

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**January 10, 2017**

The Commissioners Meeting was held in the meeting room of the Community Services Building on January 10, 2017. Commission President Gordon Graves called the meeting to order at 5:30 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. Approximately 20 citizens and a representative of the Star Democrat were also in attendance, along with vendors for presentations.

The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Commissioner Abruzzese made a motion to approve the minutes of December 13, 2016 as distributed, Commission Fronk seconded the motion, all were in favor, and motion carried.

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

**PUBLIC WORKS**

Superintendent Delude presented the public works report as follows:

- A water leak was found on Tilghman Street and repaired and put back into service on the same day. Tilghman Street is on the priority list for new waterlines and will be done, hopefully, in the next budget.
- The town has a new 3G well monitoring system for the water system that can inform the Public Works Department in an emergency and will provide monitoring of the system from a tablet or cell phone at any location.
- The town's big dump truck was out of service for a week and a half due to some hydraulic problems with the bed. It has since been fixed at a cost of \$2300.
- The recent snow storm was not bad for the Public Works Department. There were no problems with the equipment or destruction of any property.

**POLICE REPORT**

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

- 43 - Property Checks
- 12 – Police Information
- 1 – Road hazard (power lines)
- 1 – Motor vehicle crash (minor damage-exchange of information)
- 1 - Assist the Fire Department
- 3 – Check the Welfare

Chief Maxwell commented that the holidays and the extreme weather went off without any major incidents. He reminded those present that scams are in high gear, especially those dealing with the IRS, Comptroller's Office, and grandchildren in jail that need bond money. He also noted that there is a legitimate call currently taking place from the Talbot County Sherriff's Office pertaining to a Quality of Service request by phone.

## **OXFORD FIRE COMPANY REPORT**

David Baker, secretary of the Oxford Fire Company, reported on the period November 11 to December 8, 2016, at which time there were 12 fire calls: on 5 calls the OFC was dispatched and cancelled en route. The other included 3 false alarms, 2 EMS assists, 1 brush fire, and 1 water alarm.

During the period from November 19 to December 8, there were 2 medical calls: 1 call with a patient transported to Easton Memorial and 1 fire assist.

The Breakfast with Santa was well attended with 456 breakfasts being served. Also, the Oyster and Ham Dinner was a success, with 30 bushel of oysters shucked and over 250 dinners served. The Fire Company thanks the 120 hearty souls who braved the cold to come to their January breakfast last Sunday. The next Fire Company breakfast will be Sunday, February 12, from 8:00 to 11:00 a.m.

## **UNFINISHED BUSINESS**

President Graves revisited Ordinance 1619 –**AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND SECTION 32 OF THE OXFORD ZONING ORDINANCE BY ADDING SECTION 32.21 TO REGULATE THE CONSTRUCTION AND PLACEMENT OF SATELLITE ANTENNAS AND TOWERS, POLES, ANTENNAS AND/OR OTHER STRUCTURES INTENDED FOR USE IN CONNECTION WITH TELECOMMUNICATIONS FACILITIES OR SMALL CELL TELECOMMUNICATIONS FACILITIES.** Attorney Booth brought the Commissioners up-to-date on the status of the Ordinance, which was introduced on December 14, 2016 and advertised for public hearing on January 24, 2016, at 6:00 p.m. She added that she had met with both the Planning Commission and Historic District Commission to review the ordinance and at both of their meetings they unanimously recommended its approval. The ordinance will be back before the Commissioners on January 24, 2017 after the public hearing to be held at that meeting.

Commissioners Graves reported that the WWTP Construction bids had been received and opened on December 22, 2016 at 11 a.m. Administrator Lewis reported on the list of bidders and their prices, in the order as opened, as follows: Bearing Construction - \$11,545,379; W.M. Schlosser - \$12,322,000; Johnston Construction - \$12,174,928; American Construction and Environment - \$12,696,000; and Pact Two, LLC - \$9,847,500. Administrator Lewis stated that the bids have been turned over to the engineers to review.

## **NEW BUSINESS**

Administrator Lewis presented to the Commissioners the current design for the stormwater improvements at the Causeway Park and Dog Park, which is the subject of a Letter of Intent to apply to the Chesapeake and Atlantic Coastal Bay Trust Grant Program. She reminded the Commissioners that they had applied for this construction grant twice before and that this request will be the town's third application. She asked the Commissioners for approval to send a letter of intent to this department for a construction grant for the Causeway Park Stormwater Retention Project. The town was previously turned down because there was not engineering for project, which we now have thanks funding from the Watershed Assistance Grant Program. The town is still working with the DNR regarding mitigation for our final permit. Commissioner Fronk moved that the Commissioners authorize Administrator Lewis to send a letter of intent for approximately \$650,000. The motion was seconded by Commissioner Abruzzese and unanimously carried with all in favor. Administrator Lewis ended by stating that the basic concepts and locations have not changed and the project includes an upgrade to the current tide gate and installation of a new one across the street from Caroline Street.

## **ATTORNEY**

Attorney Booth reported that she has submitted the recent update to the Critical Area laws to the Critical Area Commission. They have accepted the package and will notify the town within 30 days as to whether they consider this a program amendment or a refinement. If it is a refinement, they just handle it through the Critical Area Commissioner and will let the town know a date and time when it will be heard. If they treat it as an amendment, the commission will come down and have a public hearing in Oxford. Attorney Booth added that it is likely it will be considered a refinement.

Attorney Booth also presented to the Commissioners a renewal of the 1880 Bank lease, signed by the President of 1880 Bank that began January 1 and will be good for two years. She asked that if the Commissioners were inclined that could move to approve the new lease. Commissioner Fronk motioned to approve the new lease which was seconded by Commissioners Abruzzese and unanimously carried with all in favor. President Graves emphasized the need to keep a bank in Oxford in order to help both the town businesses and the citizens.

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

Administrator Lewis reported that the Tilghman Street ramp has technically been completed and looks good, although the parking lot needs work, which cannot be done until the spring. There will be a request for paving in that area in the upcoming FY '17-'18 budget at an estimated cost between 30 and 40 thousand dollars. The deck near the ramp is currently being worked on. Once that has been completed, the contractors will be out of the area. So far state funds are covering what has been done. A couple of changes had to be incorporated but Lewis noted that she had had them done through the state approval process and that she thought the town will be close to closing the project without using any additional funds. The parking lot improvements will be the one cost the town will have to pick up but that known from the beginning. She is currently reviewing the proposed parking lot layout. A Portapot Shelter has also been placed at this location.

### **MEWS DESIGN RFP BIDDER PRESENTATIONS**

President Graves explained to all that each of four vendors would have the opportunity to give a presentation on behalf their firm with regards to the design of the Mews. After each 10 minute presentation, there would be an opportunity for the Town Commissioners and members of the Historic and Planning Boards to ask questions of the presenters.

Presentations were made by Encore Sustainable Design - Ward Bucher, Charles Paul Goebel Architect, LTD - Charles Goebel, Davis Bowen and Friedel - Chris Cullen, and Voith & MacTavish Architects - Cameron MacTavish. Question and answer sessions followed each presentation. President Graves thanked the presenters, explaining that the Commissioners would continue their review of the proposals.

There being no further business, a motion was made by Commissioner Fronk to adjourn the meeting and seconded by Commissioner Abruzzese. The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer