

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
March 10, 2015

The Commissioners Meeting was held in the meeting room of the Community Services Building on March 10, 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, Public Works Superintendent Scott Delude, and Town Attorney Brynja Booth. Several citizens were in attendance.

The meeting was opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Graves made a motion to approve the minutes of February 24, 2015 as drafted. The motion was seconded by President Abruzzese and unanimously carried.

PUBLIC WORKS

Superintendent Delude presented the maintenance report consisting of the following:

- Public Works had snow plowing events on February 26 and again on March 5. During that time Public Works only complied 5 hours of overtime by staggering employee work hours.
- Five more homes in Oxford needed their water turned off due to frozen or broken pipes in the last two weeks. This winter was been the worst, in terms of frozen pipes, in the past 8 years.
- The Public Works has a new employee, William "Billy" Sard, who has a background in maintenance and equipment.
- The winter storms were not too severe and the town's road salt was barely touched. This will save the town \$2000 in next year's budget.
- Three of the Public Works crew went to an arsenic reduction class last week for the new 2015 regulations. The Town of St. Michaels is trying a new type of arsenic reduction treatment system to be built this year and Delude will be keeping an eye on their results for the town's own future needs.
- Mr. Delude announced that he will be out on vacation starting Friday, March 13 until March 27, 2015. He noted that he would send out an emergency contact list of the Public Works employees and the number to the on-call phone service before he leaves.

Commissioner Graves stated that at the past Oxford Men's Breakfast a comment was made about what a great job the Public Works Department did during the recent snowstorms.

POLICE REPORT

Chief Maxwell presented the Police Report, which consisted of the following:

- 15 – police information service
- 3 – alarms
- 2 – assist the fire department

- 1 – motor vehicle in a ditch with intoxicated driver (arrested) with assistance from Sheriff's Department
- 2 – assist other police agencies

Chief Maxwell reported that the most recent snow storm went off without any major incidents. The speed trailer for traffic calming seems to be working. It will be left up for about another week, after which time it will be removed and the Oxford Police will continue to monitor traffic.

OXFORD FIRE COMPANY REPORT

The Oxford Fire Company report was read aloud by Administrator Lewis, for the period from February 12 to February 26, 2015 as follows: During this period there were 8 fire calls: 4 automatic fire alarms all of which turned out to be false alarms; 1 medical assist; 2 broken water pipes; and 1 ruptured boiler.

During the same period there were 5 ambulance calls; 3 calls with patients transported; 2 patient assists or cancelled en route; with 27 personnel attending, 4.6 hours, 23.9 personnel hours, and 65 miles traveled.

The Fire Company thanks the 186 patrons who attended the March monthly breakfast and the Ladies Auxiliary thanks the people who donated items to the recent rummage sale and thanks those who bought these treasures.

GUESTS

Ray Stevens, on behalf of the race organizer for Sharkfest 2015, met with the Commissioners to seek permission to hold the Sharkfest swim in Oxford on May 30, 2015. Arrangements have already been made with the Tred Avon Yacht Club and Oxford Ferry, with the TAYC hosting the event on their beach. Mr. Stevens noted that in the past the event has been pretty quiet with around 50 participants taking part in the swim. Both of the Commissioners were in agreement to host the event.

UNFINISHED BUSINESS

Jason Lytle, from GMB Engineering, reported on the progress for the upgrades to Oxford's new WWTP. Mr. Lytle noted that his firm is on schedule and that 30% of the design work has been completed. The project will be ready to go out to bid by September of this year. Preliminary drawings were presented for the proposed plan and a brief overview was given. President Abruzzese asked about the possibility of putting in solar panels. Lewis responded that although it was not part of this project design, they had identified a possible future location for solar panels in the remainder of the vacated lagoon. Attorney Booth mentioned that Scott Getchell, also from GMB, was preparing an application to apply to MDE for the ENR NPDES permit, requesting planning limits in order to determine the limits for the new plant. Administrator Lewis added that there should be building elevations with the next update.

