

COMMISSIONERS OF OXFORD

Regular Meeting Minutes

December 08, 2015

The Commissioners Meeting was held in the meeting room of the Community Services Building on December 8, 2015. Commissioner President Gordon Fronk called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Gordon Fronk, Commissioner Gordon Graves, Commissioner Carole Abruzzese, Town Administrator/Clerk Cheryl Lewis, Chief Patrick Maxwell, Public Works Superintendent, Scott Delude, and Town Attorney Brynja Booth.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Abruzzese made a motion to approve the minutes of November 10, 2015 as distributed and corrected. Commissioner Graves seconded the motion, all were in favor, and motion carried.

REPORT OF DISBURSEMENTS FOR NOVEMBER 2105

A motion was made by Commissioner Graves to file the reported disbursements for November 2015 for audit. Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

Following the regular meeting of November 10, 2015, the Commissioners convened a closed session for legal advice regarding zoning issues. 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.

PUBLIC WORKS

Superintendent Delude presented the following public works report as follows:

- The map box located at the Customs House has been totally rebuilt and upgraded for the upcoming season. The final coat of paint will be placed on the next warm day.
- All the Christmas lights were put up and mostly lit for the Town lighting with the exception of a couple fuse issues that are now fixed.
- The Causeway docks have had 15 new pilings replaced over the last week in our effort to keep our docks looking new and safe. The cost of \$10,000 was included in this year's budget.
- The Town Hall last week experienced a water leak in the attic that was coming from the fire sprinkler system's main line. Public Works patched it with a water clamp that does provide a long-term solution, but the vendor informed the town that the sprinkler piping has a life expectancy of about 10-12 years. More research into the condition of the current system will be gathered.
- The last leaf pick up will be on Wednesday, Dec 16. After that, date leaves can be put out with brush on the second and fourth Tuesday of each month.

POLICE REPORT

Chief Maxwell presented the Police Report, which consisted of the following:

- 1 – Warrant Service
- 3 – Alarms
- 20 - Police Information/Service

- 6 – Property checks
- 1 – Suspicious Vehicle
- 1 – Emergency Evaluation (Taken to Hospital)
- 4 - Assist the Fire Department
- 1 – Suspicious persons

Chief Maxwell reported that new laptops have been installed in the patrol vehicles. They are the latest edition Panasonic Toughbooks received through a Homeland Security Grant. Thanksgiving Weekend was very busy in town and there were no major incidents. Christmas in the Park was well attended, and attendance was up this year. If any residents should receive a call soliciting funds for the Oxford Police Department, please consider it a scam and do not reply or respond with any money.

FIRE COMPANY

Oxford Fire Company report for the period Oct 8 to December 10, 2015, as submitted by Secretary David Baker: During this 8 week period there were 15 fire calls; during the same period there were 8 medical calls. The December OFC Breakfast with Santa was well attended with over 430 people served. This is one of our larger Fund raising events and we are grateful for the community's support. The next breakfast will be on January 10, 2016.

PRESENTATION

Katherine Charbonneau, Regional Program Chief, and Alexandra Olaya, Natural Resource Planner from the Critical Areas Commission presented four areas of opportunity to increase Oxford's coastal resilience in the short term through possible changes to Oxford's Critical Area Program by adopting a Critical Areas Overlay incorporating these four items. Their discovery was based on recent research developed through a NOAA grant awarded to the State to better meld Critical Areas regulation with Stormwater/Water Quality initiatives. The four recommendations presented, to be implemented in the Critical Areas 1000 foot buffer, included: offsetting redevelopment of under 5000 square feet with "stormwater" BMPs like rain gardens and rain barrels: a one for one tree replacement program, amending buffer mitigation standards in the 100 foot buffer to include shoreline grass buffers as an alternative to tree planting: and a reduction of the measurement of lot coverage for permeable pavers to 75% in the IDA. The proposal also included a fee in lieu program for the one for one tree replacement for situations where a replacement is not feasible. These items would provide more options for minor redevelopment that would be more beneficial in managing stormwater runoff and water quality. They intend to draft language that will incorporate these proposals and provide to the town for adoption consideration. These recommendations were well received by the Commissioners.

