February 18, 2025

The Town Council of the Town of Oxford met for a regular meeting on Tuesday February 18, 2025 at 7:00 p.m. at the Town Hall. Tina Coffman, Nate Foster, Terry Zink, Cindy Millburg and Austin Rennick were present. Town employees and department heads present included Clerk-Treasurer Tina Porter, Marshal Aaron May and Fire Chief Justin Bice.

Meeting was called to order by Coffman at 7:00 pm – Quorum present

Minutes: from January 27, 2025 Special Meeting, January 28, 2025 Special Meeting and February 3, 2025 Regular Meeting were presented. Millburg made a motion to approve the minutes. Foster seconded. None opposed.

Claims: were presented in two batches, one totaling 853,057.97 and a second for 64,922.62. Rennick made a motion to approve both claims. Foster seconded. None opposed.

Clerk Treasurer's Report: Porter requested the council to consider a Resolution to close the payroll bank account, a resolution for dormant funds that are no longer being used, an Ordinance for establishing and enforcing purchase orders as well as a policy for those purchase orders. Porter also informed the council of a resident's request to use/rent the new town hall building space for an event and presented a Release of Liability Form that could possibly be used for such cases. Additionally, a Resolution requesting Coffman to be the Authorized Signatory for the State Revolving Fund was presented, a Resolution to establish meeting policies and procedures, a letter needing signed to accompany a READI2 funding application for a possible future project with Pine Village, and a Buy America Build America statement needing signed as a requirement for EDA funding received for the water project.
Porter explained the new water rates on the most recent bill and how a software glitch along with the extra days in this month's billing cycle might have caused confusion and/or concern for residents. Porter stated the software issues are believed to be corrected. Porter also informed the council of the removal of the utility payment lockbox after finding the lock missing over the holiday weekend. Until a more secure option can be put in place payments brought to the Town Hall will need to be dropped off inside during business hours.

Assistant Superintendent's Report: Porter passed on information obtained from Lord about the generators that need repair and the contracts that had been held with Huston Electric in the past. Quotes for new contracts with Huston Electric were presented. A new contract with HAP for Christmas decoration service on the square was presented as the current contract is up.

Marshal's Report: May let the council know he reposted the job listing for the Deputy Marshal position and was scheduling interviews. To streamline the hiring process May requested an executive session to be set up for the council to interview candidates if he was able to narrow down and provide a few top picks from the pool. May stated he has been focusing on stop signs in various parts of town along with his regular runs. He is also tracking recalls on his vehicle and awaiting further instruction from the manufacturer.

Fire Department Report: Discussion took place of the best day and time that would work for all to work through the Fire Department contract. Bice presented quotes for turn out gear from Donley Safety, Macqueen, and Dinges Fire and explained. Bice also explained to the council how the company they currently use for billing is going out of business and how he is in talks with another company to take that over. Bice let the council know of one volunteer that made it through Fire 1 and 2, with three or four others expected to complete training in March.

Business Guests: Millburg presented information about donation requests from Discover Oxford for the council to consider as well as upcoming event dates they are requesting approval for. Bice then spoke about outlets at Rommel Park that Discover Oxford is requesting the Town consider upgrading/replacing as the ones currently in place do not work for the vendors that come out for the Dan Patch festival. Porter provided the council with the dates and events that were being

requested and the Dan Patch Sponsorship tiers. Discussion ensued as to what was available in the budget for the items requested. The council requested quotes be obtained for the electrical upgrades from Lord.
Gwen Erwood requested approval and endorsement from the council for the Life and Times of the Great Dan Patch on April 26th. Erwood explained the different events and opportunities that will be taking place as well as the coordination with different entities. Discussion ensued about what areas and coordination would be needed from the Town.

Public Comment: A Resident asked about the progress of the old school being torn down. Latisha Provo from Economic Development was available and explained about the grant for the project and a timeline of completion this year if all goes through. A resident asked about rental fees for spaces the town had available and current rates were discussed.

Old Business: Porter provided the council with information the Town Attorney had sent regarding a local business setup.

New Business: A motion to approve Resolution 2025-0218A Declaring Dormant Fund Accounts was made by Foster. Millburg seconded. None opposed.
A motion to approve Resolution 2025-0218B Closing Payroll Bank Account was made by Millburg. Rennick seconded. None opposed.
Ordinance 2025-0218C Establishing Purchase Policy and Enforcement and the Purchasing Policy was tabled by the council to look over.
A motion to work on setting up a Rental Request fee for the new town hall building was made by Foster. Seconded by Millburg. None opposed
The Release of Liability Agreement was tabled by the council to allow time to look over.
A motion to approve Resolution 2025-0218D SRF Signatory Authorization was made by Millburg. Rennick seconded. None opposed.
A motion to approve Resolution 2025-0218E Establishing Policies and Procedures To Protect Decorum & Foster The Effective Administration of Public Meetings was made by Millburg. Rennick seconded. None opposed.
A motion to approve READI2 Funding Letter was made by Millburg. Foster seconded. None opposed.
A motion to approve BABA Certification & Compliance was made by Foster. Rennick seconded. None opposed.
The request to approve the Huston Electric Contract was tabled. The council requested to see copies of the old contract that Lord has.
The request to approve the HAP Contract was tabled.
A motion to approve $5401.79 of the FD Turn Out Gear Quotes was made by Foster. Rennick seconded. None opposed.
A motion to approve meetings for February 27th; an Executive Session for New Hire Interviews at 7pm and a Special Meeting at 6pm to discuss the Fire Department Contract, was made by Millburg. Seconded by Rennick. None opposed.
A motion to approve the Discover Oxford Event List was made by Millburg. Foster seconded. None opposed.
The request for a donation to Discover Oxford and the Dan Patch Sponsorship were both tabled for the February 27th special meeting.
The request for Electrical Upgrades at Rommel Park was tabled.

Foster made a motion to adjourn the meeting. Rennick seconded. None opposed. Meeting was adjourned at 8:11pm.

The next regular meeting is Monday March 3, 2025, at 7:00 p.m. at the Oxford Town Hall. The public is welcome and invited to attend.

Submitted by Tina Porter
TINA PORTER, CLERK-TREASURER

Approved by Tina Coffman
TINA COFFMAN, COUNCIL PRESIDENT

Date Approved 3-13-25