

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
May 23, 2017

The Commissioners Meeting was held in the meeting room of the Community Services Building on May 23, 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, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. A citizen was also in attendance.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Fronk made a motion to approve the minutes of May 9, 2017 as distributed, Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

MAINTENANCE REPORT

Superintendent Delude reported the following:

- The town had a small leak at Capsize restaurant, at the end of Tilghman St., that was fixed over the course of 2 days as parts had to be ordered. Delude thanked the owner for their patience as the water had to be turned off for repair.
- The Tilghman Street parking lot has been paved and striped and is now in use for the public. The maintenance crew will relocate the outhouse in the water tower lot and move the dumpster to accommodate more parking.
- The public works department has rebuilt 2 fire hydrants that failed the yearly maintenance inspections for the cost of \$100 in parts, saving the expense of replacing them. Each hydrant costs approximately \$3,000 to replace, plus labor.
- The department is getting ready for the wastewater upgrade and have started to run the front lagoon as low as possible. The pond has not been dry since 1965. The department is preparing for the groundbreaking of the WWTP.
- The paving contractors who were paving Tilghman Street also paved two additional locations where water leaks had taken place over the winter at a cost of \$1300. The public works team also patched many small potholes throughout town.

POLICE REPORT

Chief Maxwell reported the following:

- 37 – Patrol checks
- 1 - Civil complaint
- 13 – Police information/service
- 4 – Thefts
- 21 – Vehicles ransacked (suspects and charges – 1 adult and 1 juvenile)
- 1 – Unattended death
- 2 – Assist the fire department

- 6 – Suspicious persons
- 1 – Alarm
- 1 – Motor vehicle accident (information exchanged)
- 1 – Assist other police agency

Chief Maxwell reported there had been a rash of car break-ins throughout town as well as in Easton, St. Michaels, and Trappe, all within the same time frame. The suspects have been caught and were found not to be locals. He also reminded everyone to remove valuables, lock their vehicles, and report any suspicious activity.

President Graves mentioned that he appreciated Chief Maxwell's help with the recent visit of 44 classic cars from the early 1930's and 40's. Both he and Chief Maxwell were greeters as the cars and their drivers entered into the town. The group had box lunches in Town Park and later rode across to Bellevue on the Oxford Ferry.

PUBLIC HEARING

President Graves opened the Public Hearing on **Ordinance 1703 – AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1610 FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS.** No public comments were received and hearing was closed.

President Graves opened the Public Hearing on **Ordinance 1704 – AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND ESTABLISHING A TAX RATE OF \$.30 PER \$100 OF ASSESSED REAL PROPERTY VALUE.** No public comments were received and hearing was closed.

UNFINISHED BUSINESS

President Graves read aloud Ordinance 1703 - **AN ORDINANCE OF THE TOWN OF OXFORD MAENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1610 FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS.** He noted that Administrator Lewis had previously explained the changes recommended in the ordinance and moved that the Commissioners adopt the revised budget. The motion was seconded by Commissioner Abruzzese , all were in favor and the motion carried.

President Graves read aloud Ordinance 1704 - **AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND ESTABLISHING A TAX RATE OF \$.30 PER \$100 OF ASSESSED REAL PROPERTY VALUE.**

Commissioner Abruzzese noted that Lewis had gone over the ordinance thoroughly with the Commissioners and that she was comfortable with the capital equipment that was being requested for the coming year. Commissioner Abruzzese motion to approve Ordinance 1704, the motion was seconded by Commissioner Fronk, all were in favor and the motion carried.

President Graves announced there was a public hearing scheduled on June 13, 2017 at 6 p.m. for **Ordinance 1702 – AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND SECTION 33.01.E OF THE OXFORD ZONING ORDINANCE TO CLARIFY THAT CERTAIN STORMWATER MANAGEMENT PRACTICES**

SET FORTH IN THAT SUBSECTION SHALL APPLY TO PERMANENT THRESHOLD DISTURBANCES OF 5,000 SQUARE FEET OR LESS. He explained that the purpose of this ordinance was to correct the language in a previously approved permit. Attorney Booth added that the Critical Area Commission had requested the change. A public hearing has been scheduled for June 13, 2017.

Graves also reminded everyone a Public Hearing was scheduled for June 13, 2017 for **Ordinance 1705 - AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUMBER 1611 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2017** setting the water/sewer rates for FY 2018 as presented at the previous town meeting on held on May 9, 2017.

Lewis reminded the Commissioners of the Working Waterfront Planning kickoff meeting scheduled for May 25 at 6 p.m. The workshop will be open to the public to develop a strategic plan for Oxford's Working Waterfront areas. Over forty invitations have been mailed out inviting the local restaurants, marinas, boat slip holders, and other water dependent businesses in town. If the turnout is low, a hand-out has been put together that can be posted on Facebook in which people can respond to.

NEW BUSINESS

President Graves presented **Resolution 1706 – The Community Legacy Grant Application for MEWS Construction Funds.** Administrator Lewis explained that she had mentioned at the last Commissioner's meeting that this year's grant application would be due early June and if we intended to apply for MEWS construction funding we would need to act quickly. She had prepared this resolution to include in the application. Lewis added that she was recommending they apply for \$600,000 to offset construction cost, the total of which would be determined by the design team prior to the application submittal in June. Commissioner Fronk moved to adopt **Resolution 1706 – A RESOLUTION OF THE TOWN OF OXFORD, MARYLAND TO APPROVE A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, COMMUNITY LEGACY GRANT APPLICATION REQUESTING MATCHING FUNDS TO REFURBISH AND RECONSTRUCT THE HISTORIC PROPERTY LOCATED AT 103-105 SOUTH MORRIS STREET, KNOWN AS THE MEWS, FOR MIXED USED DEVELOPMENT,** the motion was seconded by Commissioner Abruzzese, all were in favor and the motion carried.

Commissioner Abruzzese requested to go into executive session for personnel matters.

Commissioner Fronk announced that he had received an email the he wished to bring to the public's attention. Project Purple is a program originated by Talbot County Sheriff Joe Gambill and supported by the Tidewater Rotary. Fronk gave a brief history of the project which, in short, is to bring attention to the opiate addiction problem and to make a stand against substance abuse. Municipalities and local businesses are being asked to show their support for the project by displaying the color purple during the month of September. Commissioner Fronk was looking for the Town of Oxford to get involved in the project by lighting the town with purple color lights and suggested getting the OBA involved with the project. Both Commissioner Abruzzese and President Graves thought it was an excellent idea. More information about the project can be obtained on the website talbotgoespurple.org.

Commissioner Graves announced **Resolution 1707 – Adoption of the Oxford Police Manual.** Attorney Booth stated both she and Chief Maxwell had been working on the manual for several months. The manual had never been fully assembled but has now been put in a word format and is completely up-to-date and will be easy to update in the future. It also now clearly cross references the Oxford Employee Manual. Chief Maxwell stated he was good with the manual. Commissioner Abruzzese made a motion

to approve **Resolution 1707 for the adoption of the Oxford Police Manual**, the motion was seconded by Commission Front, all were in favor and the motion carried.

Commissioner Abruzzese questioned Superintendent Delude as to what manual he would have for the new WWTP. Administrator Lewis responded that the engineers would provide an operations manual at completion. She added that she and Superintendent Delude were in the process of working on job descriptions for each of the town positions in order to create a basic operating manual for public works.

LETTERS

Administrator Lewis presented a letter to the Commissioners that she had received that afternoon from Luann Madary and Madi Yates, Co-Chairwomen of Oxford, thanking the Commissioners, Administrator Lewis, the Public Works Department and Oxford Police Department for the support and cooperation in making Oxford Day a successful, fun day.

COMMISSIONERS COMMENTS

Commissioner Abruzzese asked if there was any information regarding the recent bike tour in Talbot County two weeks prior. Lewis reported that no one had contacted the town office to coordinate with the town prior to the event. They had made the ferry area a stop at the end of the bike ride and it was only by accident the office found out about the event as a company from the western shore had dropped off a port-a-pot down by the ferry dock with no explanation as to why it was placed there. Lewis had contacted the Talbot County Board of Tourism and although aware of the event, they had no knowledge of the plan to place port-a-pots at stops in Oxford. She added that she would contact the group that held the event to explain to them the need to coordinate their event with the town prior to having it.

There being no further business a motion was made by Commissioner Fronk to adjourn to executive session for personnel matters, the motion was seconded by Commissioner Abruzzese, all were in favor and the meeting adjourned to executive session at 6:50 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator

“ 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”

