

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
January 27, 2015

The Commissioners Meeting was held in the meeting room of the Community Services Building on January 27, 2015. Commissioner President Carole Abruzzese called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Carole Abruzzese, Commissioner Gordon Graves, Town Clerk Cheryl Lewis, Chief Patrick Maxwell, and Town Attorney Brynja Booth. Several citizens and a representative from the newspaper were in attendance.

APPROVAL OF MINUTES

Prior to the approval of the minutes, President Abruzzese stated that at the conclusion of the last meeting on January 13th, the Commissioners convened a closed session for legal advice for consideration of a property acquisition. Those present were Commissioners Abruzzese and Fronk, Clerk Lewis and Attorney Booth. A written statement setting forth the vote of the Commissioners, and the topics that were discussed will be filed within the minutes of the Commissioner meeting. The minutes of the meeting of January 13, 2015 were presented. Commissioners Graves made a motion to approve the minutes. President Abruzzese seconded the motion, all were in favor, and the motion carried.

A motion was made by Commissioner Graves to approve the Report of Disbursements for December, 2014. The motion was seconded by President Abruzzese, all were in favor, and the motion carried.

PUBLIC WORKS

Superintendent Delude was sent home early due to an impending snow storm. Clerk Lewis read his report as follows:

The town had a tree removed from Lover's Lane that was dead and hanging over the Tred Avon Yacht Club's fence. The tree was bigger than what the town's saws could handle safely, so it was taken down by Bartlett Tree. The Public Works Department removed the fallen tree to the town's brush lot. The cost of the work was \$500. Clerk Lewis added that two other trees were taken down by a resident in the same area with permission and would be replaced by that resident.

Interviews were held by Superintendent Delude and Clerk Lewis last week for the Public Works open position and three potential candidates were found for the job. Both Superintendent Delude and Clerk Lewis will be talking again to the top candidate in the next week and Lewis stated that she expected they would settle on an applicant in the next two weeks.

Public Works had water leaks at four different locations throughout town over the past two weeks. Fortunately, the leaks were not on the town's side of the system. The money that has been invested into upgrading the town's distribution system is showing promise with less leaks and problems over the last eight years.

Clerk Lewis reported that she and Superintendent Delude met with technical advisor Scott Getchell about the possibility of connecting the current lift stations to the new system's remote alarm when the town develops its new plant, as none of the current lift stations have remote dialers, only lights and an external alarm that goes off in case of emergency. Mr. Getchell came out, looked at the lift stations, and will prepare a separate estimate to have them connected to a dialer, as it is not part of the current upgrade, but is something we could look into funding in the future. It may be less expensive to do this as part of the upgrade if funding is available and USDA is amenable to the additional work. It may also be

possible to tie the whole system together, but right now the priorities should be getting the lift stations on some type of alarm system.

Clerk Lewis also added that she and Superintendent Delude were looking at the aesthetics of the main pump station – currently the little red brick building located in front of the recycling center, across from the tennis courts, at the causeway. In the end, the proposal is for that building to go away as the pump station will go underground and only a generator will be left in its place. Clerk Lewis stated that she and Superintendent Delude were looking into two concepts to “hide” the generator such as either planting trees to screen it or building a brick wall in front of it. She asked that the Commissioners begin thinking about what they would like to see and that she would forward examples to them, as they were made available to review as well.

POLICE REPORT

The Police Report was given by Chief Maxwell

- 18 – police information-service
- 1 – alarm (activated by owner)
- 2 – suspicious persons (ID and moved on)
- 1 – check on individual’s welfare
- 1 – assist other police agency

Chief Maxwell reminded those in attendance to be careful of scams and not to give personal information over the phone.

Commissioner Graves commended the Chief on the Taser workshop given by Chief Maxwell and Officer Chance for the officers at St. Michaels and a representative from the Talbot Co. Sheriff’s Office.

UNFINISHED BUSINESS

President Abruzzese announced that the Commissioners recently saw the latest plans for the Oxford boat landing on Tilghman Street and that she had talked with Sandy Pepe, from the DNR, who told her the plans looked good. Clerk Lewis explained that the most recent plan had gone to the DNR for review but that this was not the final plan and there are several things the DNR would like to see changed. The newest plan is actually only 30% completed and will be presented at the Commissioner’s regularly scheduled meeting on March 11, 2015. Clerk Lewis stated that she was providing this draft to the Commissioners so they could see where the project was at this point. President Abruzzese noted that it looked as though some parking spaces were going to be lost. Lewis responded that one would be lost where the new landing is going as well as a boat space but that she and Superintendent Delude were working on the layout for trailer parking, as well and as removing some things over by the water tower in order to gain more parking in that area. She again reminded the Commissioners that these were only preliminary plans and that the project would most likely begin in the fall of 2016.

