

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**August 13, 2019**

The Commissioners Meeting was held in the meeting room of the Community Services Building on August 13, 2019. Commission President Gordon Graves called the meeting to order at 6:00 p.m.

**PRESENT**

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

**APPROVAL OF MINUTES**

Commissioner Pepe motioned to adopt the minutes of July 23, 2019 as distributed. Commissioner Graves seconded the motion, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Public Works Superintendent Delude reported the following:

- The 2008 small dump truck has been rehabbed with new springs and body work to freshen up the 10-year-old truck at a cost of about \$5000.
- The new mower as identified in this year budget has been delivered and is in service. Two older mowers, 20 plus years, have been retired.
- During investigation of a sewer back up on Sinclair Ave, a manhole that the department was previously unaware of was discovered under pavement that had been placed 20 years ago. The cover was removed and infrastructure was evaluated, cleaned and determine to be in good shape.
- There was a water issue at Bachelor Point, which was determined to be on the resident's side and they were notified.
- One of the fire hydrants on Third Street was dug up to clean the drainage holes prior to winter.

**POLICE REPORT**

Chief Patrick Maxwell reported the following.

112 – Patrol Checks  
4 – Assist other Police Agencies  
31 – Police Information – Service  
1 – Suspicious person  
1 – Suspicious MV  
8 – Parking Complaints / Citations Issued  
6 – Assist the Fire Department  
4 – Alarms  
2 – Check the Welfare  
3 – Thefts / 1 – Unfounded  
1 – Burglary – Under Investigation  
2 – Animal Complaints  
1 – Open Window  
1 – Emergency Petition  
1 – Noise Complaint  
1 – Harassment

The Regatta went off without any major incidents, crowds were about the same as the prior year. Commissioner Pepe thanked the Chief for setting up rotation of Police Vehicles around town. Chief Maxwell requested a Closed Session of a Contractual Matter.

#### **FIRE COMPANY**

Chief Graham Norbury presented fire company statistics: 11 fire calls, including 6 local calls, 5 mutual aid, with 2 working fires, 163 miles traveled, 69 personnel hours, 89 member responses; 11 medical calls, 6 transports, 3 assists, 1 fire standby, with 143 miles traveled and 30 personnel hours.

#### **OATH OF OFFICE**

Commission President Graves administered the oath of office to Martha Cole, Jane Wroten and Leigh Marquess for Parks and Recreation, along with Ed Miller for Planning Commission.

#### **PUBLIC REQUEST**

Skip Case addressed the Commissioners regarding traffic calming suggestions and his desire to see something done to reduce speeding entering town and through the causeway. Case stated he was concerned that there was plenty of talk, but no action and he was offering his support and wanted to know if anything was being done and what the plan was. Case stated that he forwarded his ideas in an email to the Commissioners, with the priority being reduction of the speed limit below 25 mph. In addition, because the road was under State Highway, he was recommending the hiring of the town's own engineer to provide objectivity in developing a solution that will work for the town. Pepe stated that he appreciated Case's concerns and the town had been working on a means to address the problem, but as it was a State road, State regulations would dictate the final solutions. Currently, there was an understanding that the State would have their engineers look at what was needed, we did have the ear of the politicians at this time and that he was aware that Lewis was in contact with SHA regarding the town's concerns. He said that we were trying to streamline the request, realizing that we would not get everything we were asking for, but we were asking for options that were doable for the State. Graves asked Lewis to share her most recent meeting. Lewis stated that she had been working with State Highway since October and that she had just met with representatives from Md Department of Transportation, which include Addie Eckardt and John Mautz as they expressed an interest in participating, along with Scott Delude, Chief Maxwell and Commission President Graves. She stated that her meeting was to introduce ideas to the State based on recent suggestions from the citizens and suggestions that were feasible within the State's regulations. Stating for example that the lowest speed permitted on a state road was 25 mph, so there was not a point in requesting less. She did say she provided them with maps and pictures suggesting traffic calming measures from the entrance to the County Park all the way to the Ferry, including pedestrian crosswalks in multiple areas, adding 25 mph signage directly on the roadway in multiple locations, utilizing faux brick along the entrance to town and for crosswalks throughout to bring drivers attention to the fact that they have entered a pedestrian community and that they are no longer on the highway. She stated the State did say that they town could utilize 'this is your speed' signs at any point along the roadway they chose to and the town is looking at acquiring their own equipment so we would not be dependent on others. Town purchased equipment would allow Public Works to manage location and charge equipment as needed. Lewis said she was trying to demonstrate to SHA that this is not your regular highway, this a community where people walk, bike and live on a State road, and she wanted them to understand this before they attended a Town meeting, so instead of coming, hearing complaints and leaving, they would have the tools to come with ideas and solutions for the road, that could be discussed. She stated that the representatives from Md Department of Transportation/SHA and the elected state officials would be in attendance at the September 10, 2019 Commissioners Meeting. Lewis said she felt that we had the States attention, that they understand that it is a sensitive issue and

that they understand we expect to see some real action, not just another sign outside of town. She added that there seem to be positive response to reducing the 40 mph to 35 mph prior to entering town and creating an entry way at Latitude with either faux brick or an island and also consideration for street marking/stripping from the County Park to Latitude

