

COMMISSIONERS MEETING

April 27, 2010

LOCATION

Commissioners Meeting was held in the meeting room of the Community Services Building on April 27, 2010. President Dunbar called the meeting to order at 7:30 p.m.

PRESENT

Commissioners present were Peter Dunbar and James Klair. Town Attorney David Thompson was in attendance. There were seven (7) people in attendance.

APPROVAL OF MINUTES

The minutes of April 13, 2010 were approved as distributed.

Meetings

President Dunbar announced that the Commissioners had met with members of the Tred Avon Yacht Club twice to discuss living shoreline options at the Ferry Dock. The Commissioners met with Oxford Community Center to discuss renovations planned for the Community Center.

MAINTENANCE REPORT

Scott Delude, Public Works Superintendent, gave the Maintenance Report that consisted of the following:

1. All hydrants have been flushed as part of the yearly maintenance schedule to keep water fresh and to exercise the valves on the hydrants.
2. Scott attended a FEMA meeting on April 15th to go over cost for the December 2009 snow storm. The Town of Oxford will be receiving \$4,446 in relief from FEMA for the December storm. Scott is waiting for information regarding the later snow storms.
3. The Public Works Department has received complaints regarding brush pickup and contractors using the town to dispose of their yard waste. The brush pickup provided by the Town is for the homeowners use, not for a paid person doing landscaping/trimming for profit. They must remove yard debris at their expense. This information will be posted in the June newsletter as a reminder.
4. Scott is purchasing can straps for the trash cans throughout the town. The straps are inexpensive and will hold the liners neat and secure inside the trash cans. Commissioner Kearns located the can straps.

Scott requested an executive session following tonight's meeting to obtain legal counsel.

Commissioner Klair asked if the Town was cleaned up after Oxford Day. Scott advised that this year was the cleanest following Oxford Day that he has seen.

POLICE REPORT

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

- Five Police Information
- Two Alarms (malfunction)
- One Unattended Death (natural causes)

- One Harassment (neighbor – neighbor)
- One assist the Fire Department
- One suspicious vehicle (ID occupants)

Lt. Maxwell stated that Oxford Day went off without any problems. Lt. Maxwell thanked Public Works Department for their assistance and all that helped organize and participate in the day's events.

President Dunbar commented that Oxford Day was a great event and Commissioner Klair thanked Scott and the Public Works Department for having the town look great. Commissioner Klair thanked Pam and David Baker, Sandy Hale and all the volunteers for their hard work in making the day a success.

Pam Baker thanked Scott, Pat, David Thompson, Jim Klair and all that helped during Oxford Day.

Ms. Baker commented that the date for Oxford Day celebration next year is up in the air at present. Oxford Day has always been held on the 4th Saturday in April, but next year the 4th Saturday is Easter week-end.

BID OPENING 1002 – Dock Engineering Services

President Dunbar opened Bid 1002 which is a bid for engineering services for the portion of the ferry dock owned by the Town of Oxford. Bids were received from the following:

- Andrews, Miller & Associates - \$26,200
- George, Miles & Buhr - \$7,885
- Hudson Engineering Corporation - \$75,000
- McCrone Inc. - \$13,584
- WBCM Architect Engineering Construction - \$27,000
- Cabe Associates - \$17,000

Commissioner Klair made a motion to turn the bids over to Scott and have Scott evaluate and determine whether the bids are responsive and responsible and award to the low bidder if the low bid is responsive. President Dunbar seconded motion. Commissioners voted this 27th day of April 2010.

Aye – Peter Dunbar

Aye – James Klair

BID OPENING 1003 – Resurface Road and Replace Water Main

President Dunbar opened Bid 1003 which is a bid to resurface and complete water main installation and tie-ins to existing mains on East Strand from Mill Street to bulkhead and Riverview Avenue from J.L. Thompson Drive to S. Morris Street. Bids were received from the following:

- Retallack & Sons - \$140,303
- Donald Duvall - \$204,320
- Barkers Landing Excavation - \$142,594
- E & N Enterprises - \$124,159

Commissioner Klair made a motion to turn bids over to Scott and have Scott evaluate and determine whether the bids are responsive and responsible and award to the low bidder if the low bid is responsive. President Dunbar seconded motion. Commissioners voted this 27th day of April 2010.

Aye – Peter Dunbar

Aye – James Klair

NEW BUSINESS

Short Term Rentals

Middle Department Inspection Agency provided the town with a copy of an agreement to do the inspections for the short term rental properties. The Commissioners requested that Attorney Thompson review the contract and advise whether the contract is in the towns best interest. President Dunbar asked that Scott and Commissioner Kearns look over the agreement.

Attorney Thompson has created an application for short term rental properties. This application will be forwarded to the town office.

106 South Morris Street

Commissioner Klair stated that he had received a packet of material concerning 106 South Morris Street, a property subject to litigation over the years. Commissioner Klair requested an executive session following tonight's meeting to obtain legal counsel.

Parks & Recreation Board

President Dunbar announced that a suggestion for a new member on Parks & Recreation was received and he would like to discuss the appointment in executive session.

Chesapeake Bay Critical Area Commission

Commissioner Klair announced that a letter was received from Peter Johnston & Associates, LLC announcing that Peter Johnston & Associates has been contracted by the Chesapeake Bay Critical Area Commission to provide "Critical Area Circuit Rider Services" to municipalities on the Eastern Shore. The towns included are: Betterton, Centreville, Charlestown, Chesapeake City, Chestertown, Church Hill, Crisfield, Federalsburg, Fruitland, Greensboro, Hillsboro, Mardela Springs, Millington, North East, Oxford, Pocomoke City, Port Deposit, Princess Anne, Queen Anne, Queenstown, Secretary, Sharptown, and Vienna. The responsibilities of Peter Johnston & Associates is: to train local staff, if available, to implement their respective Critical Area programs; and establish and enhance coordination procedures between municipalities and the Critical Area Commission.

ATTORNEY

Stormwater Ordinance

Attorney Thompson reminded everyone that the town had introduced the model stormwater ordinance and referred this to the Planning Commission. At the same time Maryland Municipal League and others were dealing with adopting emergency regulations from Maryland Department of the Environment. A new ordinance will be presented to the Commissioners. The new regulations will give more flexibility for businesses. Attorney Thompson will get the ordinance back to the Commissioners and the Planning Commission.

Comprehensive Plan

Attorney Thompson commented that Department of State Planning's comments were due Friday on the Comprehensive Plan. They are running behind and need an extension. They have been reviewing the plan and are looking at water resources development and have comments, but they see no major problems. A comment was made that there is not much on Town Creek.

Living Shoreline

President Dunbar announced that the town has received consistency reports for Town Park Living Shoreline and Oxford-Bellevue Landing Living Shoreline from State of Maryland Critical Area Commission. The Commissioners and Attorney Thompson are reviewing the reports.

Public Comment

No comments from the public.

EXECUTIVE SESSION

The Commissioners voted to go into executive session to discuss a personnel issue, potential litigation and obtain legal counsel. Those in attendance were, Peter Dunbar, Commissioner, James Klair, Commissioner, Scott Delude, Public Works Superintendent, Patrick Maxwell, Lt. Oxford Police, David Thompson, Town Attorney and Lillian Lord, Town Clerk.

BILLS PAYABLE

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

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

Aye – Peter Dunbar

Aye – James Klair

Respectfully Submitted,

Lillian Lord
Town Clerk