

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
July 12, 2016

The Commissioners Meeting was held in the meeting room of the Community Services Building on July 12, 2016. Commission 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, Chief Patrick Maxwell, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. Several citizens were in attendance, along with a representative of the Star Democrat and Mary Ann Shortall, Talbot County Clerk.

The meeting opened with the Pledge of Allegiance.

Commission President Gordon Fronk, stepped down from the position of President. Commissioner Abruzzese nominated Gordon Graves to the position of President, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Mary Ann Shortall, Talbot County Clerk, administered the oath of office for Commission President to Gordon Graves. Commission President Gordon Graves than administered the oath of office to newly reelected Commissioner Gordon Fronk. President Graves took over the meeting.

APPROVAL OF MINUTES

Commissioner Fronk made a motion to approve the minutes of June 14, 2016 as distributed with corrections, Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

President Graves read aloud: "On June 17, 2016 at 3pm, the Commissioners held an executive session with Legal Counsel to consider a matter that concerns the proposal for a business to locate, expand, or remain in the Town."

PUBLIC WORKS

Superintendent Delude presented the public works report as follows:

- Public Works along with the Police Dept have placed curbs along the beach and placed new no parking signs in better positions, while eliminating excess post, to deter parking and unloading.
- The kayak ramp was power washed to remove the algae build up for safety reasons, and it will be placed on an annual maintenance list.
- Public Works employees took a one-day flagger certification, certifying all to work safely on local and state roads.
- There was a water main break across from the Robert Morris Inn at the end of last month, which was fixed in a day with no interruption to service.
- There was also a water main leak at Tred Avon that was fixed the same day with a brief interruption in water service to repair the line. Delude reminded all that this road is scheduled for water main replacement and resurfacing in this fiscal budget.
- Delude thanked the citizens that participated in the recent Lead and Copper testing, which involves testing 12 homes every 3 years. All tests came back within acceptable limits.

POLICE REPORT

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

- 53 - Property Checks

- 27 - Police Information / Service
- 2 - Assist other Police Departments
- 6 - Assist the Fire Department
- 1 – Check the Welfare
- 1 - Warrant Service (Wanted by Easton Police)
- 1 - Alarm (Weather Related)
- 1 - Motor Vehicle Collision (Exchange Information)
- 2 - Disorderly / Intoxicated (Removed from Businesses)
- 1 - Suspicious Person
- 2 - Animal Complaints

Chief Maxwell stated the Cardboard Boat Race went off without any major issues; crowds appeared to be down this year. July Fireworks was very busy, as we were one of the few communities able to hold them timely and avoid the weather. There were no serious incidents to report other than it did take some time to clear out the traffic. Maxwell reminded residents to report any suspicious activity and to be aware of potential scams.

Peter Dunbar also commented that boat traffic was considerably less this year, which may have been weather related.

OXFORD FIRE COMPANY REPORT

Administrator Lewis read aloud the report for the period June 9 to 23, 2016. During this period, there were 3 Medical calls: 1 call with patient transported to Easton Memorial, 1 refusal, and 1 fire assist. There were 7 personnel participating with 5.8 personnel hours and 25 miles traveled. No fire statistics were presented at our June 23rd meeting because the reporting officer was at the Maryland State Firemen’s Association in Ocean City. They will be included in the next report. At the convention, the company’s new Engine 25 won 3rd place in the category: Fire Engines – 1500 GPM and Over Making Best Appearance.

Lewis added that the Fire Company had record crowds at the July 10 breakfast as it was during the Plein Air event, which was very successful and for which many positive comments have been received.

Additionally President Graves expressed his thank you for the flags placed throughout town for the holiday again this year by members of the Fire Co.

BID OPENING

Lewis provided two bid packages as submitted for the WWTP Management and Inspection Services, which were opened. The first proposal was from Rauch, Inc. for \$ 430,800 and the second proposal was from GMB, Inc. for \$ 405,250. Both packages were turned over to Attorney Booth for review of services and qualifications.

UNFINISHED BUSINESS

Lewis updated the Commissioners on the status of the Bids previously received for replacing the HVAC units in the Community Building which were opened on May 24, 2016, stating that she and Scott had been reviewing available information and had asked for additional information from vendors and had yet to make a decision. If they are not sure, they can come to a conclusion they will request a rebid, but at this time would like two more weeks to continue to investigate. She added that she would provide some information in an email so that the Commissioners would understand what they were considering and that she was also reaching out to the Maryland Energy grant provider for some information.