UNFINISHED BUSINESS

Three bid packages were received for the recent RFP for the Bank Street Pipe Relining: After opening by the Commissioners, the results were read aloud: Pleasant Construction at \$45,000, Aqua Infrared Rehab Co. at \$53,750, and American Liner at \$79,000. Bids were turned over to Public Works Superintendent Delude to review.

Attorney Booth, referencing the recommendation from the Historic District Commission to adopt a Demolition by Neglect Ordinance, stated that she felt it would be most appropriate to move the review of this ordinance until after the holidays when people would more likely be available to attend a workshop. She recommended a few dates in January for Lewis to reach out to Planning and Historic for availability.

Commissioner Abruzzese stated that she along with Commissioners Graves and Clerk Lewis attended the recent Healthy Waters Round Table Luncheon, sponsored by Chesapeake Bay Trust, Eastern Shore Land Conservancy and many other groups, as an outreach to combine efforts working with all local counties

and municipalities to address best possible practices to improve Bay water quality. They have developed several areas, identified through numerous workshops, in which coordination of efforts could benefit the individual governments and the overall goals. There will be more information in the future.

Commissioner Abruzzese requested an executive session for the purpose of discussing personnel matters.

NEW BUSINESS

None presented.

LETTERS AND REQUESTS

December 11th there will be a concert under the direction of William Thomas at St. Pauls. Oxford Business Association announced a festive holiday gathering on December 17 at the Robert Morris Inn, all our invited, tickets are available, please RSVP to the Inn.

The OBA will also be sponsoring a Polar Dip at the Tred Avon Yacht Club on March 13, benefiting Camp Sunshine located in Maine, which is a camp for children who are suffering from life threatening diseases, for both children and their families.

ATTORNEY

Attorney Booth presented Ordinance 1516: AN ORDINANCE of the Commissioners of the Town of Oxford (the "Town") authorizing the issuance, upon the full faith and credit of the Town, of a general obligation installment bond in the principal amount not to exceed One Million Nine Hundred and Sixty-Four Thousand Dollars (\$1,964,000), under the authority of Sections 19-207 and 19-301, et seq. of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume and 2014 Supplement) and Section C6-20 of the Charter for the Town of Oxford, to be designated "Town of Oxford General Obligation Bond (Wastewater Treatment Plant Project)," as further designated by the Town in its Discretion (the "Bond"); authorizing the issuance, upon the full faith and credit of the Town, of a general obligation bond anticipation note in the principal amount not to exceed Eight Million Eight Hundred and Forty-Four Dollars (\$8,844,000), under the authority of Sections 19-211 through 19-221, inclusive, of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume and 2014 Supplement), to be designated "Town of Oxford General Obligation Bond Anticipation Note (Wastewater Treatment Plant Project)," as further designated by the Town in its discretion (the "Note"); the net proceeds of the sale of the Note and the Bond to be used and applied for the public purpose of financing and refinancing, respectively, a portion of the cost of construction, rehabilitation and upgrade of the Town's wastewater treatment plant facility, together with the acquisition of all necessary property rights and equipment, together with any related construction, architectural, financial, fiscal, legal, design, planning and engineering expenses; prescribing the form and tenor of the Bond and of the Note and the terms and conditions for the issuance and sale of the Bond and the Note; providing for the levy and collection of any taxes necessary for the prompt payment of the maturing principal of and interest on the Bond and the Note and that the full faith and credit and taxing power of the Town be irrevocably and unconditionally pledged to the payment of the principal and interest on the Bond and the Note.

