

OXFORD TOWN BOARD MEETING

Oxford Village Hall

Wednesday, September 10, 2025

The Regular Meeting of the Oxford Town Board was called to order by Supervisor Alan Davis at 7:00 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 7:03 pm.

Present were:

Town Supervisor: Alan Davis

Council: John Weidman
Carl Koenig
Ron Charles

Town Highway Superintendent: William Pinney

Town Clerk: Mary Olmsted

Other present: Matt Geiger

Approval of Minutes - Town Board Meeting August 13, 2025

Minutes from the previous monthly meeting

A motion to approve the August 13, 2025, minutes as written. Motion to accept the minutes moved by Ron Charles, seconded by John Weidman; all approved.

Communications:

Excess Collateralization was given to the Town Clerk for filing.

Supervisor's Monthly Report:

Revenue: \$183,189.39

Appropriations: \$111,502.49

Bank Balances:

General Fund Checking: \$3,669.93

General Savings: \$52,283.36

Highway Fund Checking: \$2,143.82
Trust & Agency Checking: \$11,603.51
Water District Checking: \$2,029.33

DA Savings: \$147,834.50
DB Savings: \$683,682.64

Public Comment: N/A

Old Business:

Supervisor Alan Davis reported to the Board that the Town of Oxford will continue to work with NBT for the Town's insurance. He spoke with Cheryl and Yuliya, from NBT, and was satisfied with the changes they were willing to incorporate into the policies.

Davis spoke with the representative from the Guilford Fire concerning the UTV porker ride in April 2026. He will continue to gather information to present to the Board.

New Business:

Supervisor Davis informed the Board that the Town will need to appoint Erin Graham as the Assessor for the Town of Oxford, as Steve Graham has accepted another job opportunity. Erin currently holds the position of Assessor Clerk. The term for the Assessor would be October 1, 2025, through September 30, 2031. Motion to approve Erin Graham as the Assessor for the Town moved by John Weidman, seconded by Carl Koenig; all approved.

With the Appointment of the Town Assessor, the Assessor Clerk position will be removed. Motion to remove the Clerk Assessor position moved by Carl Koenig, seconded by Ron Charles; all approved.

Davis informed the Board that Lawrence Wilcox would accept the position on the Board of Assessment Review. The Board would need to appoint Lawrence to that position. The term for the Board of Assessment Review is from October 1, 2025, through September 30, 2030. Motion to approve Lawrence to the Board of Assessment Review moved by Carl Koenig, seconded by John Weidman; all approved.

Supervisor Davis read to the Board a report from the Dog Control Officer. The appearance tickets issued for the Court were: 18 for unlicensed dogs (12 were not licensed previously) and 6 for dogs running at large. The Department of Health also recommended that the DCO follow up on 1 dog bite.

The 2020 AFR. is complete and available to view. It will be available at the Town Clerk's office.

Highway Town Superintendent Monthly Report

Superintendent Bill Pinney reported that employee Dan Ives is interested in a position of Deputy Superintendent. The Board would offer a \$1.00 increase in pay for

this position. The Board asked that Pinney provide a list of duties that Dan would be responsible for. Motion to create a Deputy Superintendent position, with a raise in pay for the position, moved by John Weidman, seconded by Carl Koenig; all approved.

Pinney reported that BlueOx Corp. has expressed interest in bidding on the propane used by the Town Highway Department. The Town currently uses Buell Fuel for propane use. The Board would also consider putting out a bid for propane, diesel, and kerosene. Motion to put out a bid for propane, diesel, and kerosene moved by Carl Koenig, seconded by Ron Charles; all approved.

Pinney reported that the new pickup truck for the Town is still not ready.

The bids for the Lyon Brook project were opened in the Town Office on September 10, 2025, at 10:00 am. Four bids were received: Buckley's Excavating \$55,385.20; Upstate Tool and Equipment \$64,000.00; Burrell's Excavating \$108,000.00; and ZMK Construction, Inc. \$140,000.00. Buckley's Excavating was approved as the lowest bid. Motion to approve the bid by Buckley's Excavating was moved by Ron Charles, seconded by John Weidman; all approved.

Superintendent Pinney submitted a letter to Supervisor Davis and the Board requesting an increase in his pay rate. He asked that the Board consider it for the next budget. The Board agrees that they would consider it.

Supervisor Davis requested an Executive Session. Motion for an Executive Meeting moved by John Weidman, seconded by Carl Koenig; all approved.

The Executive Session began at 7:49 pm.

Motion to adjourn the Executive Session was moved by Ron Charles, seconded by John Weidman; all approved.

The Executive Session was adjourned at 7:58 pm.

Regular Meeting continued at 7:59 pm.

Motion to make the yearly salary for the Town of Oxford Assessor to be \$28,000, moved by Ron Charles, seconded by John Weidman; all approved.

General Fund vouchers: #152 through #172 for a total of \$51,309.06

Highway Fund vouchers: #115 through #129 for a total of \$207,204.07

Review and Approval of Bills and Claims

Approval of Bills and Claims motion to be moved by Ron Charles, seconded by John Weidman; all approved.

Regular Meeting adjourned at 8:07 pm - Next meeting, October 8, 2025 - 7:00 pm -
Village Hall