Lewis brought the Commissioners up-to-date on the stormwater shoreline infrastructure inventory the engineers were currently working on, stating she expected to have draft information by March. She also stated that NOAA is in the process of gathering data in reference to the NOAA/MDE CoastSmart technical assistance grant. She intends to use a combination of this information to apply for an improvement grant in April of this year.

NEW BUSINESS

Attorney Booth reported that GMB would be at the March Commissioner's meeting to present what they have prepared to date on the wastewater treatment plant design. As part of the new operations, the town is going to need a location to dispose of wastewater sludge. GMS is looking at all the options for handling the sludge material and has spoken with Maryland Environmental Services, which operates the local landfill and handles sludge removal on the shore. MES let GMB know that they are currently revising their permit with MDE and they informed GMB that if there were any jurisdictions that would want to be included under their umbrella, now would be the time to add them rather than later. As a result, Attorney Booth recommended that Commissioners add Oxford as a potential municipality that would utilize MES services to haul and dispose of sludge associated with the new facility to the regional landfill in Ridgely. The recommendation would not commit the town to anything. The Commissioners present agreed that a letter should be sent requesting to be included in their permit update as a potential user.

LETTERS AND REQUESTS

A letter was received from the Talbot Co. Arts Council requesting a \$1000 donation from the FY 2016 budget, as requested in previous years.

Lewis stated the Oxford Day Committee has requested their donation of \$1000 for this FY, which has been previously approved as part of the budget process, noting that she also reminded them they needed to make their request for FY 2016 in the next few months.

ATTORNEY REPORT

Attorney Booth reported that she, Clerk Lewis, and Superintendent Delude would be going to Baltimore on January 28 to meet with MDE to talk about design issues with GMB before they complete their 30% submittal. Currently, they just have a technical design. This meeting is to make sure that the grant funding matches up to what is being proposed.

CLERK COMMENTS

Lewis reported that Easton Utilities accepted the lease agreement as discussed at the last Commissioner's meeting.

The preliminary application to State Energy to become part of the MD Smart Energy program was received.

A letter of intent for the DNR Coastal Stormwater grant has been submitted.

Lewis mentioned that at a recent MML dinner that she and the Commissioners attended there was a speaker who talked about grants available to municipalities and she wanted to let the Commissioners that in looking over the grant list, the town is actively involved in all the relevant opportunities, including grant funding for training of public works employees through the town's new insurer LGIT. Two of the town's employees were already registered for a free workshop for sewer backup training.

Lewis announced she would be on vacation February 9 through February 13, which will be the week of the next Commissioner's meeting. Superintendent Delude would also not be available for that meeting. As there were no agenda items pending, President Abruzzese made a motion to cancel the next meeting scheduled for February 10, 2015. The motion was seconded by Commissioner Graves and unanimously carried.

COMMISSIONERS COMMENTS

President Abruzzese announced that she, Commissioner Fronk, and Clerk Lewis attended the annual Eastern Shore Association of Municipalities Legislators dinner and meeting on Thursday, January 22,

2015, which was attended by many of the new delegates and senators who discussed their support of the new Governor of MD, Governor Hogan. At the meeting there were also discussion warning the attendees that there may be budget cuts regarding State funding initiatives. Lewis added that most of Oxford's current grant projects were the result of federal funds or Bay Restoration funds and she did not expect any immediate impacts from State budget cuts.

PUBLIC COMMENT

It was announced that the OVFD would be holding their annual dinner on Jan. 30, 2015, at which time the installation of the new officers will take place.

Lewis added that she and Pete Dunbar had just attended a county park meeting and everything is on target to begin the new passive park outside of Oxford, although currently there is a shortage funds for some of the amenities like the picnic shelters and overlook areas. Clerk Lewis noted that she would be getting the Oxford group together in hopes of sending out a letter to residents to see if anyone would like to make a donation or sponsor a feature for the new park. Construction is anticipated to start this summer.

There being no further business, a motion was made by President Abruzzese to adjourn, the motion was seconded by Commissioner Graves, and unanimously carried.

The meeting ended at 6:47 p.m.

Respectfully submitted,

CL Lewis

“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.”