This ordinance will authorize the issuance of both the general obligation installment bond through USDA for the principal loan amount of \$1,946,000, along with the necessary interim financing note of up to \$8,844,000, paying only the interest, for the engineering and construction of the upgraded wastewater treatment plant until grant reimbursement has been received and the final loan with USDA is closed on. A public hearing will need to be held prior to adoption of the ordinance. Commissioner Graves made a

motion to introduce Ordinance 1516, Commissioner Abruzzese seconded the motion, all were in favor, and the motion passed. A public hearing was scheduled for January 12, 2016 at 6 pm.

CLERK COMMENTS

Administrator Lewis gave an update on the Talbot County Park, stating that after receiving bids higher than original estimates and not having sufficient funding, the County was still reviewing their options.

Regarding the Talbot County Comprehensive Plan, Lewis stated that she had participated in a County round table reviewing the changes to the plan the night before. She said there was minimal discussion regarding the Trappe/Oxford districts. Most concerns seem to be centered around the St. Michaels peninsula, including designated sewer areas and the potential for development. Lewis did request that the planner review the mapping demonstrating greenbelts around the municipal boundaries, as she felt it was important to clearly define that in the case of Trappe and Oxford, their "greenbelts" which already consist of preserved lands and undevelopable wet lands, etc., favorably determine the ultimate boundaries of the towns going forward. She added that she felt her previous concerns regarding the Oxford Tier Maps and the proposed County Tier Maps had been addressed and the current proposed County maps now more closely match the Tier maps Oxford had adopted in 2012.

DNR requested a check to accompany the previously submitted permit request for the construction of the landing, which is a sign that things are moving to the Board of Public Works for approval and she is hopeful the permit would be issued soon. She has also notified the engineers the town plans to put the project out for bid as soon as the permit is issued in an attempt to complete the construction by early spring.

Regarding Phase 2 of the engineering of the Stormwater Management Shoreline Protection Master Plan, she has met with the engineers, and all issues and potential areas of need were discussed and they are moving forward with the necessary work to identify, estimate cost and prioritize necessary infrastructure improvements within a comprehensive capital improvement plan. The projects will be placed into categories, projects that can be funded through the town's SMSP funds and projects that will need funding assistance from the state.

There is an outstanding grant application for engineering of a substantial stormwater retention system, which if awarded would allow for the engineering necessary to reapply to the Chesapeake Bay Trust for construction funds.

She has a kickoff meeting scheduled this month with Chris Jakubiak, the awarded planner, for the Historic Commercial District Strategic Planning to discuss the steps moving forward.

Lewis requested an executive session for an additional personnel matter and a property maintenance issue.

COMMISSIONER COMMENTS

None at this time.

PUBLIC COMMENTS

Dick Deerin stated that after a recent vehicle accident that damaged his fence, which has since been repaired, that a new yellow arrow sign has been placed on the road next to his property and he had concerns with the random placement of signs. Chief Maxwell and Superintendent Delude both stated they had not recently installed this sign, were not aware of any new signs being placed on this street and they would look at it after this evening's meeting.

Peter Dunbar reported that he had learned of a new opportunity for Working Water Front Grants and thought this would be of interest to Oxford. Lewis stated she had submitted an application to the program, had since been contacted, and informed that because of the volume of applications received in the first round and because they felt that Oxford had submitted a strong application, they would like to hold Oxford's application for the spring round. Dunbar also stated that he was aware that there will be future grant opportunities to bury electric wires and that St Michaels had recently contracted for exploratory engineering to bury the electric wires within the historic area, which he had discussed with Lewis. Lewis contacted St. Michaels and asked if they would share their findings in the future, which could help Oxford determine the feasibility of such a project.

President Fronk asked for a motion to adjourn the regular meeting and go into executive session for personnel and zoning matters. Commissioner Graves made the motion, Commissioner Abruzzese seconded the motion, all were in favor, and the meeting was adjourned at 7:23 pm.

The meeting was reconvened at 8:23 pm at which time Commissioner Abruzzese made a motion to close the regular meeting, Commissioner Graves seconded the motion, all were in favor, and the meeting was closed.

Respectfully submitted,

Cheryl Lewis

“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.”