NEW BUSINESS

President Abruzzese presented **Resolution 1502 – Authorizing Application to the CoastSmart Communities Grant Program**. The application will request funding assistance for three (3) components of Oxford's Flooding/Stormwater/Shoreline Efforts: 1) assistance with an MDE community Score Card

evaluating the current status of the town, 2) preparation of a FEMA Community Rating System application and, 3) Phase 2 of the Stormwater Shoreline Infrastructure Study and Prioritizing of Improvements (\$56K), with a maximum request of \$75,000. Lewis noted that she was still working on the details of the application and that she is requesting funding assistance for the three different components, to demonstrate the town's priorities, including the identification of any necessary policy changes. A response should be forthcoming before October. This resolution gives Lewis the authority to file the grant and to do the paperwork. A motion was made from President Abruzzese to approve Resolution 1502 as presented. The motion was seconded by Commissioner Graves and unanimously carried.

A discussion took place regarding Maryland Sustainable Communities grant opportunities. The first opportunity deals with the Historic Commercial District buildings, whereby there are grant opportunities for the acquisition of vacant properties. The opportunity to applying for funding assistance to acquire properties should be announced in March or April. The second grant for consideration is for an Oxford Business Rehabilitation Grant. This would involve setting up a revolving loan/grant opportunity for current small businesses in town, in which a local business could apply to the town for assistance. This would apply to all Oxford Businesses identified in the Sustainable Communities Plan, not just Historic areas and would be a competitive request for rehabilitation funds which could be in 10 to 20K increments. This opportunity should also be announced in March or April.

Lewis stated that she would also like to develop a plan for revitalization of the Historic Commercial District as discussed at the last meeting, which could be driven by the town newsletter inviting people to workshops, similar to how stormwater concerns were originally addressed through the Oxford Stormwater Task Force. This endeavor would be separate from the grant opportunities. The focus would be on planning for the commercial properties located only in the historic commercial district as identified in the Sustainable Plan.

LETTERS

President Abruzzese read a letter from Pamela Baker on behalf of the Oxford Day Committee thanking the Commissioners for the town's contribution towards the 2015 event. A letter was also received from the Chesapeake Bay Maritime Museum inviting all to come out and celebrate the museum's 50th anniversary at their celebration event scheduled for May 23, 2015.

President Abruzzese added that Oxford Garden Club has asked to use the Town Park on Saturday, June 6th for the sale of tickets to the Secret Gardens Tour of Oxford. The event will be held the same weekend as the Bayside Quilters Quilting Show.

ATTORNEY COMMENTS

Attorney Booth reported that the new building codebooks had arrived and she has not yet found many changes from what was already in existence. She noted that she and Lewis were still working on the necessary changes to existing codes. One of the ordinances they hope to present at the next meeting will involve no construction before 7 a.m. and after 7 p.m., which would be tied to any building permits issued from the office. The other will involve construction storage whereby administration would have

the power to designate areas on the site or near the site where construction equipment or materials could or could not be stored.

CLERK COMMENTS

Administrator Lewis announced that she had received a call from the Critical Area Commission asking if the Town of Oxford would assist them in a project they were anticipating an extension of grant funding for, explaining that the CAC is looking for a small community who would be willing to work with them in reviewing the critical area regulations and in formulating some changes to the same. The goal would be to find out what is and is not working and how to better address the regulations that were not working. This would enable the town to provide some constructive insight into management of the Critical Areas. Lewis felt this would be a good opportunity for the town.

COMMISSIONERS COMMENTS

President Abruzzese stated that she had spoken with Lisa Johnson, resident Master Gardner and member of the Oxford Parks and Recreation Committee, and asked if she would look at the beach area of the Strand and come up with something that could be planted in that area to keep cars from driving over or parking in that area. She also mentioned that she would like Public Works to look at the town right-of-ways to make sure they all have a bench at the end of them or if any are in need of replacing as well as replacing the one down by the ferry, which pitches forward.

PUBLIC COMMENTS

Dale Benson asked if the trees previously removed in front of the Mystery Loves Company store would be replaced and was told at this time there were no plans to replace them.

Peter Dunbar stated that the Economic Development Committee did not meet the past month and added that his term on that committee was coming to an end. Lewis stated that the County generally sends out a letter of request to reinstate or change the representative when nearing the end of the term, but they had not received anything yet.

Respectfully submitted,

Cheryl Lewis, Town Clerk

“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.”