

## COMMISSIONERS MEETING

November 27, 2007

### LOCATION

Commissioners Meeting was held in the meeting room of the Community Services Building on November 27, 2007. The meeting was called to order by President Kearns at 7:30 p.m.

### PRESENT

Commissioners present were Timothy B. Kearns, James Klair and Peter Dunbar. Town Attorney, David Thompson and a Star Democrat representative were in attendance.

### MINUTES

The minutes of November 13, 2007 were approved as distributed.

### MAINTENANCE REPORT

Scott Delude, Public Works Superintendent, gave the Maintenance Report. The report consisted of the following:

1. Christmas decorations have been completed and ready for lighting on December 1<sup>st</sup>.
2. We have ordered a new automatic transfer switch for the water and sewer plant. Arrangements have been made to have it installed within the next two weeks.
3. The teak benches have been cleaned, treated and stored until spring. The benches have not had any treatment for the past two years.
4. Fixed the lift pump at Bachelors Point. (It was running continuously-bad seat joint)
5. Replaced the manhole cover and riser in front of the town office.
6. The backhoe is being used sparingly, the radiator has developed a leak. We have patched it to use until a new radiator comes in.
7. There was an air infiltration in the water system today that affected the Jacks Point area with some air in the main line. (The fire department did a bacteria test on the line and caused air to get into the main line)
8. Obtaining prices for the main water lines in the town that need to be replaced or looped into each other (There are four lines that have needed attention over the years - Division, Factory, Jefferson and East Strand)
9. Request that the Commissioners advise their thoughts on the water, sewer and street installation by certified contractors instead of the town doing the work as it is costing the town a lot of money as each installation has specific conditions.

President Kearns commented that he is in favor of the property owner having a licensed plumber install water meters and complete the connection to the town's water line. An inspection of the work would have to be made to be sure the work meets town specifications. A discussion between the Commissioners, Scott and Attorney Thompson took place regarding the capital charges. The capital charge will still be in place for all new connections. This charge covers expenditures to the water and sewer department that are created in using the system. The Commissioners advised Attorney Thompson to prepare a Resolution explaining the property owners responsibility to have a plumber complete the connection and installation of the water meter into the town system and the capital fee charge.

Scott advised that he is in the process of obtaining prices for the water lines that need to be looped.

President Kearns received a complaint about the smoke drifting into the Boones Creek area from the town burning yard debris. Scott stated that he was aware of this and that smaller piles of yard debris will be burned so that the fire does not become large. Scott commented that the idea of using the leaves as mulch and letting residents pick up the mulch for their use does not seem to be a good idea. Residents are putting weeds, animal feces and other yard

debris in the leaves to be picked up. Commissioner Dunbar suggested putting something in the next newsletter asking residents to keep their leaves clean in order for them to be used as mulch.

Commissioner Klair asked Scott to investigate the use of a barge at the end of East Strand to be sure that the barge is not being used as a station for shoreline work.

#### POLICE REPORT

Lt. Maxwell gave the Police Report in the absence of Chief Borga. The report consisted of the following:

- 1 - DWI (arrested and jailed, due to intoxication)
- 1 - Assist the Fire Department
- 10 - Police Information
- 1 - Theft/embezzlement (charges to be obtained and suspect to be arrested)

#### BID OPENING 08-02 Lawn Mower

President Kearns opened Bid 08-02 which is a bid for a Kubota Lawn Tractor. Two bids were received. One bid was from Eastern Service Corporation, Cambridge, MD for a F3680 Kubota side discharge in the amount of \$14,591.21 and a F3680 rear discharge in the amount of \$14,790.38. The second bid was received from Rio Del Mar Enterprises for a F3680 Kubota in the amount of \$14,800.00. The Commissioners agreed to have Scott review the bids and award to low bidder, Eastern Service Corporation, if the bid meets all the required specifications.

#### DRY HYDRANT

A letter was received from MDE regarding a request for a dry hydrant. The Commissioners requested that Scott look into this application to MDE for a dry hydrant.

#### UNFINISHED BUSINESS

##### Shoreline Improvements

President Kearns read a letter that was received from Chesapeake Trust regarding the grant application that RC&D, Dave Wilson, submitted for living shorelines. The application was declined but it was suggested in the letter that the town apply in March 2008.

##### Trailer Parking Fees

President Kearns requested that the Commissioners review the draft amended ordinance that Attorney Thompson presented them with adjusting the trailer parking fees. This amendment is necessary in order for the town to be eligible for waterway improvement money. The amended ordinance states that daily trailer parking fees will be \$10.00 and yearly fees will be \$50.00. Commissioner Klair made a motion to introduce Ordinance 0803 which is "AN ORDINANCE TO AMEND AND ADJUST FEES FOR PARKING BOAT TRAILERS ADJACENT TO THE TOWN BOAT RAMP". Commissioner Dunbar seconded motion. Commissioners voted on this 27<sup>th</sup> day of November 2007.

- Aye - Timothy Kearns
- Aye - James Klair
- Aye - Peter Dunbar

##### Mooring Buoy Regulations

Commissioner Klair announced that a draft mooring buoy regulation has been presented to the Commissioners by the Port Wardens. Commissioner Klair thanked the Port Wardens and Attorney Thompson for gathering information to complete this draft. Attorney Thompson commented that the draft shows that the Port Wardens were careful and gave a thoughtful approach to the mooring buoy situation. Attorney Thompson will review the draft to make sure state regulations have been included. The regulations will then go to Talbot County Planning Commission in order for them to make a recommendation to the County Council in order for Oxford to have jurisdiction in county waters. Once Talbot County agrees the plan

will be submitted to Natural Resource Police and the State for approval. An ordinance will be submitted with the plan but will not be signed by the Commissioners until the County gives their approval.

#### Request for Proposal - Engineering Services

Commissioner Dunbar requested that the town proceed with advertising for engineering services. All Commissioners were in agreement.

#### State Highway Administration

President Kearns announced that on Monday, December 3<sup>rd</sup> at 10:00 a.m. the Tree Committee will meet with the landscape design State Highway representative to look at the placement and removal of trees during the street scape project.

President Kearns announced that on Monday, December 3<sup>rd</sup> the Commissioners will be meeting with State Highway Administration team members to discuss final designs for the street scape project. This will be a workshop at 4:00 p.m. between the Commissioners and SHA, the public is invited to attend but the Commissioners will not take public comments.

#### EXECUTIVE SESSION

The Commissioners voted to go into executive session to discuss a personnel issue. The executive session was held under Section 10.508 Open Meetings Act, Maryland Code (1992 cum. Supl.) No. 2. Those in attendance were Timothy Kearns, Commissioner, James Klair, Commissioner, Peter Dunbar, Commissioner, Scott Delude, Public Works Superintendent, Lillian Lord, Town Clerk and David Thompson, Town Attorney.

#### BILLS PAYABLE

The regular town meeting was reopened and the Commissioners went to Bills Payable.

Commissioner Dunbar made a motion to adjourn the meeting. Commissioner Klair seconded motion.

Aye - Timothy Kearns

Aye - James Klair

Aye - Peter Dunbar

Respectfully submitted,

Lillian Lord  
Town Clerk/Treasurer