

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**September 27, 2016**

The Commissioners Meeting was held in the meeting room of the Community Services Building on September 27, 2016. 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. A citizen and a representative of the Star Democrat 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 September 13, 2016 as distributed, Commission President Abruzzese seconded the motion, all were in favor, and motion carried.

**PUBLIC WORKS**

Superintendent Delude presented the public works report as follows:

- Bids for the water line street resurfacing for Tred Avon, Caroline, and West Street were reviewed. The lowest bidder, at \$249,000, met all the requirements. Superintendent Delude asked for the Commissioners approval in awarding the bid to Barkers Landing. Commissioner Abruzzese made a motion for the Superintendent to go ahead, the motion was seconded by Commissioner Fronk, and unanimously carried with all in favor.
- Last week communications were lost between the town's two water towers and the Public Works Department has had to control the flows manually. A control specialist will be coming in later this week to work on the system.
- Last Monday evening a huge tree limb fell across Benoni Avenue resulting in three public works employees having to come in after hours to cut up and remove the limb.
- The outhouse that the town donated to the county was moved and anchored by the public works crew and town police to its new site. The public works crew is now starting a new small outhouse for the Tilghman Street dock area.
- The arsenic media used in the town's water system is coming to the end of its functional life. The public works department is in the process of ordering replacement media. Money was set aside in the budget in anticipation of this event.
- Leaf pickup in town will start every Wednesday beginning on October 5<sup>th</sup> and run until December 14<sup>th</sup>.

**POLICE REPORT**

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

- 30 - Property Checks
- 9 - Police Information / Service
- 1 – Animal Complaints
- 1 – Suspicious persons
- 1 – Personal Injury
- 4 – Check the welfare

Chief Maxwell reported that there had been one personal injury accident in town. The estimated speed of the driver was at 75 MPH. Charges are pending toxicology reports.

#### **UNFINISHED BUSINESS**

President Graves read aloud **ORDINANCE 1616 - AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND SECTIONS 19.01, 33.01, 33.02, AND 33.14 OF THE OXFORD ZONING ORDINANCE TO INCORPORATE REVISIONS TO THE TOWN'S CRITICAL AREA PROGRAM TO ADDRESS STORMWATER MANAGEMENT REQUIREMENTS FOR DEVELOPMENT LESS THAN 5,000 SQUARE FEET, TREE REPLACEMENT IN THE INTENSELY DEVELOPED AREA (IDA), PERMEABLE PAVERS IN THE IDA AND CHANGES TO THE MITIGATION STANDARDS FOR BUFFER MANAGEMENT AREAS.** The ordinance is scheduled for public hearing on October 25<sup>th</sup> at the regular Commissioners meeting. Attorney Booth added that the ordinance would be going up for review by the Planning Commission at their next meeting scheduled for Monday, October 24<sup>th</sup>.

President Graves reported that the town was still waiting on some additions from the engineers on the stormwater inventory and master plan draft. Administrator Lewis added that she had been working with the engineers on the shoreline projects. She also noted that the town will actually be able to get credit for this inventory and master plan when they apply to the FEMA Community Ratings System.

