

COMMISSIONERS OF OXFORD

Regular Meeting Minutes

March 8, 2016

The Commissioners Meeting was held in the meeting room of the Community Services Building on March 8, 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, Commissioner Gordon Graves, Town Administrator/Clerk Cheryl Lewis, Chief Patrick Maxwell, and Town Attorney Brynja Booth. Attending was a representative from the Star Democrat and about three citizens.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Graves made a motion to approve the minutes of February 23, 2016 as distributed. Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

PUBLIC WORKS

No public works report was available as Superintendent Delude was on holiday. Administrator Lewis reported that because of the high tides over the last few weeks the public works crew did come in and run the plant during the weekend so that they could release the effluent flow when the tide was low.

POLICE REPORT

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

- 15 – Police information/ service
- 1 – Suspicious person (ID & moved on)
- 1 – Warrant service (criminal case)
- 1 – Criminal arrest (open case)
- 1 – Disorderly juveniles
- 1 – Disorderly party (closed down and no alcohol present)
- 1 – Assist the fire department

Chief Maxwell reported that he and Sgt. Chance assisted the Talbot County Narcotics Task Force with multiple search and seizure warrants in St. Michaels. The task force recovered a gun, large amounts of crack cocaine, and seized a car. This is part of a continued partnership with allied agencies.

The Oxford Police Department broke up a teenage party consisting of a large number of young people. No alcohol was recovered. Several groups of teenagers were wandering around the area. The homeowner of the house where the party was taking place was notified, the groups disbanded, and no further issues took place.

OXFORD FIRE COMPANY REPORT

President Fronk read aloud the Oxford Fire Company Report for the period of January 14th to February 25th, 2016, as written by David Baker, Secretary of the Oxford Fire Company, as follows: During this 6 week period there were 25 fire calls. During the same period there were 13 medical calls. There were 39 personnel participating with 46 personnel hours and 218 miles traveled. The next OFC Breakfast is Sunday, March 13, 2016, from 8:00 to 11:00, Eastern Daylight time, so don't forget to set your clocks ahead Saturday night.

UNFINISHED BUSINESS

President Fronk brought up for discussion the Tilghman Street Boat Ramp Construction Bid Results. Administrator Lewis commented that this bid remains as unfinished business as the bid amounts that came in exceeded the grant amount that the town has to work with. However, Lewis stated that she had done some research and noted that the town had submitted a grant request last year to DNR in the amount of \$99,000. A message has been sent to the town's DNR representative and Administrator Lewis commented that she would get back to the Commission to see how strong it looks for that

application to be funded. None of this means that the project can't begin -- rather it just means that it might not be started until late in the summer. She added that she did not want to ask for a permit change now and stop the procedure from going through, but if it looks like the town is running out of time, Administrator Lewis stated she would contact DNR and ask for a waiver.

Lewis reported on the Causeway Stormwater Pond Engineering bid results. The three bids received ranged from \$31,000 to \$41, 000. In reviewing the bids, Administrator Lewis noted that she had submitted the information received from the bids to the State and though they can't help with the awarding the bid they could comment. Because the lowest bid from Rauch, Inc. was so low, there was an opportunity to have some conversation with the firm about adding some services to it. The grant itself is for engineering of the stormwater ponds. Administrator Lewis stated she asked Rauch, Inc. if they could carry it through to the completion of the construction. They provided a \$3,800 option for professional design support for site construction related issues encountered during construction, periodic site visits, invoice review and payment recommendations, grant and document recording support, final inspection and project approval recommendations, along with on call services. This will bring the total cost to \$35,020, still below the \$40,000 that the town was awarded. Administrator Lewis recommended to the Commissioners that they go with Rauch, Inc. with the additional cost if it is possible to move into construction. Lewis added that she had submitted this information to the State to see if they would be agreeable to include it in the award. Commissioner Abruzzese made a motion to accept Rauch, Inc. for engineering of the Causeway Stormwater Pond. The motion was seconded by Commission Graves and unanimously carried with all in favor.

Commissioner Fronk reminded those present that the Commissioners had introduced the following ordinances at their last meeting:

- Ordinance 1605: 2015 International Existing Building Code
- Ordinance 1606: 2015 International Property Maintenance Code
- Ordinance 1607: Authorization to Purchase the Mews assisted by grant funds

A public hearing for these three ordinances will take place at the next Commissioners meeting on March 22.

