

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
October 13, 2015

The Commissioners Meeting was held in the meeting room of the Community Services Building on October 13, 2015. Commissioner 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, Town Administrator/Clerk Cheryl Lewis, Chief Patrick Maxwell, Public Works Superintendent, Scott Delude, and Town Attorney Brynja Booth. Commissioner Carole Abruzzese was unable to attend.

The meeting was opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Graves made a motion to approve the minutes of September 20, 2015 as distributed, Commissioner Fronk seconded the motion, all were in favor, and motion carried.

The report of disbursements for September 2015 was distributed prior to the meeting. Commissioner Graves made a motion to file the disbursements for audit, Commission Fronk second the motion, all were in favor, and the motion carried.

PUBLIC WORKS

Superintendent Delude presented the following public works report:

- Public Works cleaned storm drains and prepared for the pending hurricane threat. The bioswales at Banks St and Pier St handled the stormwater from what turned out to be mainly a rain event very well.
- There was a sewage back up between Pleasant St and Second St last week. With assistant from the Police Dept, the road was closed for about an hour while Public Works worked on the underground problem.
- Public Works is in the process of uncovering and marking all water meters in town with blue paint in preparation for the winter months. This annual process assist in finding water meters in the winter months when citizens experience frozen pipes.
- Delude and Lewis took a trip to Georgetown Delaware to visit a sewer plant that is utilizing a motorized traveling platform built above the processing vats, allowing equipment to be maintained and cleaning to be performed from a platform instead of a boat. Both expressed concerns with a boat maintenance system and the down falls associated and for this reason have asked to have a platform included in the construction drawings and bid request.
- The bids for the Mini Excavator and the Skid Steer as received at the previous meeting, have been reviewed and the recommendation is to award to the lowest bidder for the Mini Excavator and the second lowest bidder for the Skid Steer. The lowest bid for the Skid Steer did not meet the requested specs, especially in relation to size, weight, and power.
- Leaf pickup will start tomorrow and continue every Wednesday until the beginning of December. Delude reminded everyone to rake leaves to the curb prior to 7:30 am Wednesday mornings and cover with a tarp as dry leaves are easier on the equipment. He also reiterated the need to assure only leaves are place in these piles to avoid damage to the equipment from branches or stones, etc.

POLICE REPORT

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

- 22 – Police information/service
- 3 – Suspicious vehicles
- 1 – Check the welfare of an individual
- 2 – Alarm (MALF)
- 4 – Assist the Fire Department
- 1 – Assist other Police Agencies

Chief Maxwell reported we dodged the hurricane, but we did have a lot of rain, with minimal flooding. Maxwell, Delude, and Lewis remained in contact throughout the event. No major issues were reported.

Talbot County Law Enforcement is conducting a blue light campaign to support law enforcement. A press event was held a week ago announcing the cooperative effort encouraging residents too put a blue candle light in their window showing support for the police. Blue bulbs will be available in the town office.

OXFORD FIRE COMPANY REPORT

President Fronk read the Oxford Fire Company report for the period of September 10 to October 8, 2015 as follows:

During this 4 week period there were 17 fire calls: 8 calls that were dispatched and then canceled; 4 calls for automatic fire alarm with no fire; 3 calls for building fires; 1 call for smoke in a building due to HVAC system; and 1 call for medical assist. There were 165 personnel participating with 72 personnel hours.

During the same period there were 8 medical calls: 3 calls with patient transported; 4 calls for fire assist or standby; and 1 call where lack of responders prevented OFC participation and county EMS handled the call. There were 19 personnel participating with 15 personnel hours and 70 miles traveled.

UNFINISHED BUSINESS

President Fronk requested information regarding the bid recommendation presented earlier by Delude. Lewis stated that regarding the recommendation to go with the second lowest bid, she had reviewed the specs and found that the equipment proposed in the second bid was 1000 lbs. lighter with higher torque and displacement than the lower bid, which did not meet the specs or the objective of acquiring smaller equipment and the price difference of \$553 was not enough price savings to justify purchasing equipment that would be 1000 lbs. heavier. For this reason the recommendation was to award to the second lowest bidder. Commissioner Graves made a motion to award the bids to Folcomer Equipment for purchase of a Skid Steer Loader at \$42,300, \$553 higher than the first, bid but meeting the specifications of the bid, and purchase of a Mini Excavator at \$52,363, Commissioner Fronk seconded the motion, all were in favor, and the motion passed.

