Executive Session motion was moved by Ron Charles, seconded by John Weidman. Executive Session adjourned at 9:04 pm

Review and Approval of Bills and Claims

Amended 2025 Budget: A5010.1 Highway Superintendent from \$64,160.00 to \$65,110.00.
Motion moved by Ron Charles, seconded by Carl Koenig; all approved.

Approval of Bills and Claims a Motion to approve was moved by John Weidman, seconded by Ron Charles; all approved.

Regular meeting adjourned at 9:08 pm
Regular Meeting Adjourned - Next meeting, January 8, 2025 - 7:30 pm - Village Hall