

COMMISSIONERS OF OXFORD

Regular Meeting Minutes

September 8, 2015

The Commissioners Meeting was held in the meeting room of the Community Services Building on September 8, 2015. Commission President Gordon Fronk called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Gordon Fronk, Commissioner Gordon Graves, Commissioner Carole Abruzzese, Town Administrator/Clerk Cheryl Lewis, Chief Patrick Maxwell, Public Works Superintendent, Scott Delude, and Town Attorney Brynja Booth.

The meeting was opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

President Fronk requested a motion on the minutes of August 11, 2015, as previously distributed. Commissioner Abruzzese made a motion to approve, Commissioner Graves seconded the motion, all were in favor, and motion carried.

The report of disbursements for July 2015 was distributed prior to the meeting. Commissioner Graves made a motion to file the July disbursements for the auditor, Commissioner Abruzzese seconded the motion, all were in favor, and the motion carried.

PUBLIC WORKS

Superintendent Delude presented the following public works report as follows:

- On August 19, after midnight, the Banks Street lift station went down due to an electrical transducer going bad in the control box, setting off the alarm. The transducer was replaced the next day and an additional one was purchased for back up, at approximately \$1000 each. The transducer controls the pumps alternating on and off as needed and without it, someone would need to be at the pump station all night to turn the pump on when needed.
- The town purchased the new leaf vacuum for the upcoming season. The cost of the machine was \$10,000 and was included in this year's budget. The town's old vacuum died after six years of service. It was discussed to include information regarding the procedure for leaf pickup to prevent damages to the new equipment and trash can procedure to prevent cans left out too long in the next quarterly newsletter.
- A bid is currently in the paper for a skid steer loader and an excavator for the public works department.
- The public works department did have an in-house vehicle accident a couple of weeks ago whereby the town dump truck was backed into an employee's car causing damage to the car in the public works parking lot. The incident was reported per protocol, the employee car was repaired, and no damage was caused to the dump truck.
- The Humvee has been serviced and is ready for the coming hurricane season.

POLICE REPORT

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

- 30 – Police information/service
- 2 – Court
- 3 – Suspicious Vehicles
- 2 - Assist other Police Agency
- 1 – Animal Complaint (barking dog – abated)
- 1 – Alarm (weather related)
- 4 – Assist the Fire Department
- 1 – Warrant service (burglary case)

Chief Maxwell reported that the holiday weekend went off without any major incidents though there were many people in town. The art show and artist's studio tour also went well and both were well attended.

Several people were spotted barbequing on the Strand beach. They were told to extinguish the fire and put their grill back in the car as soon as it was cool enough to do so.

OXFORD FIRE COMPANY REPORT

The Oxford Fire Company report, as prepared by David Baker, Secretary of the Oxford Fire Company, was read aloud by Administrator Lewis. The report was for the period August 13 to August 27, 2015. During this period, there were 6 fire calls: 3 automatic fire alarms but no fires; 1 set up helicopter landing zone for a patient injured in a fall; 1 fire in Easton, dispatched but cancelled en route; and 1 natural cover fire that turned out to be a controlled burn. 50 personnel participated with 32 personnel hours. During the same period, there were 8 medical calls; 6 calls with patients transported, and 1 patient assist and 1 fire assist. A total of 24 personnel responded, 18.6 personnel hours, and 117 miles traveled.

The next Fire Company Breakfast will be Sunday, September 13, 2015 from 8:00 to 11:00 a.m. The Oxford Auxiliary Fall Rummage Sale will be Saturday, September 26. Items can be dropped off Friday, September 25.

UNFINISHED BUSINESS

None presented.

NEW BUSINESS

President Fronk reported that a letter had been received requesting support for a grant request that Maryland Rural Development Corporation (MRDC) is submitting to the Department of Housing and Urban Development through the Community Block Grant Program to provide rental assistance, housing acquisition down payments and housing repair and accessibility funds to low income citizens throughout the eastern shore. Administrator Lewis added that the MRDC, which has been around for a long time, is an eastern shore non-profit that runs such services as HUD assistance, Headstart, and a transit program for the upper shore. They currently receive HUD funding through the Community Development Block Grant for a lot of the programs that they run but this is a new opportunity, through the federal government, to acquire a substantial amount of funding to assist people with the three provisions as stated by President Fronk. Though there may not necessarily be a need for these services in Oxford, the assistance would be available should someone need it. MDRC is just seeking support from towns and

counties in order to apply to the federal government for grants. Commissioner Abruzzese made a motion that Administrator Lewis write a letter in support of the affordable housing program. The motion was seconded by Commissioner Graves, all were in favor, and the motion carried.

President Fronk reported on the Talbot County Amendment to the Waste Management Plan explaining that the county is in the process of revising their waste management plan to meet new state requirements including the mandatory requirement that all events held on county and town property provide recycling to visitors. Administrator Lewis reported that she has already provided the county with municipal locations per the requirements and is working with Superintendent Delude regarding a simple means in which to assist town event sponsors to provide recycling during their events. This would only become necessary for events involving 200 or more people, such as Oxford Day. Attorney Booth added that the county only wants to know the public areas where large events are held which meet the recycling requirement and this information has already been provided. There is no additional burden to the town other than assuring the policy is enforced. Lewis added that because the town provides single stream recycling already, the means to assist town sponsored events like Oxford Day with cans and removal could be easily accomplished in the normal business of the town.

President Fronk also reported that a letter had been received regarding the Midshore Riverkeeper Conservancy Clean Water Signage Program. The letter is asking for the town's support for a request the Riverkeepers are planning to submit to Chesapeake Bay Trust Fund to place "clean water" signs at public landings and waterfront properties by way of a letter of support for their initiative. Matt Pluta from the Midshore Riverkeeper Conservancy was present to further explain the request. He noted that the conservancy is looking for funding from the Chesapeake Bay Trust's outreach grant to place signs near public landings and public waterfront properties. These signs would have site specific information messaging clean water and what the reader can do to contribute to keeping area waters clean. They would also be designed to allow the panels to be changed out to make sure they always display the most current information. Sample signs were presented to the Commissioners and could be built to meet the town's sign requirements as found in the Oxford Zoning Ordinance. The Riverkeepers are requesting from the town a letter of support for the project as well as an offer of help with the installation of the signs. Approval has been received from the Talbot County Council to go ahead with the project. A copy of the council's letter was provided to the Commissioners. Administrator Lewis added that as far meeting the County's WIP goals, which include public outreach, the Town of Oxford falls under the county's umbrella of the goals as found in the mini WIPs prepared in 2013. Lewis added that Talbot County has been very supportive of Oxford's recent grant submissions in support of the WIP goals for the town. Regarding the potential signage, Lewis stated the town is required to put up permanent signs at the living shorelines identifying how they were funded and their purpose and joint information on the Riverkeeper's signage would eliminate the need to have separate signs. President Fronk expressed some concerns regarding the county's letter of approval which stated that the MRC was proposing to construct large permanent kiosk signs with messaging and asked if Mr. Pluta could explain what was meant by "large." Mr. Pluta stated that was written before the MRC realized that each town had its own restrictions on signage size. The MRC would work with the town to make something presentable and attractive that would work within the confines of the town's zoning ordinance. It was agreed to send a letter supporting the signage program subject to working with the town regarding appropriate design, size, and placement.

ATTORNEY

Attorney Booth reported that she and Administrator Lewis have been busy with the WWTP upgrade process, adding that she, Lewis, and Superintendent Delude recently met with the engineers to look over the 90% design submission that the engineers were submitting to MDE for review. Construction permits should be applied for by the end of October or the first of November and everything is on

schedule. Attorney Booth also reported that she is working with the MDE and GMB on all the bid requirements MDE has for the submissions to comply with the grant funding for the engineering costs as well as working on the request for proposal for interim financing. She requested a closed session for some legal advice on that matter at the conclusion of the meeting as well as legal advice on a property maintenance issue.

CLERK COMMENTS

Lewis stated that four grants had been submitted since the last commissioners meeting, adding that she had received letters of support from Talbot County for three of the requests and from the Oxford Lab and Chesapeake Bay Foundation for the stormwater request. Two applications had been sent to the Community Parks and Playgrounds program, for rehab of the current tennis courts and rehab of the Town Park swing set area including new swings and ground cover. The recently submitted application to the Chesapeake Bay and Atlantic Coast Fund for the construction of a series of stormwater ponds from the public works building to the Causeway and had been denied, with the suggestion that an attempt be made for grant funding of the project engineering first and then reapplication to the CBAC. This prompted the new application to the Watershed Assistance Grant Program for hydrology study and engineering of the proposed projects. The fourth application was to DNR for continuing financial support for our public water access infrastructure.

The Talbot County quarterly municipal meeting will be held on September 29, 2015. Our local State Highway Administration District Manager is holding a meeting to talk to community public works/police department officials on September 14, 2015, which Delude and Maxwell will be attending. The County also sent a notice that the annual Department of Transportation meeting will be held at the Talbot County Community Center on October 6, 2015. Lastly, this Thursday is the Healthy Waters Round Table, which Fronk and Graves are planning to attend.

Lewis also informed the Commissioners an RFP for planning of the Historic Commercial District would be running in the paper within the week.

COMMISSIONER COMMENTS

Commissioner Graves reported on the recently held Piga-Figa-licious, which is the Oxford Museum's annual fundraiser. The event packed the Fire House, feeding over 250 attendees, and supporting a very successful silent auction.

There being no further business, President Fronk requested a motion to adjourn into executive session for legal advice regarding public bidding and a property management issue. Commissioner Graves made a motion to adjourn per Fronk's request, Commissioner Abruzzese seconded the motion, all were in favor and the meeting adjourned to executive session at 6:46 pm. Following the executive session, the regular meeting reconvened, with Commissioner Abruzzese making a motion to close the regular meeting, Commissioner Graves seconded the motion, all were in favor, and the meeting was closed at 7:30 pm.

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."