

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
January 8, 2019

The Commissioners Meeting was held in the meeting room of the Community Services Building on January 8, 2019. Commissioner John Pepe called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were, Commissioner Gordon Graves, Commissioner John Pepe, Public Works Superintendent Scott Delude, Police Chief Patrick Maxwell, Administrator/Clerk Cheryl Lewis and Attorney Lyndsey Ryan, representing Town Attorney Brynja Booth who was unable to make the meeting. Commissioner President Gordon Fronk arrived late.

APPROVAL OF MINUTES

Commissioner Graves motioned to adopt the minutes of November 27, 2018 as distributed. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

MAINTENANCE REPORT

Superintendent Delude presented the following.

Public Works had two water leaks in the last month, one on the Strand and one on Bachelor Point. Both were repaired and back in service on the same day.

There were two problems with the well system last month, a problem with the auto on switch on 12/24 and an electrical surge problem on 12/23, both are back up running.

Christmas lights have gone up and come down with no problems this year.

Most of the Public Works time over the last month has been spent tweaking the new stormwater system, from the dog park to the causeway. Delude stated that the additional ponds have reduced flooding in areas we would generally see flooding, especially considering the excess of rain this year.

Causeway dock electric project should start this week with contractors doing the wiring and should be finished at the end of the month when Delmarva Power hooks it up. The Tilghman dock will follow.

Delude stated he would be out of town from January 18 through January 25.

POLICE REPORT

Chief Maxwell reported the following since the last meeting:

- 27 - Police Information-Service
- 1 - Neighbor Dispute (calmed and advised)
- 1 - Disorderly Person (gone on arrival)
- 4 - Assist other Police Agencies
- 1 - Motor Vehicle Crash (no injuries - tractor trailer into fence)
- 1 - Summons Service
- 2 - Paper Service

- 3 - Court Appearances
- 6 - Patrol Checks
- 1 - Behavior Emergency (transported to Easton Memorial for evaluation)
- 1 - Assault (under investigation)
- 5 - Assist the Fire Department
- 3 - Suspicious Motor Vehicles
- 4 - Alarms (Malfunctions)
- 3 - Check the Welfare (all ok)
- 1 - Identity Theft (occurred out of state)

Holiday season went off with no major incidents. Plenty of visiting families and restaurants were busy.

There were a few issues due to the heavy rains, including falling trees from saturated grounds. Chief reminded citizens to be cautious when making online purchases, as identity theft is on the rise, and recommended using a third party payment service like PayPal. As always phone scams have also been on the rise, please do not give out personal information to people you do not know.

FIRE COMPANY

Peter Dunbar reported on behalf of Chief Norbury, for the period 11/28/2018 thru 1/8/2019, there were 10 fire calls (4 in our first due area, 6 mutual aid), 78 miles traveled, 62 member responses and 15 hrs worked. There were 16 Medical calls (6 patients transported, 7 citizen assists, 2 motor vehicle collisions, 1 medical alarm), 168 miles traveled, 62 member responses and 51 hrs worked.

Election of officers will take place this Thursday evening. Chief Norbury will remain Chief in FY 2019. Summary stats will be presented at the annual awards dinner later in the month.

UNFINISHED BUSINESS

In Commissioner Fronk's absences it was determined that draft Ordinance 1815 AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 8 OF THE OXFORD TOWN CODE TITLED "VEHICLES AND TRAFFIC" TO AMEND SECTION 8.5 TO REGULATE PARKING OF TRAILERS AND OVERSIZED VEHICLES ON PUBLIC PROPERTY, AS WELL AS PARKING ON TOWN STREETS should remain on the table until the next Commissioner meeting. Lewis did state that the only item she felt was worthy of change for the next meeting was changing the time from 4 hours to 12 hours, as this would give someone a full day to make arrangements to move something and will make that change to the draft for the next meeting.

Lewis provided the bid results for the advertised request for proposals for phase 1 of the MEWS construction, which is for strategic demolition of non-original structures, stabilization of the foundation and mitigation of hazardous materials, in order to provide a good shell for a contractor or buyer to come in and work with. Lewis stated that although the town did not have a contract for grant funds yet, the project was included in the Governors grant announcements in 2018. Work could not begin prior to the yet to be provided start date, which she anticipates being July 1, 2019. She also informed the Commissioners the town had committed \$25,000 in cash towards the project and an additional \$25,000 in in-kind labor from town staff. Bids were presented with two numbers, base price and add-ons, with the total of the two being comparable from each bidder. As opened, Hill-Kimmel \$185,525, \$60,525 / Willow Construction \$99,000, \$56,100 / Cawley Enterprises \$170,850, \$ 73,350 / Victor MacSorley \$94,800, \$60,625 / Harper & Sons \$218,606, \$12,000. Lewis pointed out that two low bids came in between \$150k and \$175k, which was a good sign, as we have limited funds for this final grant phase. She stated they her recommendation at this point was to interview the two low bids to be sure there was a good understanding of the work they intend to perform and also make sure they are aware of the future start

