

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
September 13, 2016

The Commissioners Meeting was held in the meeting room of the Community Services Building on September 13, 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 and a representative of the Star Democrat were also in attendance.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Abruzzese made a motion to approve the minutes of August 9, 2016 as distributed, Commission President Graves seconded the motion, all were in favor, and motion carried.

A motion was made by Commissioner Abruzzese to file the reported disbursements for August 2016 for audit, Commission President Graves seconded the motion, all were in favor, and motion carried.

On August 30, 2016, at 10:00 a.m., the Commissioners convened a closed session for personnel matters, and to obtain legal advice concerning matters that pertain to businesses locating, expanding or remaining in town. Those present were Commissioners Abruzzese, Graves and Fronk, Clerk Lewis and Attorney Booth. A written statement setting forth the vote of the Commissioners and the topics that were discussed will be filed within the minute's book of the Commissioner meetings.

President Graves requested a closed session following this evening's meeting for legal advice.

PUBLIC WORKS

Superintendent Delude presented the public works report as follows:

- The public works department sent three of its employees to Salisbury for a lead paint certification class. All three employees passed the test and are now able to work on lead paint rehabilitation projects.
- The public works department has removed all six of the side and rear a/c units from The MEWS, boarded up the holes, and removed the makeshift storage shed from behind the building. The crew also located and cleaned the painted windows on the front of the building.
- The old benches in front of The MEWS were rehabbed and repainted by the public works department and returned to the front of The MEWS building.
- Several water leaks were discovered at Market Street/S. Morris Street, N. Morris Street, and at the dog park. All have been dug up and replaced and/or repaired at a cost of \$5,000. They will all be paved over when the Tred Avon Street rehab project is started and the paving crew is in town.
- The Town of Oxford had an MDE inspection on the town's wastewater plant, which was successful with only a few clerical errors to fix.

POLICE REPORT

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

- 92 - Property Checks
- 36 - Police Information / Service
- 4 – Animal Complaints
- 5 - Assist the Fire Department
- 1 – Noise Complaint
- 2 – Suspicious persons
- 2 –Suspicious vehicles
- 2 – Motor vehicle accidents (PD only – exchange of information)
- 2 – Check the welfare
- 2 – Assist other police agencies

Chief Maxwell reported that the recent regatta went off without any major issues other than a few intoxicated visitors and open container violations, which Maxwell has already discussed with the Tred Avon Yacht Club.

When questioned about the number of property checks, Chief Maxwell responded that the police department has been checking all the businesses, boatyards, and places under construction in town. This period covered the week of August 9 up until this second week in September.

BID OPENING

Bid #17-01, entitled Water Main and Service Replacement/Roadway Resurface, was opened. The results were as follows: A-Del Construction, Inc. for \$387,800; Gateway Construction, Inc. for \$319,000; Southside Land Management, Inc. for \$361,626; and Bakers Landing for \$249,887. Administrator Lewis recommended that since there was clearly a low bidder the Commissioners could potentially award it to that bidder subject to review by Superintendent Delude. A motion was made by Commissioner Abruzzese to award Bid #17-01 to Bakers Landing subject to review by Superintendent Delude and Administrator Lewis. The motion was seconded by Commissioner Fronk and unanimously carried with all in favor.

UNFINISHED BUSINESS

Administrator Lewis gave an update on the Historic Commercial District Strategic Economic Development Plan, for which a final draft of the plan had been distributed to the Commissioners prior to this evening's meeting containing the addition of some footnotes. Administrator Lewis stated that she thought everyone was in a general agreement that the plan was going to be accepted as presented with the footnotes; and that she would like to see the Commissioners go ahead and approve the acceptance of the plan so that the grant agreement can be approved and the town can request the grant funds. Commissioner Fronk made a motion that the Commissioners accept the Oxford Historic Commercial District Strategic Economic Development Plan for revitalization. The motion was seconded by Commissioner Abruzzese and unanimously carried with all in favor.

Lewis stated that the Strategic Grant Agreement she has had since July needed to be finalized with the President's signature to allow the town to accept the grant payment of approximately \$20,000. She reminded the Commissioners that they had already approved a resolution to sign this. Commissioner Fronk made a motion to have the President of the Commissioners sign the grant agreement to accept funds to cover a portion of the cost of the strategic plan. The motion was seconded by Commissioner Abruzzese and unanimously carried with all in favor.

Lewis stated she had previously given the Commissioners the Stormwater Inventory and Master Plan Draft for them to review and that she was still working with the engineers on some additional items. This inventory/master plan draft is a detailed comprehensive look at the town current infrastructure, necessary improvements and future needs. If the town is unsuccessful in attaining any grant funding within the next 12 months, Lewis stated there is one project she and Delude would like to see started which would be the installation of a tide gate near Caroline Street. She noted that she had taken pictures of the most recent high tides in town and that a tide gate in that area would make a difference in the nuisance flooding on the Caroline side of the state road. Commissioner Fronk asked if the town had any money in the stormwater utility fund now. Administrator Lewis responded that it was close to \$175,000 and that it increased every year by \$100,000.

NEW BUSINESS

Administrator Lewis reported that in working with the representatives of the Critical Area Program, there had been a desire to make additions to the regulations that would also address stormwater management in Oxford. After a thorough review of the town's stormwater initiative and current issues, the representatives proposed several changes that would allow for BMPs in the Critical Area based on permits for development along with tree canopy management. Attorney Booth gave an overview of the changes being requested to the Critical Area Ordinance which included the following: 1) for disturbances less than 5,000 sq. feet – mitigation in the form of rain gardens, rain barrels, bio-swales, etc., would be required ; 2) a tree for tree replacement program for the whole Town of Oxford - the Critical Area program currently focuses on the first 100' from the water for tree replacement; 3) permeable surface driveways would be calculated as 75% impervious coverage, thus giving the property owner a bonus back on their coverage and encouraging them to use permeable pavers; and lastly 4) Buffer Management Area requirements would allow for planting of approved grasses and shrubs in the buffer, where currently most meet the requirement with a tree or two which has very little immediate impact on water quality or shoreline protection. Grasses have an immediate impact by breaking up the waves and living shorelines allow the tide to come in with minimal damage. Oxford was the test case for this study by the Critical Area representatives and Oxford would be the first town to adopt these changes. Attorney Booth noted that she was currently providing the ordinance for the Commissioners to review and consideration of forwarding to the Planning Commission for review at their next meeting. Commissioner Abruzzese stated that these recommended changes were presented by the Critical Area staff at a previous meeting, that she had reviewed the draft as presented by Booth and felt it was appropriate to make a motion to introduce the ordinance now, along with forwarding to the Oxford Planning Commission for their review. Abruzzese's motion was seconded by Commissioner Fronk and unanimously carried with all in favor.

Commissioner Abruzzese stated she had read an article in the Star Democrat about a bicycle group wanting to make Easton and Oxford bicycle friendly, including identified bike lanes. Abruzzese thought it would be appropriate to reach out to the town. Lewis stated she would look into it, adding that bike lanes through town would be difficult, especially since Morris Street is maintained by the SHA and provides off street parking for most residences.

LETTERS AND REQUESTS

A thank you note was received from a town employee for a basket of goodies and get well card sent by the Commissioners and town employees while they were out on sick leave. A second thank you note was received from the OK Camp Nature Campers thanking Administrator Lewis, Superintendent Delude and the rest of the team at the town office for their support by donating materials and labor to build the raised garden beds for the Oxford Kids Camp pollinator garden project.

ATTORNEY

Attorney Booth stated she would be forwarding to the Commissioners two draft ordinances that she is working on for review prior to the next Commissioners meeting, pertaining to short term and long term rental licensing

and inspections. Booth stated that while preparing a recommended ordinance for long term rentals, she was also reviewing the town's short term rental ordinance, which has been in place since 2010. She is anticipating some minor changes because of a regulatory overlap with the rental licensing and inspection process in order for the ordinances to be consistent. Final adoption of these ordinances would place them both in the Town Code.

ADMINISTRATOR/CLERK-TREASURER

Administrator Lewis stated she had received the grant agreement for the Working Waterfront Strategic Planning, which the President of the Commission will need to sign. The planning funded by this grant will look at all working waterfronts entities – watermen, commercial marinas, boat builders, tourism, and other water dependent businesses. The signing of the grant will indicate the town is agreeing to receive \$35,000 towards contracted planning services. President Graves called for a vote to sign the grant. All were in favor.

The Tilghman Street ramp project is scheduled to start this week and the town has all permits for the project in place and has provided copies to the contractor.

The actual equipment for the new HVAC system has been installed, but the functioning elements are still a work in progress.

The accountants will be in later this week to finalize the annual audit.

Lewis mentioned that there was an opportunity to attend a CERTS (Citizen Emergency Response Training) course for the next 7 Monday evenings, as provide by Talbot County Emergency Services. This program provides citizens with in depth response training for natural and manmade disasters/emergencies. Lewis noted that she was disappointed that there was very little local citizen participation, but she was enrolled in the class.

Lewis stated that in the coming week she would be at the FEMA training center to receive training for the National Flood Insurance Program's Community Rating System.

There being no further business President Graves made a motion to adjourn and to move into executive session for legal advice regarding meeting procedure, the motion was seconded by Commissioner Abruzzese, and all were in favor. The meeting was adjourned to executive session at 7 p.m.

The Commissioners reconvened the regular meeting at 7:29 pm. Commissioner Fronk made a motion to close the regular meeting at 7:30 pm, Commissioner Abruzzese seconded the motion, all were in favor, and the meeting was closed.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer

“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”