

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
January 24, 2017

The Commissioners Meeting was held in the meeting room of the Community Services Building on January 24, 2017. Commission President Gordon Graves called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Gordon Graves, Commissioner Gordon Fronk, Chief Patrick Maxwell, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. Two 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 January 10, 2017 as distributed, Commission President Graves seconded the motion, all were in favor, and motion carried.

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

PUBLIC WORKS

Superintendent Delude presented the public works report as follows:

- The public works department has started painting the police station as a winter project with hopes to paint the entire first floor of town hall before spring.
- The public works crew has started installing meter antennas that will help the reception of the town's meter reading system in the future. The department currently has 180 antennas to install this winter.
- The winter slowdown has enabled the department to catch up on their shop maintenance and cleaning projects. Currently the department is rebuilding all the old benches and picnic tables at the shop to get them ready for spring.
- Superintendent Delude announced that he was working on a grant with the town engineer to replace the water infrastructure from the town's "pin cushion area" to the Robert Morris Inn on both sides of the street, which will be complicated due to the old concrete pavement in the street. The competitive grant is for 2019 funding.

POLICE REPORT

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

- 57 – Patrol checks
- 5 – Police Information-Service
- 1 – Found Property
- 2 – Suspicious Vehicles (ID and moved on)
- 1 – Aid to Sick or Injured
- 2 - Assist the Fire Department
- 1 – Check the Welfare

VISITOR

Charles Emory met with the Commissioners on behalf of the Veteran Motor Car Club of American Mid-Atlantic Region. The group is composed of senior citizens who like to travel cross country in antique cars. The motor

club is in the process of planning for a regional tour to take place May 17th through the 20th that will be based in Cambridge. They plan is to come through Oxford on May 19th to picnic in The Park and ride the ferry. There will be approximately 35 cars coming through town around 11:30 a.m. The Commissioner's had no problem with the request. Chief Maxwell will work with Mr. Emory on the parking arrangement for the cars prior to their arrival date.

PUBLIC HEARING

President Graves presented for public hearing 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 gave a brief overview of the ordinance, explaining that it was introduced by the Commissioners on December 13, 2016 in response to her suggestion and recommendation that the town amend the zoning ordinance to address telecommunication facilities. This has become a topic throughout the state with emerging technology allowing for smaller facilities. The ordinance was reviewed by both the Planning Commission and Historic District Commission with both boards recommending that it be adopted by the Commissioners. The ordinance defines the facilities as either “major” or “minor” facilities, with limitations being placed on the historic and residential areas allowing for only minor facilities, with minor facilities in the historic area being designed in such a way as to not be highly visible and subject to HDC review. Major telecommunications will be permitted but only by special exception unless they are located on a new tower or pole in EGS or industrial areas with a height limitation of 100'. There were no comments. President Graves moved to close the public hearing.

UNFINISHED BUSINESS

President Graves entertained a motion with regards to Ordinance 1619. Commissioner Fronk moved to approve 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.** The motion was seconded by President Graves. Commissioner Fronk added that having heard from Attorney Booth and Administrator Lewis that this is recommended, and having read and realizing the importance of the ordinance, and having both the HDC and Planning Commissioner approve it, he was in full support of the ordinance. President Graves concurred with Commissioner Fronk's statement adding that counsel did a nice job drafting the ordinance. All were in favor and the motion carried.

Attorney Booth gave a brief update of the WWTP bids. The engineers are reviewing the bids and anticipating the town will be in a position to make a recommendation and award the bid at their February 14th meeting.

NEW BUSINESS

Nothing was presented.

ATTORNEY

Attorney Booth stated that the Commissioners were currently reviewing two different RFP submittals, for WWTP construction and the MEWS design, and recommended an executive session providing an opportunity to receive legal advice regarding contractual issues that could compromise the negotiations or contract of a bid. She suggested that she and the Commissioners, along with the project engineer, schedule a meeting to discuss the issues so that the Commissioner would be in a better position to award those bids. Attorney Booth stated she would circulate an email finalizing the meeting the date.

ADMINISTRATOR/CLERK-TREASURER

Administrator Lewis reported that the Tilghman Street ramp is done. The deck is technically done as well but still needs some work around the outside of it. Lewis noted that she would like to ask for an additional \$40,000 to be added to this year's budget in order to complete the paving needed at the Tilghman Street parking lot. Money had been placed in prior budgets, but the project had been postponed. Attempts were made to add this paving onto the town's current street work but their quote came in higher than two other quotes, so she plans to put out an RFP for the work. Both Commissioners were in agreement with advertising an RFP for the work and adding the cost to the current year budget. Lewis also stated that she wanted to relocate the current street light down at the foot of Tilghman Street that has the parking signs on it because it will be difficult to reroute the landing traffic around it. Delude was looking into it.

Lewis reminded the Commissioners that about a year ago she had submitted a grant to the Heritage Areas Stories of the Chesapeake for an audio tour of the town. Though the grant was not received, it was greeted with much interest. Lewis asked the Commissioners if she could send a letter of intent to reapply for this grant this year. She added that she had spoken with Judy Bixler, who serves on the tourism board, she thought it was still a good idea. Between now and the time of the submittal Lewis stated she would get back with the Oxford Museum and Community Center to see if they have any additional thoughts before the grant is sent off. Both Commissioners gave their consent for Lewis to prepare a letter of intent. Administrator Lewis informed the Commissioners that this was a matching fund grant and that the audio tour would probably cost about \$65,000 – half of which the town would have to cover. However, both the museum and community center have stated that were willing to help offset the cost of this endeavor and that it would be a good use of tourism dollar.

Lewis presented information regarding the accommodations tax, which is currently collected by the County and then distributed to the towns. There is an interest in raising the tax from 4% to 5%, which is what the neighboring counties charge. There is a second issue with the possible legislation to increase the tax, which is the desire of some at the county level to keep 50% of the 1% increase, a change to the original legislation which the towns were not in favor of. Lewis added that historically there have been issues around County changes to this tax, which was originally established to offset the many cost the incorporated towns incur from tourism and was setup to be a pass through tax. No position on the increase was determined.

There being no further business, President Graves made a motion to adjourn the meeting.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer