

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
March 12, 2019

The Commissioners Meeting was held in the meeting room of the Community Services Building on March 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.

PRESENTATIONS

The meeting opened with presentation of 30 Year Service Awards to Lisa Willoughby and Patrick Maxwell, thanking them for their work for the town and acknowledging their value with a small gift from the Commissioners.

Richard 'Dick' Newton was presented a proclamation, adopted at a prior meeting, honoring his dedication to the community by removing discarded trash from along the streets and sidewalks of the town for many years.

President Fronk recognized Attorney Brynja Booth for her recent nomination to Maryland's highest court by Governor Hogan. Booth stated the appointment was bitter sweet as she had worked with the Town of Oxford over 20 years and although excited and honored to be nominated to the Court of Appeals, she was sad to be leaving her practice and her representation of the town. Booth introduced Lyndsey Ryan of Booth, Booth, Cropper, and Marriner. Lyndsey, who has also worked with the town over the last two years, will be filling Booth's position in Oxford.

Commissioners and citizens alike provided compliments, praising the awardees and Booth for their efforts.

APPROVAL OF MINUTES

Commissioner Graves motioned to adopt the minutes of February 26, 2019 as distributed, Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

MAINTENANCE REPORT

Public Works Superintendent reported the following:

- The public works department has removed the fence at the baseball field, and has used some of the dirt to improve the drainage at the community gardens, where stormwater that was puddling in the gardens has been directed towards the bioswale.
- There were two water leaks over the last cold spell, one at Tilghman, and one at the PW shop due to the construction project.
- Top soil has been placed at the Soccer field in preparation for Oxford Day. Crylex and seed will be placed to help stabilize the ground following the winter retention pond construction.
- A new Chlorine & PH meter was purchased for the water system testing, replacing the 12-year-old meter and with an approximate cost of \$1000.

POLICE REPORT

- 5 - Police information service
- 2 - Alarms
- 2 - Animal complaint
- 2 - Court appearances
- 2 - Assist the Fire Department

1 - Suspicious motor vehicle

Chief Maxwell added that the amount of scams is ever increasing and citizens need to remain vigilant.

FIRE COMPANY

Chief Graham Norbury gave a brief report, stating since the last meeting there had been 3 fire calls, 1 smoke detector, and 2 mutual aids, with 63 miles traveled and 30 member hours. There had been 6 ambulance calls, with 2 transports, 52 miles traveled, and 29 member hours. The last breakfast was well attended with 190 guests.

UNFINISHED BUSINESS

Administrator Lewis reminded the Commissioner that the previously discussed Resolution for Trash and Recycle Policy would be available for consideration at the next town meeting on March 26, 2019.

Lewis stated she was anticipating final signature on the MEWS grant award contract by the end of the month, which would allow the town to move forward with award of construction to a contractor in the near future.

NEW BUSINESS

Attorney Booth briefed the Commissioners on WWTP Construction Change Order #5, which actually consisted of several smaller changes, which accommodated recommendations from our engineers and preferences of the town. The four items consisted of relocation of the emergency generator to a location preferred by the town \$30,022.64, additional ventilation necessary at the main pump station \$13,197.96, electric service revisions for the main pump station \$20,779.35 and the use of alternate iron joint pipes providing a credit of \$17,774.70, for a total change of \$46,225.25. All changes have been thoroughly reviewed and approved by the town's engineering firm, GMB. Commissioner Pepe motioned to approve Change Order #5 as presented, Commissioner Graves seconded the motion, all were in favor, and the motion carried.

LETTERS AND REQUESTS TO COMMISSIONERS

Lewis stated she had received a request from the Oxford Garden Club to sell tickets to their Garden Tour in Town Park on June 1, 2019. Commissioner Fronk motion to approve use of the park for this purpose, Commissioner Graves seconded the motion, all were in favor, and the motion carried.

Lewis reminded the Commissioners that ESLC would be holding their third annual Climate Conference at the Oxford Community Center on Saturday March 23, 2019 and that all three commissioners were registered to attend. The conference was open to the public and she had asked Ray Stevens to share the information by email to spread the news.

ATTORNEY

Booth stated, having provided the information regarding the change order, she had no further business.

CLERK COMMENTS

No further information presented.

PUBLIC COMMENTS

Julie Wells extended her congratulations to both Lisa for her Years of Service Award and to Brynja Booth for her nomination to the Court of Appeals.

There being no further comments or business, a motion was made by Commissioner Graves to adjourn the meeting, the motion was seconded by Commissioner Pepe and the meeting closed at 6:40 pm.

Respectfully submitted, Cheryl Lewis, Town Administrator-Clerk/Treasurer