

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**March 24, 2015**

The Commissioners Meeting was held in the meeting room of the Community Services Building on March 24, 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, Commissioner Gordon Fronk, Town Administrator Cheryl Lewis, Chief Patrick Maxwell, and Town Attorney Brynja Booth. Superintendent Delude was on vacation. Two 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 March 10, 2015 as drafted. The motion was seconded by Commissioner Fronk and unanimously carried.

**POLICE REPORT**

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

- 15 – police information service
- 2 – alarms
- 1 – motor vehicle collision with injury
- 2 – assist other police agencies

Chief Maxwell reminded residents to be aware of phone scams, particularly an IRS scam that has targeted many area residents.

Chief Maxwell also reported that last week the Easton Police Department and Mayor of Easton presented Oxford Office Jason Chance with a Certificate of Appreciation thank him for his assistance in setting up the new Talbot County police reporting system. This system will enable the Talbot County Police to connect to other police agencies throughout the State of Maryland to effectively communicate with one another by sharing crime reports and other vital information.

**NEW BUSINESS**

The Commissioners reviewed a letter of support offering town staff participation in a Critical Areas project through an extension of a Coastal Zone Management grant funded by NOAA. Administrator Lewis reminded that Commissioners she had presented a draft of the letter to the Commissioners at the previous meeting for their review. The letter states that the town is willing to participate with Critical Area personnel who are working off a previously established grant. The CAC is seeking a community to give input while reviewing updates to the Critical Area Program. Lewis noted that this was a good opportunity for the town to be involved in regulations that the town office has to enforce. The town's obligation would involve providing information on how the rules and regulations are working for the Town of Oxford and to discuss the ease and/or difficulties the town has faced. Lewis noted that the critical area program is one that she has to interact with on a regular basis whether pertaining to the

removal of trees, building permits, coverage, etc. This letter would go along with the CAC's grant extension request identifying that Oxford is willing to participate. Commissioner Fronk made a motion to sign the letter of support, Commissioner Graves seconded the motion, all were in favor, and the motion carried.

President Abruzzese asked if a date had been set for a dedication ceremony for the Play Ball dog park. Lewis reported that Public Works had been waiting for spring to be able to finish the work on the park. Currently the maintenance department is working on installing fountains and waiting for the ground to settle so that drainage work can be completed and asphalt paths leading to the fountains can be laid. If the weather cooperates, a ceremony could be held early summer.

## **LETTERS**

President Abruzzese announced that a letter had been received from the Talbot County Planning and Zoning Commission regarding the site plan review for their park on the town border, along with a lot line revision to remove all interior lot lines. This change will be going before an advisory committee on April 1, 2015. Lewis recommended someone from the town attend and a letter be forwarded to the County Planning and Zoning Commission in support of the park project. Lewis added that she had received very few negative comments on the project and that this recent notice was mailed to all immediate parcel owners.

A letter was also received from Christopher T. Adams, new delegate of District 37 who stated in his letter that he was looking forward to working with Oxford and offering his strong support. Lewis noted that she would send him an email directing him to the town's website and welcome him to a town meeting.

## **ATTORNEY COMMENTS**

Attorney Booth presented two ordinances that she and Lewis had been working on over the past several weeks. Ordinance 1503: AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND SECTION 10 OF THE OXFORD ZONING ORDINANCE TO ADDRESS THE LOCATION, PLACEMENT AND/OR STORAGE OF ON-SITE CONSTRUCTION MATERIALS, EQUIPMENT AND DEBRIS; AND TO ESTABLISH THE HOURS DURING WHICH WORK CAN OCCUR PURSUANT TO A BUILDING PERMIT. This ordinance would work to ensure an applicant or property owner identify any temporary on-site storage areas for construction material or debris as well as dumpsters or portable container pods, and enable the town the ability to control placement of these items. Hours of construction during weekdays would run from 7 am to 7 pm.

Ordinance 1504: AN ORDINANCE OF THE TOWN TO AMEND SECTION 19 OF THE OXFORD ZONING ORDINANCE TO ADD DEFINITIONS FOR "LARGE REFUSE CONTAINERS" AND "PORTABLE STORAGE CONTAINERS" AND TO AMEND THE ZONING ORDINANCE BY ADDING SECTION 8.04 TO REGULATE THE PLACEMENT OF LARGE REFUSE AND STORAGE CONTAINERS ON ANY PRIVATE PROPERTY OR ANY PUBLIC STREET, ROADWAY OR ALLEY WITHIN THE TOWN. Attorney Booth stated she had prepared similar ordinances for other municipalities after research and was recommending similar language in this document. The ordinance would give the town the ability to regulate large refuse and storage containers on private property as well as the ability to approve the location and placement and set time limits for use.

President Abruzzese stated she would like to have time to review the two ordinances as well as seeing different working hours set for the weekend. It was suggested to change the weekend hours so that work can only begin after 10 am. She also asked if these new ordinances would apply to current permits. Attorney Booth responded that she could put in specific language that would make the ordinances effective for any pending application. Commissioner Fronk expressed concern as to whether the language in the ordinance was actually requiring the dumpster, etc., be recorded on a plat. Booth stated that this was current language in the Code, but she would review it with that in mind. Lewis further explained that the intent of the ordinance is to manage the location of such containers before construction begins. Attorney Booth asked the Commissioners to forward any other thoughts to her and she would provide updated versions prior to the next regular meeting.

#### **CLERK COMMENTS**

Lewis presented the latest FEMA revisions to the preliminary revisions, which she had presented at a previous meeting, stating that this latest version had been received just prior to the meeting and added that it corresponded with the changes the County had informed her were being made. Lewis reported that she did not see substantial changes increasing floodplain parcels, noting that several parcels currently in the floodplain would actually be coming out of floodplain. After 30 days, the revisions will be going to a 90 review and after 90 days, it will go before the federal government for approval, which may take up to 6 months. She added that the County was proposing public information meetings for citizens to ask questions regarding the proposed changes.

The Revised Preliminary FEMA maps as well as the site plan review documents for the proposed County Park are available for review at the town office.

Lewis reported that she had attended her first Bay Restoration Fund Advisory Committee, which was very informative. Discussions took place identifying current and potential uses for the funding, now that all Major WWTP upgrades had been addressed and Minor WWTP upgrades like Oxford's are currently in progress. Lewis state MDE will be accepting applications for Stormwater projects that meet the appropriate nutrient reductions in future grant rounds, noting there might be a potential for the town to use this type of funding to collaborate with State Highway and other interested funders to address the potential project of elevating the Causeway and using the Causeway Park as a Stormwater management area.

Lewis also reported that she had attended an invitation only class provided by the Town of Easton on how to manage post flood disaster building inspections. This information would assist in a post flood house to house review to determine which houses are viewed as unsafe for occupancy. She noted it was very informative and coincided with the administration of the town's Flood Plain Ordinance and FEMA requirements.

Administrator Lewis requested an executive session for legal advice on rental property.

#### **COMMISSIONERS COMMENTS**

President Abruzzese announced the Parks and Recreation Committee would be holding an Easter Egg Hunt in Town Park on Saturday, April 4, beginning at 2 p.m.

Commissioner Fronk made a motion to close the regular meeting and to go into executive session for legal advice regarding rental property and for legal advice regarding vacant property acquisition. Commissioner Graves seconded the motion, all were in favor, and the meeting was adjourned into closed session at 7:0 pm.

The executive session was closed at 8:06 pm and a motion was made and approved to close the regular meeting at that time.

Respectfully submitted,

Cheryl 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.”*