

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**February 14, 2017**

The Commissioners Meeting was held in the meeting room of the Community Services Building on February 14, 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 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 January 24, 2017 as revised and distributed, Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

President Graves stated that on February 7, 2017, at 10:00 a.m., the Commissioners convened a closed session to receive legal advice regarding contractual issues that could compromise the negotiations or contract of a bid. 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 public works report as follows:

- The public works department had a water leak at Caroline and South Morris Streets, which is the separation point between the town's two water towers. The wells had to be shut down in order to remove some of the pressure from the system to temporarily fix the problem. On today's date, the department has been working on replacing the separation with new piping and valves. The pipes being replaced are from 1928. Commissioner Fronk asked about the separation point. Delude explained that there is a loop in the system and that this is the only area in which the two towers meet. The two towers had different pounds of pressure; the pressure from the one tower blew out the pipes having the lesser amount of pressure at this point. All the pipes are being replaced in this area to lessen similar issues in the future.
- The town has had two strong windstorms over the past few weeks resulting in over 10 trees being broken or uprooted in both resident's yards and on town property. The public works crew has removed or helped lift up and secure many of the trees in hopes that they will reattach to the ground and survive.
- The public works department went on a tour of the newly built Greensboro Wastewater Treatment Plant last week to see some of the future features that will be coming to Oxford's plant. It was very informative and will help the town and department in building and running the town's facility.

**POLICE REPORT**

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

- 95 - Property and Business Checks
- 2 – Assist other Police Agencies
- 22 – Police Information and Service
- 1 – Suspicious Person (ID and moved on)

- 2 – Assist Other Police Agencies
- 1 – Animal Complaint
- 3 - Assist the Fire Department
- 2 – Unattended Deaths
- 1 – Vehicle Search (probable cause)

Chief Maxwell again reminded those present of IRS phone scams, to report suspicious activity, and to keep cars locked.

### **UNFINISHED BUSINESS**

Attorney Booth gave a report on the WWTP construction bids, which were received on December 22, 2016. The bids received were sent to GMB for review and GMB prepared a bid tabulation form signed by Jason Lytle, Vice President/Senior Project Manager of GMB. Information was provided to each of the Commissioners regarding the bids. Pact Two, LLC came in as the lowest bidder. The engineers reviewed the bid packet to make sure it was complete along with verifying evidence of insurance, checking references, etc., and have recommended that the town award the bid to Pact Two, LLC for \$9,847,500. The bid is good for 60 days and has to be approved by both the USDA and MDE. Attorney Booth pointed out that she was supplying the Commissioners with a notice of award, which was required by USDA and MDE, and asked that a motion be made to approve the notice of award to Pact Two, LLC for the amount stated, subject to concurrence and approval by the USDA and MDE. Booth also presented, for consideration, a contract between the Commissioners and Pact Two, LLC. She explained that this too was a standard form submitted with the bid and that she and the MDE had both reviewed it but that she wanted the minutes to reflect that the Commissioners would authorize Commissioner President Graves to sign it once the funding agencies have approved the bid. Commissioner Fronk moved that the Commissioners approve the notice of award of the contract to Pact Two, LLC for the construction of the new enhanced nutrient removal wastewater treatment plant for the contract price of nine million, eight hundred forty-seven thousand, five hundred dollars subject to approval by the USDA and MDE. The motion was seconded by Commissioner Abruzzese and unanimously carried. A question was raised by a member of the audience about the company. Attorney Booth responded that Pact Two had worked on the Greensboro WWTP as well as similar jobs in Delaware and Pennsylvania. Commissioner Abruzzese made a motion to authorize Commissioner Graves to execute the contract upon approval of the funding agencies. The motion was seconded by Commissioner Fronk and unanimously carried with all in favor.

President Graves announced that The Mews bids were still under review. Clerk Lewis added that the town had reached out to all the bidders from the RFP in order to allow them to make any additions, changes, or edits to their proposals and that the Commissioners would have the opportunity to address the bids and any supplemental information at their next regularly scheduled meeting.

Commissioners Abruzzese thanked both Delude and Lewis for all their oversight on the new ramp and decking down on Tilghman Street. Commissioner Fronk concurred that it was a job well done.

### **NEW BUSINESS**

President Graves announced that an email request had been received from the OBA requesting the Commissioners contribute towards the annual Plein Air event taking place in Oxford this July. Last year the town contributed \$1,000 towards the event. Clerk Lewis noted that money for the event had been put aside in this year's budget. Commissioner Fronk made a motion to approve the request. The motion was seconded by Commissioner Abruzzese and unanimously carried with all in favor.

## **ADMINISTRATOR/CLERK-TREASURER**

Administrator Lewis reported that Talbot County's Economic Development and Tourism Board is setting up listening sessions in each of the municipalities. Her understanding is that they invite businesses to come to a listening session and they take information received and discuss the issues businesses have and what they would like their Commissioners to know. A meeting has been scheduled for April 6 at 8 a.m. at the Oxford Community Center. Clerk Lewis thought Talbot Co. Economic Development and Tourism Board would meet with the Commissioners after that meeting.

Lewis requested an executive session for a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the town and seek legal advice.

Lewis gave a brief report on Senate Bill 397, which is a bill before the legislature to allow the towns that had the large bills for overpayment of income taxes to be forgiven and the funds to come from the Comptroller's "rainy day fund" to pay that difference. She explained that both she and Attorney Booth were planning to attend that hearing.

## **COMMISSIONERS COMMENTS**

Commissioner Fronk reported that he had attend the county/municipalities meeting with the Talbot County Council on Monday, February 13, where he learned that the tipping fees for trash were going to increase to \$4 per ton. Comments were also made at the meeting with regards to the Oxford Conservation Park. Bridge railings being installed, paving of the paths, and the installation of a well in order to maintain water in the pond, all scheduled to take place soon. The Easton High School will be working on a project involving the creation of signage along the paths as well as planting plants that will attract monarch butterflies and pollinators. The President of the St. Michaels Commissioners made a plea to the county council to make sure the towns are invited to sit in and participate in future discussions with regards to the accommodations tax increase and how it will be portioned. Fronk stated that Oxford concurred with St. Michael's request.

President Graves reported that he had attended the recent Polar Plunge to raise money for Camp Sunshine, a camp that provides a retreat for children with life-threatening illnesses and their families through the various stages of a child's illness. Town employees William Sard, Michael Morris, and Lisa Willoughby formed a team to raise money for the camp and participated in the event, successful raising \$ 1500.

## **PUBLIC COMMENTS**

As Oxford's representative on the County Economic Development Board, resident Peter Dunbar suggested the Commissioners attend the upcoming Talbot County Economic Development and Tourism Board meeting, which Clerk Lewis mentioned earlier, scheduled to take place at the Oxford Community Center.

There being no further business, Commissioner Fronk moved to adjourn the regular meeting and move into executive session for a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the town and seek legal advice. The motion was seconded by Commissioner Abruzzese and unanimously carried with all in favor.

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”*