

Jun 16, 2025

The Town Council of the Town of Oxford met for a regular meeting on Jun 16, 2025, at 7:00 p.m. at the Town Hall. Tina Coffman, Nate Foster, Cindy Millburg, and Terry Zink were present. Austin Rennick arrived at 7:08 p.m. Town employees and department heads present included Clerk-Treasurer Tina Porter and Marshal Aaron May.

Meeting was called to order by Coffman at 7:00 p.m. – Quorum present

Minutes: Millburg made a motion to accept the minutes from the June 2, 2025, meeting. Foster seconded. None opposed.

Claims: Zink made a motion to accept claims in the amount of \$61,068.13. Millburg seconded. None opposed.

Clerk Treasurer's Report: Porter provided updates from the Clerk's office and related matters. Live streaming efforts resumed in order to meet the permanent requirement effective by the July meeting. A Transfer Resolution was discussed to avoid negative General Fund balances. Resolutions prepared by Barce & Redlin were presented to create two new funds: a Utility Holding Fund for receipt and redistribution of utility payments, and a Community Rental Refund Fund for rental fees and deposit returns. Rolling over two CD's that were coming to maturity date. Discrepancies in Purchase Orders were noted, and a recommendation was made to increase the quote requirement threshold for department purchases from \$500 to \$1,000. A request to consider a change to utility billing dates to align better with town utility and billing ordinances. Corrections for trash services and meter sizing at apartment properties were addressed, corrective letters will be sent to property owners. Logistics for new stickers and grandfathering were discussed regarding golf cart registration that recently changed from a one-time fee to an annual fee of \$25.

Assistant Superintendent's Report: Porter provided the following information and updates on behalf of the Public Works Department: Two quotes were provided for consideration to purchase a hydrant meter, information regarding issues with the splash pad - a replacement filter canister was needed. Park cameras are non-operational due to incompatible hotspot equipment; wireless camera quotes will be obtained. Additional weed spray was requested to purchase without quotes, at a cost estimate of \$855.

Fire Department's Report: Porter presented information on behalf of the Fire Department regarding an expired radio tower license (expired in 2022), and alternative renewal options that are being explored. No proof was found of previous payment for this service.

Marshal's Report: May presented the following information to the council: Circus event went well – no incidents, talked to Matt Hull about complaints regarding people living in RV's in town, asked the council to consider updating ordinances to include fees to cover cost of care for animals that end up captured and needing held. Council asked May for an update on property at corner of 352 and Michigan. May stated he has been talking to Matt Hull regarding the garage on that property and there is an open case on it and that progress on other parts of the property has been happening.

Business Guests: Commonwealth's Rob Bellucci updated the council on the Benton Street Project and requested council to approve change order #2 that would extend the contract with Rod Green to August 2, 2025. Bellucci stated this would not cause an issue with the larger Phase I project as that would be starting over on the State Road 55 side of town and working down. Updates and information was also given regarding the larger Phase I Water Project: A preconstruction meeting is scheduled for June 17, 2025. Software being used is available to the council to see updates and paperwork as the project moves along. New legislation that changes retainage fee percentages on construction projects starts July 1st. Phase I should be following the old percentage; Phase II would fall into the new legislation. Work Change Directive #1 was presented, adding approximately 95' of overlapping water main from the Benton St project to the Phase I project. Attorney Ingrid Barce from Barce & Redlin presented draft ordinances for an updated nuisance ordinance, revised utility ordinance, summer sewer credit program, leak forgiveness policy, and bulk water sale rates and requested a special meeting to discuss in more detail each of those. A special meeting was scheduled for July 14 at 7:00 p.m. to review and possibly vote on those ordinances presented.

Public Comment: A developer expressed appreciation for the water project and stated the proposed changes/extension would still work with their timeline. A request was made to address parking in an alley that is restricting access to drive through. Latisha Provo from Economic Development updated the council on a couple delays to the old school being torn down which means the building will not be torn down before the Dan Patch Festival scheduled in September.

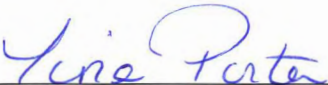
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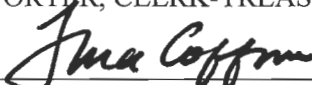
New Business: A motion to approve Resolution 2025-0707 for transfer of funds within the General Fund was made by Foster, seconded by Millburg. None opposed. A motion to revise the title of the prior resolution to be Resolution 2025-0616A was made by Foster and seconded by Millburg. None opposed. A motion to approve Resolution 2025-0616B, which transferred \$1,900 from CCI to the General Fund, was made by Millburg, seconded by Foster. None opposed. A motion to approve Resolution 2025-0616C to establish the Utility Holding Fund and Community Rental Refund Fund was made by Foster, seconded by Rennick. None opposed. A motion to approve five-month rollover of two CDs was made by Foster, seconded by Rennick. None opposed. The council approved a formal response letter to INDOT alongside Discover Oxford on a motion by Millburg, seconded by Rennick. None opposed. A request was made for a formal agreement between the town and county for mowing the old school property by the Town attorney. Golf cart fees were tabled for the July 14th special meeting. A motion to approve SRF Disbursement Form #11 for Phase I invoice from Commonwealth was made by Rennick, seconded by Foster. None opposed. A motion to approve the IFA Emerging Contaminant Scope of Work Certification reauthorization was made by Rennick, seconded by Millburg. None opposed.

Around the Table Concerns: Coffman updated council on the new mower hired. Foster updated council on progress with New Town Hall building.

Millburg made a motion to adjourn the meeting, Rennick seconded. None opposed. Meeting was adjourned at 8:18 p.m.

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

Submitted by 
TINA PORTER, CLERK-TREASURER

Approved by 
TINA COFFMAN, COUNCIL PRESIDENT

Date Approved 7-14-25