

## COMMISSIONERS MEETING

November 24, 2009

### LOCATION

Commissioners Meeting was held in the meeting room of the Community Services Building on November 24, 2009. President Dunbar called the meeting to order at 7:30 p.m.

### PRESENT

Commissioners present were Peter Dunbar, Timothy Kearns and James Klair. Town Attorney David Thompson and a Star Democrat representative were in attendance. There were four (4) people in attendance.

### APPROVAL OF MINUTES

The minutes of November 10, 2009 were approved as distributed.

### MAINTENANCE REPORT

In the absence of Scott Delude, Public Works Superintendent, President Dunbar read the Maintenance Report that consisted of the following:

1. The excavating of the ditches has been completed. The Public Works Department will be grading the piles of spoils that have been placed on the town's property as soon as the ground is dry enough to get the backhoe on it.
2. The tree trimming is completed except for three trees at the Strand that Asplundt is going to remove for the town at no expense to the town.
3. A notice to proceed meeting with Maryland Department of the Environment and the contractors that are installing the new water meters was held on Friday, November 13, 2009. The work should be completed by the end of the year (2009).

The Commissioners reviewed a proposal submitted by National Metering Services, Inc. for testing the flow rates of the meters that are being removed. A meter test equipment certification will be provided. This should help in explaining bills to customers that may see an increase in their bill when the new meters are installed. A large amount of meters in town are several years old and possibly are running slow. After a short discussion, Commissioner Klair made a motion to accept National Metering Services proposal in the amount of \$1,670.00. Commissioner Kearns seconded motion.

Aye – Peter Dunbar

Aye – Timothy Kearns

Aye – James G. Klair

Attorney Thompson presented the Commissioners with a contract between the Town of Oxford and National Metering Services, Inc. for its water meter upgrade, which consists of the removal of model T-10 Neptune water meters and the replacement with Model R-900i Neptune water meters. Attorney Thompson commented that several bids were received and after reviewing the bids and upon the recommendation of the Town's Public Works Director, at their regular meeting on October 27, 2009, the Commissioners accepted the bid submitted by National Metering Services, Inc. in the amount of \$255,537.60.

## POLICE REPORT

Chief Borga gave the Police Report that consisted of the following:

- One check the welfare
- Ten Suspicious Persons (Four with criminal records)
- One Suspicious Vehicle (ID and moved on)
- Three Police Information
- One 911 Hangup (verbal domestic, no violence)
- One animal complaint

Commissioner Klair questioned whether the number of suspicious persons is on the rise. Chief Borga commented that there does seem to be an increase, but there is no need for alarm.

## OXFORD FIRE COMPANY

President Dunbar read the Oxford Fire Company report in the absence of Steve Mroczek. The report consisted of the following:

Between November 10<sup>th</sup> and 23<sup>rd</sup>, the Oxford Fire Company responded to a total of four fire calls, two within the Oxford Fire District and two mutual assistance calls, one to Easton and one to Cambridge. During the same period they responded to one ambulance call within Oxford Fire Company's Fire District. The Ladies Auxiliary thanked everyone in the community for their support of the recent Antique Show. This was the most successful show from a fund raising perspective in the show's forty two (42) year history. Oxford Fire Company invites everyone in the community to join them for their Breakfast with Santa on Sunday, December 6<sup>th</sup>.

## UNFINISHED BUSINESS

President Dunbar announced that the four proposals to Chesapeake Bay Trust, the National Oceanic and Atmospheric Administration and the Maryland Department of the Environment have been reviewed. The proposal for construction of a 105 linear foot living shoreline at Lovers Lane was declined. The proposal for construction of a 325 linear foot living shoreline along Town Creek was declined. A third proposal for construction of a bioretention swale and a 215 linear foot Living Shoreline project at the Oxford Ferry Landing was awarded. The grant is in the amount of \$69,436.00. The fourth proposal for construction of a 325 linear foot living shoreline at Morris Street Park was awarded. The grant is in the amount of \$23,715.00. Total for the two grants is \$93,151.00.

Attorney Thompson stated that the time and work done by President Dunbar in applying for these grants is greatly appreciated. Attorney Thompson is reviewing the grant agreements between the Chesapeake Bay Trust and the Town of Oxford.

## SHORT TERM RENTAL

Commissioner Klair announced that a memo was received from the Planning Commission dated November 24<sup>th</sup> with their recommendations and questions regarding the draft ordinance for short term rentals. All Commissioners advised that they had not had a chance to read over the recommendations and they would discuss this at the next town meeting. It was noted that a letter was received from George Gaffney, Ken Gibson and Brud Patterson stating that they have reviewed the draft ordinance and are in agreement with the ordinance as drafted. It was mentioned in their letter the importance that this ordinance be put in place in a timely manner since the start of the 2010 rental season bookings are just around the corner.

## Meeting with Historic Commission

Commissioner Klair announced that the Commissioners are trying to get a firm date for a meeting with the Historic Commission. The Historic Commission did present the Commissioners with an agenda for discussion when a date is set for the joint meeting.

## Board Vacancies

Commissioner Klair commented that the Commissioners are in the process of filling the vacancies on the boards.

## ATTORNEY

### Parking Ordinance

Attorney Thompson presented the Commissioners with a copy of the original draft of the parking ordinance that has been marked up with changes. Attorney Thompson requested that the Commissioners read over the marked up copy and advise how they want the ordinance to read.

### Appeal Hearing – Tom Campbell

Attorney Thompson presented the Commissioners with the written decision prepared by Attorney Booth of the appeal by Campbell's Town Creek Boatyard to the Commissioners. The Commissioners acted in their quasi judicial capacity for the hearing. The decision needs the signature of the Commissioners. President Dunbar commented that this was a de nova hearing approved with conditions as to the covered slips.

## PUBLIC COMMENT

### Employees Time

Bernie Witter questioned where time will be charged for the Maintenance Department when they no longer have to read the water meters and how do we know the new meters are accurate? President Dunbar stated that the new meters are certified. Time will be charged to the Maintenance Department as they are doing work wherever needed. The time is actually filled out as jobs are completed, at this time there is no way to know where time will be charged.

### Stairwell

Nancy Wallace questioned the status of the stairwell. Commissioner Kearns explained that a hole was drilled in the wall of the stairwell to place a camera in to see how the original construction was completed. This did not work since there was not enough light for the camera. As soon as the construction of the existing stairs is figured out, we will know what has to be done to correct the problems.

### Living Shoreline

Nancy Wallace questioned the number of stakes that were put in at the Town Park Shoreline. President Dunbar stated that there were a half dozen or more to show where work will be done for the Living Shoreline.

## EXECUTIVE SESSION

The Commissioners voted to go into executive session to consult with counsel to obtain legal advice. The executive session was held under Section 10.508 Open Meetings Act, Maryland Code (1992 Cum. Supl.) No. 2. Those in attendance were Peter Dunbar, Commissioner, Timothy Kearns, Commissioner, James Klair Commissioner, David Thompson, Town Attorney, James Borga, Chief of Police and Lillian Lord, Town Clerk.

BILLS PAYABLE

The regular meeting was reopened. The Commissioners went to Bills Payable.

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

Aye – Peter Dunbar

Aye – Timothy Kearns

Aye – James G. Klair

Respectfully submitted,

Lillian Lord  
Town Clerk