There was some discussion regarding speed cameras, reiterating comments from a prior Commissioners Meeting regarding the same topic. Lewis reminded everyone that the use of speed cameras will require a legislative action, which she would pursue, but this was a totally separate issue from the traffic calming.

The Commissioners asked for those concerned to attend the September 10<sup>th</sup> meeting, which will be moved to the Community Center to allow ample seating.

### **UNFINISHED BUSINESS**

Lewis provided an update on monitoring of visitor behavior at the Strand Beach, stating that our new Public Works employee had spent the last few weekends patrolling the area, assisting people with parking and helping to remind visitors of the regulations. This has gone fairly smoothly and both visitors and residents seem to be responding positively. The plan will be to have a park patrol set up by next summer to continue the interaction with visitors. She and Scott have also been working on the possibility of installing video cameras to monitor activity at the public areas to add a level of security. In addition, after conversation with both Scott and the Chief, Lewis requested the Commissioners allow the installation of no parking signs on Mill Street. Mill Street is the main connection between Tilghman and the Strand at the east end, does not have a need for residential parking, needs to be readily accessible to move emergency and town vehicles from one end to the other, and is an inappropriate place for vehicles to park. Commissioner Pepe motioned to approve adding no parking signs on Mill Street, Commissioner Graves seconded the motion, all were in favor and the motion carried. Commissioner Pepe inquired as to whether we could do something with the apparently abandoned boats/trailers in the Strand Parking lot. Lewis said she would turn the information regarding the items over to Attorney Ryan to pursue a legal means to move them into storage. Lastly Lewis stated that they were still working on the installation of a piling/rope fencing along the Strand to prevent vehicles from pulling off the road. Commissioner Pepe stated that the issues at the Beach escalated quickly this year and these efforts are an attempt to remind people that this is still a passive little beach, not a place to camp or hang out for days and the small efforts we are making seem to be receiving the appropriate response from visitors. Lewis added that by next spring we do want to have a clearly defined list of what we do or don't approve in this area so it can be cleared displayed, asking those concerned to put some thought into what uses were appropriate and which should be prohibited.

Administrator Lewis updated the Commissioners on the Morris Street Water Line Project, which the town had previously been granted a Loan of 1.2 million and Loan Forgiveness of 1.2 Million, reminding the Commissioner that in order to retain this award, the work needed to start prior to December 31, 2019. After the initial engineering was done, the idea of creating three new loops in the system that would provide redundancy was introduced to the town. MDE has approved adding this work onto the original project and at this time Lewis was requesting an amendment to the engineer's contract to add the necessary survey work and drawings for the loops at an estimated cost of \$4000. Commissioner Pepe inquired as to how excavation and site work for two of the three loops would impact the roads. Delude stated that there will be some work in the street but that it could be minimized to allow for traffic. Commissioner Pepe motioned to approve amending the contract per the submitted estimate, Commissioner Graves seconded the motion, all were in favor and the motion carried.

**NEW BUSINESS**

None presented.

**LETTERS AND REQUEST**

A card was received from the Oxford Kids Camp Week 2 Explorers, thanking Administrator Lewis for meeting with the kids to explain the upgrade to the wastewater treatment plant and the new stormwater ponds and also for helping the children to acquire permission from the County to place logs within the Conservation Park for turtles to use.

**ATTORNEY**

Attorney Ryan requested a closed session for legal advice regarding litigation.

**ADMINISTRATOR**

Lewis reminded those in attendance that as part of the Oxford Museum's Smithsonian Exhibit and their Water Ways on Wednesday sessions, the town would be doing a presentation on the upgrade to the Wastewater Treatment Plant. Lewis requested a closed session for a discussion regarding personnel.

**PUBLIC COMMENT**

Commissioner Graves noted that the Fire Company Breakfast, which included fund raising for Brent Bradley, was very successful with 390 people in attendance. Adding that the following day Holy Trinity held a fundraiser for Betty Jo Mackert, which was also very well attending, remind everyone of why Oxford is such a special place.

There being no further business, Commissioner Graves made a motion to adjourn the meeting into closed session for legal advice regarding litigation and personnel issues, the motion was seconded by Commissioner Pepe, all were in favor and the meeting was adjourned 7:14 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".