

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**May 24, 2016**

The Commissioners Meeting was held in the meeting room of the Community Services Building on May 24, 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, Chief Patrick Maxwell, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. There were two citizens in attendance.

The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Minutes of the May 10, 2016 were deferred to the special meeting scheduled for May 26<sup>th</sup>.

**PUBLIC WORKS**

Superintendent Delude presented the public works report as follows:

- Public Works has begun uncovering and marking the sewer cleanouts throughout town. Most have not been opened since installation in the 60's. Marking the locations will assist both the homeowner and the town when there are backups.
- After receiving a notice of a recall on fire hydrant nozzles, Public Works located 6 such hydrant nozzles and are awaiting replacement parts from the manufacturer.
- A water leak was identified on one of the older vales at High St and South St last week and was quickly repaired and water service was restored.
- Delude will be going to visit a wwtp out of state with the town engineers. The facility has a system for maintenance of their aeration equipment that is superior to the lift with a boat method that is customarily used and they will be going to see it to determine feasibility for the upgrade currently in engineering.
- After a request last year, Delude has signed the town up for the annual MML Parade of Flags and wanted to know if anyone would be interested in carrying the flag for the town. Chief Maxwell accepted the offer.

**POLICE REPORT**

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

- 10 - Police Information & Services
- 1 – MDPO (Civil)
- 14 – Patrol Checks
- 1 – Property held (Suspected Marijuana) Tennis Courts
- 2 – Assist other Police Agencies
- 4 - Assist the Fire Department

Chief Maxwell reminded residents to report any suspicious activity and informed the Commissioners the two new laptops and docking stations had been installed within the police vehicles through coordination with Talbot County Emergency and assistance from a Homeland Security Grant.

## OXFORD FIRE COMPANY REPORT

President Fronk read aloud the Oxford Fire Company Report for the period of April 28<sup>th</sup> through May 12<sup>th</sup>, as written by David Baker, Secretary, Oxford Fire Company: During this 2 week period there were 7 Fire calls: 2 were building fires, 1 in Royal Oak and 1 in Cambridge; 1 medical assist, 1 standby in Cambridge, 2 cancelled in route and 1 false alarm in Oxford. During the same period there were 9 Medical call: 8 calls for patient transport to Easton Memorial and 1 fire assist. Oxford Fire Auxiliary's sale "Antiques and Uniques" was very successful and the Auxiliary thanks the Oxford Community for their support. The Auxiliary will hold a Rummage Sale in June: donations can be dropped off Friday, June 3<sup>rd</sup> from 9 am to 4 p. and the sale will be Saturday June 4<sup>th</sup> from 9 am to noon. The next Fire Company breakfast will be Sunday June 12<sup>th</sup> from 8 am to 11 am.

## PUBLIC HEARINGS

President Fronk opened the public hearing for **Resolution 1608: Walker Annexation of Single Lot to address failing septic**, Attorney Booth gave a brief summary of the purpose for the resolution and the procedures as discussed in numerous previous meetings. No public comments were presented and the hearing was closed.

Fronk opened the public hearing for **Ordinance 1609 – Oxford Floodplain Management Ordinance**, Booth updated the Commissioners on the purpose of this Ordinance, which included several changes as recommended by the MEMA and FEMA which had been discussed at previous meetings. She also identified an additional change to the definition of accessory structures as they pertain to the Flood Plain Ordinance to allow for some flexibility in permitting larger accessory structures, as long as they meet the requirements of the Flood Plain Ordinance. No public comments were presented. As there had been some concerns as to whether there would be quorum present at this evening's meeting, a continuation of this and all Ordinance Public Hearings scheduled for this evening would remain open until May 26<sup>th</sup>, at which time the any additional public comments would be received prior to the Commissioners acting on each of the ordinances.

Fronk opened the public hearing for **Ordinance 1610 – AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017, AND ESTABLISHING A TAX RATE OF \$.2952 PER \$100 OF ASSESSED REAL PROPERTY VALUE**, and ask Clerk Lewis if she had any new changes or comments. Lewis identified that she had reinstated the \$10,000 donation to the Community Center as discussed at the previous meeting along with increasing funds to cover the match for the HVAC grant as it appeared the project was going to cost more than initially thought, inclusion of a match for the soon to be awarded Tennis Court Grant and additional funds in the Parks and Rec capital budget for either swing set replacement for which grant funds were not awarded or the audio tour, should matching funds be required for a potential award. No comments were presented and the hearing will remain open until May 26<sup>th</sup>.

Fronk opened the public hearing for **Ordinance 1611 – AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUMBER 1507 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2016** with no changes since introduction. No public comments were presented and the hearing will remain open until May 26<sup>th</sup>.

Fronk opened the public hearing for **Ordinance 1612 – AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1506 FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS**, Lewis reiterated the only substantial change was to move the acquisition funds for the MEWS to accommodate the possible closing in June as previously stated. No public comments were presented and the hearing will remain open until May 26<sup>th</sup>.

## UNFINISHED BUSINESS

Attorney Booth stated **Resolution 1608: Walker Annexation of Single Lot to address failing septic**, as previously introduced and advertised will be available for a vote at the special meeting scheduled for May 26<sup>th</sup> at 6 pm.

Action on the following ordinances was deferred to the special meeting scheduled for 6 pm on May 26<sup>th</sup>, with all public hearings remaining open until that time:

**Ordinance 1609 – Oxford Floodplain Management Ordinance**

**Ordinance 1610 – AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017, AND ESTABLISHING A TAX RATE OF \$.2952 PER \$100 OF ASSESSED REAL PROPERTY VALUE**

**Ordinance 1611 – AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUMBER 1507 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2016**

**Ordinance 1612 – AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1506 FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS**

**NEW BUSINESS**                      None presented.

**LETTERS AND REQUESTS**        None at this time.

**ATTORNEY**

Booth updated the Commissioners on the acquisition of the MEWs Building stating that the closing was potentially scheduled for June 13<sup>th</sup>. She also notified the Commissioners that she was anticipating the RFP for Inspection and Management Services for the WWTP Construction to go out to bid by the end of the week.

**ADMINISTRATOR/CLERK-TREASURER**

Lewis stated that there had been some questions regarding recently advertised Air BnB locations and the town's policy on short term rentals and added that she was researching all advertised short term rentals to make sure they were registered per the town's normal policy.

**PUBLIC COMMENTS**

Peter Dunbar asked if the Commissioners had any comments for the upcoming Talbot County Economic Development Committee meeting, to which none were offered.

There being no further business Commissioner Abruzzese motion to adjourn the meeting at 6:35 pm, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer