

November 17, 2025

The Town Council of the Town of Oxford met for a regular meeting on Monday November 17, 2025, at 7:00 p.m. at the Town Hall. Tina Coffman, Nate Foster, Cindy Millburg, and Terry Zink were present. Town employees and department heads present included Clerk-Treasurer Tina Porter.

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

Agenda: Deletions to the agenda were made for business guest Ingrid Barce, new business: annexation of parcels and trash contract specifications. Added to the agenda was EDA Reimbursement Certification under new business. Rob Bellucci with Commonwealth was added later in the meeting as a business guest.

Claims: Millburg made a motion to accept claims in the amount of \$84,172. Foster seconded. None opposed.

Department Reports: Coffman reported about an email received from IDEM November 14, 2025, stating Rick Robbins had resigned as the town's licensed operator (water & wastewater) as of November 5, 2025, and as such the council has already been talking with possible candidates to fill those requirements. Discussion took place of different items within the department that have come to light that need to be addressed and the plan to get things back in order.

Foster reported that Deputy Marshal Cox completed taser training and is expected to attend the Academy Tier II training at the beginning of the year.

Porter presented the invoice from the Fire Department for their end-of-year compensation and discussed how their current department budget could fall short if the full amount is approved.

Porter explained the following items being presented; the 2025 amended salary ordinance and the 2026 employee holiday list.

Business Guest: Don & Shirley Johnson with the Park Committee presented information on the progress on recreational planning, engineering plans received, funding status, current donations, and future needs for the park improvement project and is requesting approval from the Council to move forward.

Robe Bellucci with Commonwealth provided updates on the water project, including construction milestones, funding status, ongoing communication with residents, coordination with IDEM on soil findings, and budget review plans.

Public Comment: Multiple residents had questions regarding the lead service line identification process. Bellucci explained even those residents who had allowed workers to check the inside lines may still need to have the pot holing done on the outside. Ideas like holding an open house type event for residents to ask Commonwealth questions was discussed.

Old Business: The Fire Department Compensation was tabled. Foster made a motion to approve the Amended 2025 Salary Ordinance 2025-1117A. Millburg seconded. None opposed.

New Business: The Park Committee Plan Proposal was tabled. Millburg made a motion to approve a contract from Nate Besse to be the licensed water and wastewater operator through December 31, 2025. Foster made a motion to approve the letter to IDEM that will state who the licensed water and wastewater operator for the Town of Oxford is. Millburg seconded. None opposed. The proposed 2026 Employee Holiday schedule was tabled. Foster made a motion to approve the lowest quote to change the locks for the utility and street department. Millburg seconded. None opposed. Foster made a motion to approve the SRF Disbursement Form #21 and Pay Application #5. Millburg seconded. None opposed. Foster made a motion to approve the EDA Reimbursement Certification. Zink seconded. None opposed.

Around the Table Concerns: Coffman stated she was recusing herself as the utility/street department liaison. Millburg made a motion to approve Foster as the new liaison of the department. Zink seconded. None opposed. Millburg made a motion to give formal permission to Discover Oxford to purchase and have placed permanent lighting on the gazebo in the Town Square. Foster seconded. None opposed.

At 7:48 pm Foster made a motion to adjourn the meeting Millburg seconded. None opposed.

The next regular meeting is Monday December 1, 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, PRESIDENT

Date Approved 12-1-25