

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**August 9, 2016**

The Commissioners Meeting was held in the meeting room of the Community Services Building on August 9, 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, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. Several citizens were also in attendance.

The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Commissioner Fronk made a motion to approve the minutes of July 26, 2016 as distributed, Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

A motion was made by Commissioner Abruzzese to file the reported disbursements for July 2016 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:

- A new company has bought out Severn Trent who had put in the town's arsenic reduction system. The company is Denora and they were recently in town to check out the town's system to help the department figure out why the filter media has such a short lifespan. They will be doing water testing and some reconfiguring of the town's system in the next few months, at no cost of the town, to see if they can figure out the problem. Currently the town's filter media has a lifespan between 5 months to a year whereas other towns are getting up to 3 years without changing the media. Each change can cost around \$50,000.
- The Public Works Department went to Cambridge last week on a tour of their waste water plant to give the Oxford crew an idea of the new plant the town will eventually have and to see how things work in an ENR plant.
- Delude and Administrator Lewis had a meeting with the SHA on The Mews front façade brickwork. The SHA has given their permission for the town to put brick out to the street with the agreement that the town will maintain the brickwork and build it to meet code.
- The Public Works Department has been doing rehab work to the Causeway piers that were in need of help. The department completely replaced #24 pier and will be putting in replacement pilings later this year. The department spends around \$10,000 a year in keeping the piers in shape.
- The Water Main & Service Replacement/Roadway Resurface bid has been placed in the paper and the tennis court bid will be going out next week. Administrator Lewis added that a \$50,000 grant has been received for the tennis court and that an extra \$10,000 is in the budget if the bids received go over what has already been received for the project.

Superintendent Delude asked the Commissioners if they would like the public works crew to paint the sides of The Mews building to match the yellow and white of the front of the building along with taking down the front sign hanging off the building. The Commissioners were in agreement for the crew to paint the sides of the building along with a door on the second level and to remove the sign and clean and rehabilitate it.

## **POLICE REPORT**

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

- 27 - Property Checks
- 10 - Police Information / Service
- 1 - Assist the Fire Department
- 1 – Check the Welfare
- 2 –Suspicious vehicles (ID and moved on)
- 2 – Assist other police agencies

Chief Maxwell reported that he had participated in the Oxford Community Center Summerfest in the dunking booth.

An ad has been placed in the local paper for a new police officer. A review of the applicants will take place and the Commissioners will be advised in September.

## **FIRE COMPANY REPORT**

No official report was presented. Commissioner Abruzzese announced that the Oxford Fire Company would be holding their monthly breakfast on Sunday, August 14.

## **OATH OF OFFICE**

President Graves administered the oath of office to Suzanne Beyda, Philip Livingston, and Joy Ervin as new members to the Oxford Parks and Recreation Committee.

## **UNFINISHED BUSINESS**

Lewis updated the Commissioners on the status of The Mews. The facade was scraped and has been freshly painted. Lewis asked the Commissioners if the storage shed, located on the back of the building and in poor shape, could be removed. All Commissioners were in agreement to have it taken down. Superintendent Delude asked if the a/c window units could be removed. All Commissioners were in agreement to the request.

Lewis reminded the Commissioners of the upcoming Strategic Economic Development Plan for the Oxford Historic Commercial District to be held on Monday, August 22 at 6 pm. Posters announcing the event have been mailed to everyone who receives a water bill, an announcement posted on the town's website, and on the bulletin board. Commissioner Fronk asked Lewis if she had made any arrangements to meet with the owners of the commercial establishments in the downtown area. Lewis responded that she had spoken with a few owners about possible availability and would expect to set something up following the next Commissioners meeting.

## **NEW BUSINESS**

Ray Stevens addressed the Commissioners regarding an event sponsored by the Global Rally Organization. The rallies cover nearly 10,000 miles in 27 states in 7 weeks, utilizing the best driving roads on the map and linking them together, with plans to come through Oxford on October 5, 2016. The Robert Morris Inn is sponsoring the event. Ray stated he wanted to make sure the Commissioners and Chief understood and approved the event. There will be an opening event at the Robert Morris Inn at 6:30 p.m. the day they roll into town and all are invited to attend. Mr. Stevens will work on getting a story in the paper and welcomed any suggestions as to how the group could be entertained. The Commissioners gave a favorable response to the event.

Lewis provided the Commissioners with the recent Stormwater Inventory and Master Plan Draft for their review. The Commissioners have 30 days in which to comment on it. Lewis noted that in looking over it she was requesting additional information regarding shoreline projects, as the town views living shorelines as part of its infrastructure. The plan will help the town to prioritize work and assist in getting funding to move forward on

the needed projects. Lewis stated she intended to put a third grant application in this year requesting funds to construct the Causeway ponds, including upgrading the tide gate and adding a second tide gate for Caroline Street drainage. By the time applications are due, it is hoped we will have construction permits from the state. If it looks like the town would not be receiving any of the funding requested between now and the end of this fiscal year, Lewis and Superintendent Delude would be looking at doing the new tide gate with current SMSP funds. Lewis reinforced that the inventory/draft was for the Commissioners review and in the meantime, she was working with the engineer to identify additional shoreline projects within the report.

#### **LETTERS AND REQUESTS**

A letter was received from DNR Parks and Playgrounds acknowledging grant award for the tennis court replacement.

A letter from Edie Beglin, on behalf of the Oxford Library, requesting permission from the Commissioners to close off some of the streets in town for the annual library book sale to be held on September 24 from 7 a.m. until 2:30 p.m. (rain date set for September 25). Commissioner Fronk made a motion to approve the request, which was unanimously carried by all.

#### **ATTORNEY**

Attorney Booth stated, for the record, that the Commissioners held a closed session in her office on August 24, 2016, at 9 a.m. to discuss a personnel matter. In attendance were the three Commissioners, Administrator Lewis, and Attorney Booth.

#### **ADMINISTRATOR/CLERK-TREASURER**

Lewis stated she would be on vacation in the coming week but that she would be attending a one-day meeting for the Healthy Waters effort in Ocean City that week, as she would already be in the area.

#### **COMMISSIONERS COMMENTS**

President Graves reported that he had attended a meeting of the County Commissioners earlier in the day and that they had voted against the referendum on the tax cap by a vote of 4 to 1. He also reported that an urgent care center, next to the Harris Teeter food store, will be open by the end of the year and that a new heart center would be opening in January.

#### **PUBIC 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

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer