

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
April 25, 2017

The Commissioners Meeting was held in the meeting room of the Community Services Building on April 25, 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, and Administrator/Clerk Cheryl Lewis. Several citizens 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 March 28, 2017 as distributed, Commissioner Fronk seconded the motion, all were in favor, and motion carried.

A motion was made by Commissioner Fronk to file the reported disbursements for March 2017 for audit, Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

MAINTENANCE REPORT

Superintendent Delude is back on light duty. Clerk Lewis gave a brief report stating that she would be working with Delude on drainage for the Tred Avon area following paving, everything went very well on Oxford Day, the Portapot Shelter was changed out at the County Park in time for the ribbon cutting on Oxford Day and we are still waiting on paving at the Tilghman Parking lot.

POLICE REPORT

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

- 47 – Property/Business checks
- 4 - Assist the Fire Department
- 13 – Police Information Services
- 3 - Thefts from unlocked cars
- 3 – Alarm Calls

Chief Maxwell reminded everyone to lock their cars and report any suspicious activity.

UNFINISHED BUSINESS

Lewis requested approval to use \$22,362 from the SMSP fund to submit for wetlands mitigation in anticipation of the Causeway Stormwater Grant Funding and subsequent project, explaining that doing this at this time will allow the town to take advantage of the \$6800 remaining funds for stormwater engineering to offset this mitigation cost. Commissioner Fronk made a motion to approve the disbursement, Commissioner Abruzzese seconded the motion, all were in favor and the motion carried.

Lewis provided an update on the Working Waterfront Project, stating that she would be meeting with the new contractor and would be setting up an introductory meeting in which to bring in waterfront business partners. She will provide further details at the next meeting. There was some discussion regarding discovery the Commissioners would like to receive in the final plan.

NEW BUSINESS

Attorney Booth presented an update to the Employee Manual, Resolution 1701, incorporating an organizational chart and a minor change to comp time for supervisors per state requirements. Commissioner Fronk motioned to approve the resolution, Commissioner Abruzzese seconded the motion, all were in favor and the motion carried.

Booth presented the Commissioners with Ordinance 1702 Amending the recent Critical Areas Update to change threshold of disturbance for certain stormwater management practices from 4999 square feet to 5000 square feet or less in order to clarify, per State request after review. Commissioner Fronk motioned to introduce the ordinance, Commissioner Abruzzese seconded the motion, all were in favor and the motion carried. A public hearing on Ordinance 1702 will be held on June 9, 2017.

Lewis requested approval to submit a letter of support for the Chesapeake Bay Foundations NFWF Grant Application, explaining the town is currently working with this group on Stormwater and other initiatives, and that this request would continue the work. The letter of support would commit the town to a \$2000 contribution annually for the next 3 years to support the program. Commissioner Abruzzese motioned to support the request, Commissioner Fronk seconded the motion, all were in favor and the motion carried.

Lewis provided the rough draft of the FY 2018 General and Enterprise Budget and FY 2017 Budget Review and Amendments to the Commissioners, summarizing FY 2017 amendments and itemizing FY 2018 capital expenditures and other anticipated costs. She requested a workshop to review, which was scheduled for Monday May 8, 2017. The introducing Ordinances will be presented at the May 9, 2017 meeting and Public Hearings will be scheduled for May 23, 2017.

LETTERS AND REQUEST

Thank you notices were received from the Oxford Day Committee and the AARP Tax Preparers.

ATTORNEY

Attorney Booth requested an executive session to discuss contract negotiations and updated the Commissioners on the WWTP construction projected which is anticipated to break ground in June.

ADMINISTRATOR/CLERK COMMENTS

Lewis informed the Commissioners that numerous small trees were planted around town by the Coast Guard and that a citizen had made a donation of three significant size trees, one of which was placed in town park and two at the dog park.

Lewis informed the Commissioners that she had been informed by the CoastSmart grant department that the town was chosen to receive grant funds to produce a FEMA Community Rating System application and program manual as a result of a previously submitted grant application. As always, the final award must be approved by the State first.

COMMISSIONERS COMMENTS

President Graves stated the Museum was getting a facelift and had also submitted a grant application to the County for Digital Improvements to enhance the Museum's offerings.

President Graves announced his intent to run for re-election.

PUBLIC COMMENT

Bob Hyburg introduced himself as a new resident of Oxford.

There being no further business, a motion was made by Commissioner Fronk to adjourn the meeting to go into executive session for legal advice regarding a contract negotiation at 7:10 pm. The motion was seconded by Commissioner Abruzzese, all were in favor, and the motion carried.

Following the executive session, the regular meeting was reconvened and at 7:33 pm Commissioner Graves made a motion to adjourn the meeting, it was seconded by Commissioner Abruzzese, all were in favor and the meeting was adjourned.

“ 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”