Lewis informed all that the closing on the MEWS had been finalized and that she has submitted the request for reimbursement of grant funds to the state. She and Delude have been following up on the previously received paint quotes for the project and have run into some concern as to whether it will be possible to get someone to jump on the project right away. Public Works has also signed several employees up to take a lead certification class in August. After which, if it became necessary, they could handle the work, either way it will be a valuable

training for staff. Public Works has begun cleaning up the exterior of the property, have cleaned windows and place the murals back in and are continuing to perform any possible mitigation for the time being.

Lewis added that we could possibly benefit from the current Façade Grant if a contractor is hired and she will follow up after the next steps have been determined. She also informed the Commissioners that currently there was insurance on the building for the assessed value of \$81,100, which will remain until the insurers have had an opportunity to review the inspection they performed a few days prior. Once they have determined how much they are willing to insure the building for, she will let the Commissioners know the amount and at that time they can determine if they would like to seek additional insurance options.

Lewis stated in regards to the next steps for the MEWS she would be recommending a grant option under new business. She also provided the Commissioners with a timeline regarding possible steps to final development. The Strategic Plan should be available in the next week or so and with that information in hand the Commissioners could begin to determine a process for future development of the building, recommending a process for determining the design be developed with follow up through the fall. Commissioner Fronk expressed his concerns regarding the multiyear time frame as proposed. Lewis reminded the Commissioners that in order to utilize grant funding it might be a multiyear project, as you do not have the option of applying for a large sum of money and expecting to receive it all at one time. If at any point in time a developer intervenes with interest without grant funding, the Commissioners could always change direction.

NEW BUSINESS

Lewis would like to file a grant application for Design and Stabilization Funding for the MEWS with the DHCD program that had awarded the original purchase support. This funding would allow for both contracting for design and construction plans and contracting to identify stabilization needs prior to final construction, and if funds remained, stabilization work. Commissioner Fronk motioned to approve Resolution 1614: A RESOLUTION OF THE TOWN OF OXFORD MARYLAND TO APPROVE A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, STRATEGIC DEMOLITION AND SMART GROWTH IMPACT FUND GRANT APPLICATION TO FUND THE DEVELOPMENT OF CONSTRUCTION LEVEL ARCHITECTURAL AND ENGINEERING DESIGN OF THE PROPERTY LOCATED AT 103-105 SOUTH MORRIS STREET, KNOWN AS THE MEWS, ALONG WITH FUNDING TO INVESTIGATE AND STABILIZE THE EXISTING HISTORIC STRUCTURE, Commissioner Abruzzese seconded the motion, all were in favor and the motion carried.

Commissioner Fronk mentioned that the draft Strategic Plan suggested obtaining a Merchandising Consultant and inquired as to whether that could fit into a grant. Lewis stated that not in the series of grants she was currently working on, but that it might be possible to follow up with the Department of Commerce, after we have finalized the current Strategic Planning grant and closed out the project. At that point, she could investigate further. Lewis also stated that the Commissioners would have the full draft of the Strategic Plan at the next meeting and they could look at how best to share it with the public at that time.

Lewis recommended applying for additional funds for the ongoing Façade Grant Program for which the town was awarded funding in the prior year, with the inclusion of Interior Improvements as recommended by the DHCD. Commissioner Abruzzese motioned to approve Resolution 1615: A RESOLUTION OF THE TOWN OF OXFORD, MARYLAND TO APPROVE A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, COMMUNITY LEGACY GRANT APPLICATION FOR FUNDS TO PROVIDE GRANTS TO OWNERS OF BUSINESSES LOCATED IN SUSTAINABLE COMMUNITIES DESIGNATED AREAS FOR FAÇADE AND INTERIOR IMPROVEMENTS, Commissioner Fronk seconded the motion, all were in favor and the motion carried.

Lewis referencing the current Easton Utility lease of tower space for Wi-Fi, Booth has prepared an addendum to assign the lease to a new standalone company that will be taking over the lease from Easton Utility. Lewis added that there were only a handful of users and a minimal income from the lease, but it would make the most sense to continue to receive it. There is language in the lease that does provide for an increase if the number of

customers increased. This request is simply to assign to the new company as Easton does not intend to continue the service and is selling the Oxford only operation to a new vendor. The annual revenue is \$2600. Commissioner Fronk made a motion to approve the assignment, Commissioner Abruzzese seconded the motion, all were in favor, and the motion carried.

