

November 3, 2025

The Town Council of the Town of Oxford met for a regular meeting on Monday November 3, 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, Marshal Aaron May, and Deputy Marshal Preston Cox.

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

Agenda: Foster made a motion to approve the agenda with the addition of the SRF Disbursement #20 added. Millburg seconded. None opposed.

Claims: Millburg made a motion to accept claims in the amount of \$146,803.69 & \$151,569.96. Foster seconded. None opposed.

Minutes: Foster made a motion to accept the minutes from the October 6, 2025, meeting. Millburg seconded. None opposed.

Assistant Superintendent: Coffman reported the resignation of Assistant Superintendent Kurt Lord effective November 3, 2025, that the town is currently seeking a replacement, and expressed well-wishes.

Marshal's Report: May reported updates on officer training, community events (trick-or-treat), equipment maintenance, and service updates for vehicles.

Fire Department's Report: Ongoing contract revisions were discussed, issues with previous drafts, and a push for more detailed future contract.

Clerk Treasurer's Report: Porter reported to the Council information on previous donations to Discover Oxford for the current year, presented a proposed 2026 Salary Ordinance, and went over submissions of the draft lead service line letters to be sent out, a catch basin quote received, SRF Disbursement forms, and consent and parity documents.

Public Comment: Atlas Construction representative was in attendance and provided council with information about the pothole investigation procedures in relation to the lead service line identification. Resident inquired as to if the town was still operating under the same licensed operator (water & wastewater), which Coffman responded yes.

Old Business: Fire Department draft changes were tabled. Due to an annual donation to Discover Oxford already been submitted for 2025 no additional donation was approved at this time. Coffman abstained from voting on changing the employment status of the seasonal part time employee. Millburg made a motion to change the employee's position to part-time year-round position. Zink seconded. None opposed.

New Business: Foster made a motion to approve the disconnect list, payment arrangement, and disconnects. Millburg seconded. None opposed. Foster made a motion to acknowledge the resignation of Kurt Lord. Millburg seconded. None opposed. Foster made a motion to accept the 2026 Salary Ordinance 2025-1103A with the adjustment to the part time laborer pay to \$17 per hour. Millburg seconded. None opposed. Foster made a motion to approve the Lead Service Line letters with the contingency to fix a typo that one of the letters has where the name of the town is incorrect. Millburg seconded. None opposed. Foster made a motion to approve the quote for cleaning the town catch basins. Millburg seconded. None opposed. Millburg made a motion to approve the SRF Disbursements #19 and Pay Application #4. Zink seconded. None opposed. Foster made a motion to accept SRF Disbursement #20. Zink seconded. None opposed. Millburg made a motion to accept the Written Consent Document & Parity Packet. Foster seconded. None opposed.

At 7:41 pm Millburg made a motion to adjourn the meeting Foster seconded. None opposed.

The next regular meeting is Monday November 17, 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