NEW BUSINESS

Commissioner Abruzzese stated she was in the town office after a major snow storm and had heard Oxford Fire Company member Steve Mroczek speaking with Superintendent Delude about the snow storm, suggesting they could have used assistance from a town vehicle. Commissioner Abruzzese questioned if the fire company members would be interested in getting together with the Commissioners to discuss their services and needs, as she herself had no idea what their actual needs might be. She added that though she respected Mr. Baker for the Oxford Fire Company reports he puts together for the Commissioners meetings, she really did not know what those hours meant and thought communication between the Commissioners and the fire department might be beneficial to all. Abruzzese added that she had recently been invited up to the fire company to partake in morning coffee with some of the firemen and had engaged in some interesting conversation. She suggested that it might be nice to include an article from the fire company in the quarterly newsletter that could report on what their needs are and the challenges they are facing to date. Lewis added that she had asked the fire company to put together something to go into the next newsletter. Abruzzese added that she would like to get the word out on what a good job the Oxford Fire Company does and what needs they have.

LETTERS AND REQUESTS

President Fronk read aloud a letter of support for the purchase of The Mews from the Oxford Historic District Commission. Two other letters in reference to The Mews had been received by the town office which will be included in the coming town informational meeting. President Fronk reminded everyone that the Commissioners would be holding a public informational meeting regarding the potential purchase of The Mews property assisted by recently awarded grant funds on Saturday, March 12, at 11:00 a.m., at the Oxford Fire Hall.

ATTORNEY

Attorney Booth brought the Commissioners up-to-date on the interim financing planned with Talbot Bank for the WWTP. A separate designated account is needed which will be strictly monitored by the MDE and the USDA. Talbot Bank provided a standard resolution designating public depository and authorizing the withdrawal of municipal public monies, which will allow the town to establish a designated bank account for this purpose. Commissioner Graves made a motion to approve the Talbot Bank resolution to open the bank account; the motion was seconded by Commissioner Abruzzese, and unanimously carried with all in favor.

Currently the town is waiting on the approval from MDE and USDA of the engineering plans for the WWTP. Once that approval is given, it can go out to bid. Booth thought that the groundbreaking for the project would be in the fall or winter of this year. The construction schedule would be for 18 months. Booth also presented an RFP that she had put together and had sent to the Commissioners for review for the selection of an engineering firm that would work as the liaison between the contractor, town, and design engineers. Commissioner Graves made a motion to approve the RFP; the motion was seconded by Commissioner Abruzzese, and unanimously carried with all in favor.

Attorney Booth stated that Administrator Lewis had requested legal advice regarding a contract she had received and would like a short closed session following the regular meeting to address her question.

CLERK COMMENTS

Administrator Lewis reported on the regulations for the façade grant program, for which the town had been awarded \$50,000 to set up. She noted that she had taken the draft regulations that had been submitted with the application and expanded on them based on the agreement that the town had received from the DHCD, along with information she had gathered while talking with the OBA and commercial owners who are interested in the program. Business owners wishing to be considered for the program will need to notify the town of their intent to apply prior to commencement of any work or at a minimum the work for which they are requesting funding. Any work performed within 90 days prior to application review would be eligible for consideration, as long as the notification requirement has been met. The purpose of the addition of this statement is to assist owners in cases whereby a project request may be time sensitive. The process will include a preliminary review by the OBA, the Maryland Historical Trust and Oxford HDC, if applicable. This grant program would be open to all commercial and/or public buildings within the Town of Oxford. Commissioner Abruzzese made a motion to accept the regulations as recommended by Administrator Lewis; the motion was seconded by Commissioner Graves, all were in favor and the motion carried.

COMMISSIONERS COMMENTS

Commissioner Fronk reported on the dedication and groundbreaking ceremony of the County's Oxford Conservation Park, which took place on this day's date. Administrator Lewis added she was working with the county on a way to create a simple path connection from the town's ballpark to the outside edge of the county park.

PUBLIC COMMENTS

Town resident Peter Dunbar asked how long it would take to build the new WWTP. Attorney Booth estimated 18 months.

Commissioner Fronk requested a motion to adjourn the meeting to go into an executive session for legal advice on a contract, Commissioner Abruzzese made the motion, Commissioner Graves seconded the motion, all were in favor, and the meeting was adjourned into executives session at 6:50 pm.

The regular meeting was reconvened at 7:31 pm. Commissioner Graves made a motion to authorize a Phase 1 Environmental Report on The Mews, Commissioner Abruzzese seconded the motion, all were in favor, and the motion carried.

Commissioner Graves motioned to close the regular meeting at 7:31 pm, Commissioner Abruzzese seconded the motion, all were in favor, and the meeting was adjourned.

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.”