LETTERS AND REQUESTS

Several letters were read, including a thank you from the Talbot Arts Council, the Oxford Cooperative Lab, the Young Sailors and notice from FEMA that they have accepted the new Oxford Floodplain Ordinance as final.

ATTORNEY

Attorney Booth reminded the Commissioners that she has previously discussed the option of entering into a Consent Agreement with the Maryland Department of the Environment, which would double our discharged effluent limits and also loosen the limits on our WWTP operations during construction and assist with reduction of penalties, were we to encounter a violation. She stated that she had received an approved agreement from the Attorney General and after reviewing the agreement with GMB and Delude, all felt that it was appropriate at this time to enter into the agreement, as we hope to not need any relief, but it would be good to have an agreement providing such should it be needed. Commissioner Fronk made a motion to have Delude sign the agreement on behalf the town, Commissioner Abruzzese seconded the motion, all were in favor and the motion was approved. Booth also stated that the ability to place the WWTP project out for construction bid is in the very near future, as all we were waiting on was final approval of the current plans from the MDE. She added that although there has been some waiting for MDE reviews, she still felt the project was on schedule with anticipated end of construction and up and running date of December 2018.

ADMINISTRATOR/CLERK-TREASURER

Lewis stated she had distributed a list of boards and commissions, which included members she was recommending for reappointment and also new members.

On the Parks and Recreation Committee, she would like to request reappointment of Judy Shuler on P&R, along with appointment of the following new members, Suzanne Beyda, Mike Young, Joy Ervin and Phil Livingston to the committee. She explained this was more people than normally sat on the committee, but felt that as a committee it was appropriate to support additional members for event purposes, as the group only has an advisory position.

Commissioner Abruzzese requested reappointment of Suzanne Litty to the HDC as she felt it was a strong functional board who has worked very well with the town. In addition, she would like to request approval of reappointment of Pat Ingram, Dick Deerin and Tom Costigan when their terms expired this year. Lewis stated she felt all appointments were appropriate at this time. Commissioner Fronk seconded the motion as proposed by Abruzzese

Attorney Booth explained that she works very closely with the Board of Appeals and has found this to be an exceptionally strong board that understands the legal nuances involved and as the decisions of this board can be challenged in court this is extremely important when looking at the makeup of the board. Commissioner Fronk made a motion to reappoint Christina Tochko, Reed Madary and Susan Campbell, Commissioner Abruzzese seconded the motion, all were in favor, and the motion carried.

With regards to the Board of Port Wardens, Lewis recommended switching John Pepe, currently the alternate, with Nancy Cook, a long time permanent member, but also a person who travels quite a bit. This would still maintain both members on the board, but allow Pepe who has been consistently available over the last year to serve as a regular member. Commissioner Abruzzese motioned to approve the recommendation and also reappointment of Larry Murray, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Commissioner Abruzzese recommended reappointment of Steve Mroczek to the Planning Board, Pat Jessup, and Phyllis Gaiti to the Board of Elections, along with William Dial, Mary Klair, and Cammy Passarella to the Ethics Commission. Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Lewis requested approval to move forward with purchase of a lawn mower that was identified in the FY 2107 budget; she proposed acquisition at a price of \$ 11,847, the lowest of three quotes, and also a local purchase, which provides the advantage of working directly with the local business with any possible issues. All approved the purchase as requested.

Lewis provided the Commissioners with the final design plans for the Causeway Stormwater Bioretention Ponds, reminding the Commissioners that we did not receive approval of the grant for construction this round but that she would be reapplying in the spring. At this time, she would like to know if the Commissioners would like the engineer to follow through with MDE permitting for construction, as having all the permits in hand would be looked upon favorably at grant review. After review of the plans, the Commissioners agreed to finalize the last permit in order to apply for construction funding at the next available opportunity.

COMMISSIONERS COMMENTS

Commissioner Abruzzese asked what the estimated completion time was for the Oxford Conservation Park. Lewis stated the expectation was that it would be completed by the end of the summer and the project appears to be on track. Additionally the county has submitted a grant request to complete a walking track from the ballpark to the developed section so that the park would be accessible by foot for town's people.

PUBLIC COMMENTS

There being no further business Commissioner Abruzzese made a motion to adjourn the regular meeting, Commissioner Graves seconded motion, all were in favor, and the meeting closed at 7:45 pm.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer