

COMMISSIONERS OF OXFORD

Regular Meeting Minutes

January 26, 2016

The Commissioners Meeting was held in the meeting room of the Community Services Building on January 26, 2016. Commissioner President Gordon Fronk called the meeting to order at 6:00 p.m.

PRESENT

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

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Abruzzese made a motion to approve the minutes of January 12, 2016 as distributed. President Fronk seconded the motion, all were in favor, and motion carried.

REPORT OF DISBURSEMENTS FOR OCTOBER 2105

A motion was made by Commissioner Abruzzese to file the reported disbursements for December 2015 for audit. President Fronk seconded the motion, all were in favor, and motion carried.

Following the regular meeting of January 12, 2016, the Commissioners convened a closed session for a real estate matter. Those present were Commissioners Abruzzese, Graves, 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 minute's book of the Commissioner meetings.

PUBLIC WORKS

Superintendent Delude presented the following public works report:

- A letter has been sent to the contractor awarding the Banks Street sewer realigning project. A start date will be set up in the near future. The project is estimated to take only 2 to 3 weeks to complete with minimal interruption for traffic.
- Two public works employees attended a class on water disinfections in order to assist with their licensing certification and to get ready for their state test.
- The recent snow storm that hit Oxford went smoothly with no incidents to report. The public works had a combined total of 100 hours of work in two days and were able to keep up with the storm.

Both President Fronk and Commissioner Abruzzese commented on the fantastic work the Oxford Public Works Department performed during the weekend's past storm and that they and others in town were very appreciative of the department's hard work.

POLICE REPORT

Chief Maxwell presented the police report which consisted of the following:

- 1 – Assist the fire department
- 12 – Police information/ service
- 3 – Court hours
- 3 – Property checks
- 1 – Animal complaint
- 3 – Assist other police agencies
- 1 – Alarm (weather related)
- 1 – Open door

Chief Maxwell reported that there were no major incidents to report of having taken place during the recent snowstorm. Residents heeded advice and stayed off the roads. The Oxford Police Department assisted the National Guard on Saturday with a rescue to residents who had had a tree fall on their home, creating major damage. The damaged residence was located just outside of Trappe and down a long, unplowed lane. Three of the residents, who had health issues, were transported by the Oxford Police Department to Easton for lodging. Chief Maxwell also reminded residents to be careful of phone scams. Clerk Lewis added that there was good coordination between the various county and state agencies throughout the storm, which assisted not only with our functions but also in keeping residents informed and updated on the storm. Information on the development of the storm was continually posted on the Oxford Facebook page.

OXFORD FIRE COMPANY REPORT

No report was submitted. President Fronk commented that the Oxford Fire Company's annual awards banquet was very nice and well attended even though the weather was uncooperative, noting that the event was comforting and a fine display of a small town personified.

UNFINISHED BUSINESS

President Fronk reported that a Public Hearing on Ordinance 1601: 2015 International Residential Building Code; Ordinance 1602: 2015 International Building Code, and Ordinance 1603: 2015 International Energy Conservation Code will be held on February 9, 2016 at 6 p.m. for these three ordinances as introduced at the last Commissioners meeting.

A workshop between the Historic District Commission, the Planning Commission, and the Town Commissioners will be held on February 16th at 6 p.m. to discuss the Historic District Commission's proposal for a Demolition by Neglect ordinance. Any further actions regarding the recommendation would be deferred until after this workshop.

NEW BUSINESS

Nothing presented.

ATTORNEY

Attorney Booth reported that she has been working with the engineers on the contract documents for the WWTP, and, in particular, the insurance provisions and related aspects. Once they are comfortable with these items, the contract will be sent to the USDA. Upon approval by the USDA, it will come back for the Commissioners to review and then it can go out to bid. The contract documents will probably be submitted to the USDA within the next week.

Attorney Booth also reported that she had been working with bond counsel and would be closing on the Talbot Bank loan within the next two weeks. As part of that, when a town has tax exempt bonds, it has to file an 8038 form with the IRS each year in order to keep the tax exempt status, which would be handled by the bond counsel. Booth stated she had prepared a Resolution to Adopt Tax-Exempt Obligations Issuance Compliance Procedures for this purpose. The Policy outlines responsibilities of the Clerk as part of the town's compliance requirement. Some of which include insuring these procedures are in place, ensuring the tax exempt bonds are being used for the WWTP only, and maintaining of loan documents. Booth recommended adoption of the resolution identifying the town's compliance procedure in advance of establishing the tax-exempt bonds. Lewis noted she was comfortable with the policy and felt it would be good to have it in place. President Fronk presented Resolution No. 1604 – A RESOLUTION OF THE COMMISSIONERS OF OXFORD TO ADOPT TAX-EXEMPT OBLIGATIONS ISSUANCE COMPLIANCE PROCEDURES. President Fronk stated that since having heard from counsel and the town clerk that these were appropriate, he would offer to make a motion that Resolution 16-04 be approved. The motion was seconded by Commissioner Abruzzese and unanimously carried.

Attorney Booth requested a closed session for two real estate matters.

CLERK COMMENTS

Administrator Lewis reported that she had placed an advertisement for construction bids for the Tilghman Street boat ramp, with a bid due date of Friday, February 12. The bids will then be sent to the contracted engineer for review and his recommendations, the results of which will then be presented to the Commissioners at the next possible town meeting.

An advertisement for engineering bids to design the proposed Causeway Series of Stormwater Retention Ponds has also been sent out to the local paper, with a bid due date of February 19th. Once reviewed these bids will also be brought before the commissioners, at the first possible meeting. Lewis reminded all that this engineering would be funded through the recent WAGP award, and the engineering would contribute to the large grant requested she would be submitting to the Coastal Bay Trust Fund Grant Program for future construction of the ponds.

An agreement has been received for awarded funds to start the Oxford Façade Improvement Program and she will be working with the state on the program policy. Concerning the award acquisition funds, Lewis stated she had not received any information from the state yet, but had been told they would be working on it next.

Lewis requested an executive session for a personnel matter.

There being no further business, President Fronk motioned to adjourn the regular meeting and go into executive session for two real estate matters and a personnel matter. Commissioner Abruzzese seconded the motion, all were in favor, and the meeting was adjourned at 6:46 pm.

Following the executive session, the regular meeting was reconvened at 7:25 pm. at which time Commissioner Abruzzese motioned to close the meeting, Fronk seconded the motion, and the meeting was closed.

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.”