date and included that in their bidding. Lewis stated we might want to interview the other bidders if there seems to be any conflict with the lower bids and the anticipated work. Commissioner Fronk stated he was heartened by the response and the possibility of completing this phase with the granted funds. Fronk agreed we may want to hear from the higher bidders after interviewing the low bidders and inquired as to what the scope of this phase was. Lewis stated the intent was to end up with a completed front and sides, removal of the back dependencies and boarding up of the back, a stabilized foundation, and a gutted stabilized interior, adding that at this point there was not a staircase included as the final interior layout was not part of this work. Lewis stated she would bring back discovery from the initial interviews to the next meeting; she was excited that both low bidders were from reputable contractors and felt the project was on the right track.

NEW BUSINESS

Lewis presented draft language for a **Trash, Recycle and Brush Policy**, which she stated she had put together as a resolution but after reviewing other town ordinances, felt this might be better proposed as an ordinance, as it would allow for better enforcement, including the ability to set fines, should it be necessary. She provided the drafted ordinance to the Commissioners, along with examples from neighboring towns, and asked the Commissioners to review the language for consideration. Lewis explained that for the most part, the town accommodated trash and brush removal as best possible and with little push back, but in fact there are circumstances that are creating issues, and felt that there does need to be an adopted policy to add structure to what was already being done, and also allow the ability to deny service when someone is abusing the policy. She pointed a few items out, including the requirement for contractors to remove their own debris, landscapers should remove their own brush and leaves, building contractors should remove their own demolition debris, along with the prohibition of non-residents bring trash or debris in to town for disposal. Commissioner Pepe asked Delude if this was a problem. Delude stated it was necessary many years back to clarify the policy, but more recently he is seeing the issue on the rise. After discussion of current issues, Lewis stated she would like the Commissioners to consider future introduction and asked attorney Lyndsey Ryan to review the proposed language and to prepare a proper ordinance, including violations and penalties language.

LETTERS None presented

ATTORNEY

Lyndsey Ryan updated the Commissioners on the conversion of the Police Manual utilizing the online Lexipol program, stating she has been working on the language a chapter at a time and is near the end of the manual, and Brynja is following behind reviewing. She intends to have it completed and printed for the Commissioner's review in the near future. The Commissioners asked Chief to review the new document once complete and to provide them with his input regarding procedure.

CLERK COMMENTS

Lewis informed the Commissioners that all of the end of the year Grant reports had been completed, including the closing of two of grants. She said the grant representative for the causeway retention project had come out and reviewed the work and was pleased with the work so far and was looking forward to seeing the results of our efforts in the spring. Lewis was able to close out the grant for the work even though the town was still waiting to install the last tide gate, stating that that work would come out of the

towns match and information would be forwarded to the funder once completed. She added she would be working the remainder of the month on end of year reports for other projects and state and federal requirements.

COMMISSIONERS COMMENT

Commissioner Pepe informed the clerk that he was working on language for the citizen resolution requested at a prior meeting.

PUBLIC COMMENT

Brian Wells inquired as to whether the recycle bins at the causeway were covered in the proposed ordinance, to which Lewis responded that although they are mentioned in the policy, they belong to the County and were outside of the town's authority to regulate.

Brian Wells asked what would be the next step with the MEWS once it is stabilized. President Fronk stated the intent was to complete a vanilla shell that would then be available to a future tenant, developer, buyer, etc., depending on the response received. Wells asked if the town would be seeking grants for the future work. Lewis stated that she felt the town had exhausted its grant opportunity through the purchase, design and mitigation phase grants, after which there is the opportunity for a private owner or non-profit to complete the work taking advantage of available state and federal tax credits, reducing the final cost of the project, adding that tax credits are not available to the town. Fronk stated that the town had taken this approach to reduce the end cost, using grants along the way, in order to provide a viable commercial structure for future investors. Pepe stated that he was aware Fronk had been working on this project for many years and admitted he had been skeptical of the approach in the beginning, but now realized the enormous amount of work Fronk and Lewis had put in the project would provide a great advantage to the town in saving a valuable part of the town.

Peter Dunbar, who serves on the County Economic Development Commission, stated the town's approach of removing the uncertainty of the viability of the structure itself would make the building considerably more attractive to the business community.

There being no further business, a motion to adjourn was made by Commissioner Graves, seconded by Commissioner Pepe, all were in favor, and the meeting adjourned into closed session at 7:46 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer