

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**February 12, 2019**

The Commissioners Meeting was held in the meeting room of the Community Services Building on February 12, 2019. Commission President Gordon Fronk called the meeting to order at 6:00 p.m.

**PRESENT**

Attending the meeting were Commission President Gordon Fronk, Commissioner Gordon Graves, Commissioner John Pepe, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth.

**APPROVAL OF MINUTES**

Commissioner Graves motioned to adopt the minutes of January 22, 2019 as distributed. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

A motion was made by Commissioner Graves to approve and file for audit the disbursements for the month of December 2018. The motion was seconded by Commissioner Pepe, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Public Works Superintendent reported the following:

- The public works department discovered a leak at 107 Mill Street two Fridays ago during the cold snap. The leak was small so the crew decide to wait until the following Monday when the weather was better to work on it. By Monday, the leak had stopped. Two years ago the crew dug up the very same spot as a leak had surfaced but was never found. It would appear that the pipe moves just enough to put out water below freezing temperatures. Mill Street is on top the priority list to have the water lines replaced
- The crew is working with the manufacturer on the tide gate at Caroline Street to get the system up to 100% efficiency. President Fronk asked if the flood gate was contributing to the sidewalk problem. Lewis responded that the stormwater had always collected in that area, but they are attempting to hold the tide back as long as possible with the new tide gate. The partial repair to the sidewalk at the corner was necessary after the corrections to the drainage. Lewis noted that they were looking at the remaining portion of sidewalk in that area and getting a price to relay the bricks all the way to the north end of the block.
- Superintendent Delude attended two pesticide conferences over the last two weeks in Baltimore and Salisbury to keep recertification with the MDE for Oxford's spraying license.
- The fence at the town's ballfield has been taken apart and the crew is trying to find a new home for it in anticipation of the town's new park. The crew is waiting for the ground to freeze or dry up to remove the items.
- A water leak was found at the townhouse several weeks ago and was fixed by the crew, who also replaced loose tiles in the kitchen.
- The department has started an in-house safety inspection for the town's public works facility. Delude noted that he is putting together a list for the town's budget to update safety equipment.

Commissioner Pepe asked about the high tide the town recently experienced and if it had disrupted the work that the town recently had done to prevent the tidal water problem on the corner of Caroline Street.

Lewis responded that she had been in town over the weekend and monitoring the tidal water to determine if any further modifications that could be done to reduce the flooding.

## **POLICE REPORT**

Chief Maxwell was on assignment and not present at the meeting to give a report.

## **FIRE COMPANY**

Fire company member Peter Dunbar read aloud the Oxford Fire Company report for the period 1/23/19 thru 2/12/19 as follows: FIRE/RESCUE: 8 calls (5 first-due, 3 mutual aid) including a mutual-aid response to a working fire in Bozman and a rollover-MVC encountered near Spring Road on the way home, 155 miles traveled, 38.75 hours worked, and 63 member responses. Medical: 10 calls (5 transports, 2 refusals, 1 canceled med alarm, 1 citizen assist, and 1 standby) 130 miles traveled, 37.25 hours worked, and 35 member responses.

Mr. Dunbar also reported that the fire company had a successful breakfast last Sunday with additional attendance attributable to the Polar Bear Dip that was held at the yacht club. The Auxiliary will be holding a rummage sale on February 23. Drop-off will be held on Friday, February 22.

The fire company's old brush truck has been sold. Mr. Dunbar thanked everyone who participated in the initial bidding process and the ending tie-breaker.

## **PROCLAMATION**

President Fronk read aloud a proclamation to be given to Oxford resident Richard "Dick" Newton for his service in picking up litter for many years along Oxford Road. Commissioner Pepe made a motion to adopt the proclamation which was seconded by Commissioner Graves and unanimously carried. Commissioner Pepe noted that this came about as a result of a query made to him by Oxford resident Judge Sidney Campen who asked if a presentation could be made to Mr. Newton for the service he had voluntarily provided over the years keeping the town streets clean, because he simply could not tolerate litter. The wording of the proclamation had been prepared by Judge Campen.

## **INTRODUCTION**

President of the Oxford Museum, Stuart Parnes, reported that the Oxford Museum has hired Julie Wells as the museum's new director. In addition, he reported that the new year is shaping up to be an exceptional one for the museum. In July, the museum will be getting a traveling exhibition from the Smithsonian entitled "Maryland Water/Ways." This will be mounted in Jennifer Stanley's church (located on the corner of South and S. Morris Street) for a period of six weeks, and to supplement the exhibition, the museum will be holding a series of programs through the summer in partnership with the OCC, Oxford Lab, and Eastern Shore Land Conservancy. The museum will also hold two special exhibitions – one on the Oxford Ferry that will open on Oxford Day, and the other featuring the outstanding photography of David Harp, who captures places on the shore that are disappearing due to rising tides.

## **PRESENTATION**

President Fronk introduced restaurateur Bo Oristian of Doc's Sunset Bar and Grille. Mr. Oristian spoke stating that every Thursday will be "Dine and Donate" at the restaurant. In January, the restaurant sponsored the Oxford Library, in February they will be sponsoring the Oxford Museum, and in March the Oxford Fire Company. Mr. Oristian presented a check to Barbara Hartshorn, member of the Oxford Library, with a check in the amount of \$516 representing the money raised by the restaurant in the month of January. Mrs. Hartshorn, on behalf of the library, expressed the library's thanks and excitement in receiving the restaurant's donation along with their happiness in having Doc's Sunset Grille located in

town. Commissioner Fronk added to Mrs. Hartshorn praises by stating that Doc's had provided hot crab soup for the participants of the recent Polar Plunge and thanked Mr. Oristian for all his contributions to the town.

### **UNFINISHED BUSINESS**

President Fronk announced that Ordinance 1815 – Trailer/Oversize Vehicle Parking, Ordinance 1901-Amending Chapter 5, Trash Collection, and Ordinance 1902 – WWTP Interim Financing/USDA Bond Issuance were all scheduled for Public Hearings at the next Commissioner's meeting on Tuesday, February 6, at 6:00 p.m. All ordinances are available for review on the town's website.

Lewis provided an update of the Mews RFP project. She reported that since the last Commissioner's meeting a draft contract from the MD Department of Housing and Community Development for the town's \$175,000 of grant money had been received. As soon as it is signed by the Secretary and the money can be accessed, the project can be awarded. She added that she had spoken with the potential awardee and that she was working with Attorney Booth on a contract.

### **NEW BUSINESS**

Nothing presented.

### **LETTERS AND REQUESTS TO COMMISSIONERS**

Lewis notified the Commissioners of an invitation to attend an Evening in Annapolis with District 37 to be held on Monday, February 25, at 6 p.m., at the Miller Senate Office Building.

Commissioner Graves stated that he had received a note from Oxford Museum President Stuart Parnes requesting a letter of commitment from the Commissioners supporting a grant application being sought by the museum. Commissioner Graves read aloud the draft letter noting that it needed to be tweaked a bit. President Fronk made a motion to approve sending of the letter of support, the motion was seconded by Commissioner Pepe and unanimously carried.

### **ATTORNEY**

Attorney Booth reported that she has been working with Lewis on the Mews contract and may have it by the next meeting.

### **CLERK COMMENTS**

Lewis reminded the Commissioners that they had requested she look into an insurance retirement benefit for town employees, noting that the state and many local governments provided some type of Health Insurance at retirement, but that it would need to be tailored to be easily managed in order to work for the Town of Oxford. Lewis stated, working with the Town's current benefits provider, it would be possible to create a reimbursement plan for retirees that would contribute a set amount towards the retirees supplemental Medicare insurance and drug plan. Employees receiving this benefit would turn in their proof of payment to the company managing the reimbursement plan on a monthly basis, after which they would receive a check for the predetermined contribution. Lewis presented the Commissioners with an application to Innovative Health Services, the company currently handling the Health Reimbursement Program, for a Retirement Insurance Reimbursement Program. With the application submitted, Innovative Health would prepare a program that meets federal and state regulations for retirement

programs and a proposal to manage the reimbursements for the town. Lewis noted that she would be recommending some parameters similar to the State Retirement Program, such as proposing an employee be vested in the town for at least 10 years to receive this benefit at retirement age of 65, and if you are an employee of the town for 30 years, the ability to receive the contribution amount earlier than 65, but only the preset contribution amount to be used towards a Health Insurance plan. Lewis state at this time she was seeking approval to go ahead with the application process in order to have a program prepared for them to review in the future. A motion was made by Commissioner Pepe to start the application process, seconded by Commissioner Graves, all were in favor, and the motion carried.

There being no further business, a motion was made by President Fronk to adjourn the meeting, seconded by Commissioner Graves and the meeting closed at 7 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer

"In accordance with Section 10-508(d) of the State Government Article of the Maryland Annotated Code, a written statement of the closed session is attached to the official minutes of the Commissioners of Oxford and maintained in the minute book in the Town Office".