

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
July 26, 2016

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

PRESENT

Attending the meeting were Commission President Gordon Graves, Commissioner Carole Abruzzese, Commissioner Gordon Fronk, Chief Patrick Maxwell, Sgt. Jason Chance, Public Works Superintendent Scott Delude, and Administrator/Clerk Cheryl Lewis. Several citizens were in attendance, along with a representative of the Star Democrat.

The meeting opened with the Pledge of Allegiance.

Commission President Gordon Graves asked Sgt. Chance to stand before the Commissioners as he addressed those in attendance announcing that Sgt. Chance would be leaving the Oxford Police Department to start a new venture. President Graves stated that Sgt. Chance had been a true asset to the community and a model for what a police officer should be. He, along with his fellow Commissioners, expressed their appreciation and wished Chance well in going forward. Chief Maxwell spoke stating that Sgt. Chance had been a great help in assisting him in training programs and technology, adding that Chance would still be working with the Oxford Police Department on a part time basis with special events and/or training.

APPROVAL OF MINUTES

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

REPORT OF DISBURSEMENTS

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

PUBLIC WORKS

Superintendent Delude presented the public works report as follows:

- Public Works has started tree trimming around town to take care of the hazardous situations around signs and low branches scraping vehicles. They will slowly be doing this maintenance over the next month.
- The sewer lift pump that was damaged after a small metal rod, about 6" long, had worked its way into the pump and burned out the motor, was not covered under warranty. The town is now using a backup pump and working on getting a new replacement as needed. The cost of a new pump will be around \$4,000.
- Public Works has been working on The Mews by cleaning the windows, repairing and painting the columns, and painting the metal horses. A professional paint company has been hired to pressure wash the front façade and will be painting the building over the next few weeks.
- A request was made to the Commissioners to start the process of bidding out the Tred Avon Ave., West Street, and Caroline Street water main replacement and paving project. The project would begin the fall of 2016 but would not be completed until the spring of 2017. The Commissioners all agreed to putting the project out to bid with the understanding that Division Street be placed as a separate add-on to possibly be done at the same time if the budget permitted.

POLICE REPORT

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

- 22 - Property Checks
- 15 - Police Information / Service

- 5 - Assist the Fire Department
- 2 - Suspicious Vehicles
- 3 - Animal Complaints

Chief Maxwell stated that he would be at the Oxford Community Center on Sunday, July 31, in the dunking booth, as part of a fund-raising event for the OCC.

OXFORD FIRE COMPANY REPORT

Administrator Lewis reported that the Oxford Fire Company had not submitted a report for this meeting. However, she mentioned on behalf of the fire company that they had graciously allowed the University of MD, during their weeklong study in Talbot County, to use the meeting room during their one-day stay in Oxford.

UNFINISHED BUSINESS

Lewis revisited the community building HVAC bid results with the Commissioners. A breakdown of the bids had been emailed to the Commissioners, Lewis had consulted with Superintendent Delude, and the State of MD had been consulted as they would be providing the town a grant towards this purchase. The grant the town has received has an approval for 4 ton and 17.5 seer units. In comparing the two bids, one provides better air conditioning savings while the other provides better heating. In general, the town spends more on heating than air conditioning so it would make sense to favor that bid. The second bid also has specified installing a 4 ton unit, which meets the town's criteria, rather than a 5 ton unit that the first bid has submitted. In talking with a specialist, Lewis found that the 4 ton unit would be better suited to reduce the humidity that the community service building continually has a problem with. It was her recommendation that the Commissioners go with the bid for \$66,760 from Comfort Plus Services. Superintendent Delude agreed with Lewis's assessment. Commissioner Abruzzese made a motion that Comfort Plus Services be awarded the air conditioning bid for \$66,670. Commissioner Fronk asked where the new units would be placed. Lewis responded they would be installed in the same place they are now and that they had been seeking proposals that would do that. The motion was then seconded by Commissioner Fronk and unanimously carried with all in favor.

The Commissioners reviewed RFP 16-01 – Request for proposals for Construction Management and Inspection Services in conjunction with the Town's upgrade of the town's WWTP. Lewis briefly summarized a review sent out by Attorney Booth to the Commissioners in which she recommended George, Miles, and Buhr as the lowest bidder meeting the most qualifications as required in the package. Commissioner Abruzzese made a motion that the contract for Construction Management and Inspection Services be awarded to George, Miles, and Buhr, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Lewis updated the Commissioners on the cleanup of The Mews. As previously mentioned by Superintendent Delude, the maintenance crew cleaned up all the windows and a paint crew has shown up and has begun prepping the building for painting. Lewis commented that she was pleased with the work that has already been done and that the paint crew of Reyes and Son has been nice to work with. The colors on the building will remain the same, with the exception of the porch ceiling, which will be changed to a more traditional sky blue color after consultation with the HDS. Public Works employees will still be attending the class for lead paint certification, as it will be beneficial for future work.

The Historic Commercial District Strategic Economic Development Plan was addressed. President Graves suggested that the Commissioners have another public informational meeting. It was agreed by all to hold the meeting the same night as the Commissioners' meeting on August 23. A letter will be mailed out to all town residents informing them of the event. Lewis suggested that the Commissioners look over the final economic development plan draft and make any additions or changes to it so that it can be modified prior to the August 23 meeting. *(Note: This meeting will actually be held on August 22, 2016.)*

Commissioner Abruzzese suggested arrangements be made to speak with the store owners in this historic commercial area, prior to the Commissioners entertain opportunities for The Mews. Lewis will work on a meeting of the downtown merchants after the Strategic Planning Meeting to allow for open discussion of future possibilities and coordination of vendors in the area.