NEW BUSINESS

President Fronk stated that the bids have been received for Historic Commercial Strategic Planning. Lewis announced Bid #1 was Greenlee Group Inc. at \$32,500, Bid #2 was Jukubiak & Associates for \$39,850 and bid #3 was CLUE, Community Land Use and Economic Development for \$29,995. She stated there had been eight requests for packages and three bids had been returned. At this time, she was recommending the Commissioner each review the three bids while she also distributed them to the

Historic Commercial District for their review and input. Lewis also requested an executive session to discuss legal matters pertaining to the submittals.

Regarding Resolution 1512 Energy Efficiency Policy and Resolution 1513 Renewable Energy Policy, Lewis reminded the Commissioners that she had provided a draft at previous meeting when requesting permission to submit an application to the Maryland Smart Energy Commission for grant funding, explaining at that time that adoption of these energy efficient policies would be a requirement of the program. The Town's application was accepted and they have provided these two policies for the Commissioner's consideration as they felt the Town could achieve these within the identified timeframe.

Commissioner Graves introduced Resolution 1512 A RESOLUTION DECLARING THE TOWN OF OXFORD'S INTENT TO TAKE A LEADERSHIP ROLE IN REDUCING THE ELECTRIC CONSUMPTION WITHIN THE TOWN OF OXFORD, PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY. Lewis explained that in order to meet the recommended reduction within Resolution 1512 Energy Efficiency Policy, the outdated HVAC system within the town building would be replaced with a new energy efficient system, assisted by a \$25,000 grant from this program. The anticipated energy reduction is 15% within in the first five years of the program. Lewis explained after the HVAC project, the town would look for other areas for reduction and can apply annually to the program for funding to assist us. Commissioner Graves made a motion to adopt Resolution 1512 as introduced, Commissioner Fronk seconded the motion, all were in favor, the motion carried.

Commissioner Fronk introduced Resolution 1513 A RESOLUTION DECLARING THE COMMISSIONERS OF OXFORD'S INTENT TO TAKE A LEADERSHIP ROLE IN RENEWABLE ENERGY GENERATION WITHIN THE TOWN OF OXFORD, PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY. Referencing Resolution 1513 Renewable Energy Policy, Lewis explained that prior discussions regarding the possibility of installing solar panels within the abandoned portion of the first lagoon would allow us to meet the criteria of implementing renewable energy by 2022. Previous investigation of solar had included installation of panels on the town's farmland, which generated some concerns regarding visibility. The possibility of using the abandoned lagoon area reduces visibility greatly and would be investigated once the updated to the WWTP began. Commissioner Graves made a motion to adopt Resolution 1513 as introduced, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

LETTERS AND REQUESTS

President Fronk read a letter from the Oxford Museum thanking the town for its annual donation to the Museum and a letter addressed to the Oxford Police Department from a citizen thanking them for their service.

ATTORNEY

Booth reported she had received two proposals from local banks regarding interim financing, one of which requested the information be considered proprietary and confidential until award determination and for that reason, she requested an executive session to discuss proposals and give legal advice. She also requested an executive session to discuss a potential property acquisition and give legal advice regarding it.

CLERK COMMENTS

Administrator Lewis requested reappointment of Tom Costigan to the Historic District Commission, adding that he has served as the chair for the last year and a half and serves well. Commissioner Fronk made a motion to reappoint Tom Costigan, Commissioner Graves seconded the motion, all were in favor, and the motion carried.

Lewis stated the annual State Assistance for Police Protection grant application had been submitted.

COMMISSIONER COMMENTS

Commissioner Graves reported the OCC Cabaret was very successful, as was the OBA Picket Fence auction, which was held at the OCC.

Commissioner Fronk state the Oxford-Wells Twinning project was moving forward with nothing new to present at this time.

PUBLIC COMMENTS

Dale Benson inquired as to previous solar panel discussions including coordination with other communities. Lewis stated that after discovery, it simply did not appear to be cost effective, while also removing a large portion of the town's farm land for 40 years.

Commissioner Graves made a motion to adjourn the meeting into executive session for legal advice regarding interim financing proposals and property acquisition, Commissioner Fronk seconded the motion, and the motion carried. The meeting was adjourned into executive session at 6:42 p.m.

The regular meeting was reconvened at 7:32 pm. Commissioner Graves made a motion to close the regular meeting, Commissioner Fronk seconded the motion, all were in favor and the meeting adjourned at 7:32 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.”