#### **NEW BUSINESS**

Attorney Booth presented an overview of **ORDINANCE 1617 -AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE OXFORD TOWN CODE TO ADD CHAPTER 19 TITLED "RESIDENTIAL RENTAL HOUSING LICENSE AND INSPECTION" TO ESTABLISH A LICENSING AND INSPECTION PROGRAM FOR RESIDENTIAL RENTAL DWELLING UNITS WITHIN THE TOWN OF OXFORD** and **ORDINANCE 1618 - AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE OXFORD TOWN CODE TO ADD CHAPTER 20 TITLED "SHORT TERM RENTALS" TO INCORPORATE INTO THE TOWN CODE CERTAIN MINIMUM STANDARDS FOR SHORT TERM RENTALS WITHIN THE TOWN OF OXFORD.** Attorney Booth explained that Ordinance 1617 would create a residential housing license and inspection program. This would establish a new chapter in the code, which would require residential rental dwelling units to have an inspection and license and would ensure the rental housing stock in town meets the property maintenance code and minimal livability standards. This would require rental properties to be inspected every two years. If the ordinance were to go into effect, after the introduction and a public hearing, notices would be sent out to everyone to find out where there are rental properties in town and landlords would have sixty (60) days to make an application which would then be followed by an inspection. The town would adopt by resolution an inspection fee to cover any administration costs plus whatever the inspection fee is that the town's inspection service would charge. The ordinance would give the town an enforcement tool if any property maintenance issues are discovered. Administrator Lewis added that there is a state law regarding lead paint inspections for rental properties so there are restrictions already in place required by the State of Maryland. She added that the office has faced some difficulties in trying to determine the number of rental units in some buildings in town as it does affect the water/sewer billing. Booth stated that she added language in the ordinance to define family members so that rentals would not apply to extended family members living in a house. President Graves stated that he was willing to introduce the ordinance at this night's meeting. Commissioner Abruzzese agreed and made a motion to introduce **ORDINANCE 1617 -AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE OXFORD TOWN CODE TO ADD CHAPTER 19 TITLED "RESIDENTIAL RENTAL HOUSING LICENSE AND INSPECTION" TO ESTABLISH A LICENSING AND INSPECTION PROGRAM FOR RESIDENTIAL RENTAL DWELLING UNITS WITHIN THE TOWN OF OXFORD.** The motion was seconded by Commissioner Fronk and unanimously carried by all in favor. A public hearing was scheduled for November 8, 2016.

Attorney Booth next presented Ordinance 1618, noting that the town already has a short term rental and license program which was adopted in February of 2010 as part of the zoning ordinance. However, this really is not a zoning issue, and both Booth and Lewis thought it would be better in the town code located in close proximity to the previously mentioned rental licenses and inspections chapter. The ordinance would not actually change what is already in effect and working sufficiently, but would better coordinate the process with the proposed long-term rental program and place it in the town code in an adjacent chapter. Commissioner Fronk made a motion to introduce **ORDINANCE 1618 - AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE OXFORD TOWN CODE TO ADD CHAPTER 20 TITLED "SHORT TERM RENTALS" TO INCORPORATE INTO THE TOWN CODE CERTAIN MINIMUM STANDARDS FOR SHORT TERM RENTALS WITHIN THE TOWN OF OXFORD.** The motion was seconded by Commissioner Abruzzese and unanimously carried with all in favor. A public hearing was scheduled for November 8, 2016.

Attorney Booth discussed several points she was putting together for the draft request for proposals for design of the MEWS. She explained that she intended to breakdown the request into two components – the first being design and stabilization and then a second option for development proposals. President Graves stated that he liked the direction Attorney Booth was going with this and Commissioner Abruzzese added that she thought this was the next step. Commissioner Fronk was concerned with designing of the building prior to determining the use. Attorney Booth responded that it was known that commercial use for the first floor of the building and residential units on top was the preference, along with keeping the look of the façade, adding that if the town secured the recently submitted grant, they would need some documentation of what the current conditions are by a professional. Commissioner Abruzzese recommended the Commissioners look at the draft Booth intended to distribute and put some thought into the development issue.

## **LETTERS AND REQUESTS**

President Graves announced that a letter was received requesting use of the Play Ball Dog Park on Friday, October 7, as part of a fund raising project for Habitat Women's Build from 3 to 5 p.m. with the rain date set for October 8. Wine and snacks will be available to all. The Commissioners unanimously approved the request.

Commissioner Fronk reminded all that local resident Ian Scott had coordinated with the 2016 Pan American Friendship Rally to come through Oxford. Twenty antique cars will be coming through Oxford on October 5<sup>th</sup> on their way up to Maine. They will gather at the Talbot Country Club and then be escorted by Chief Maxwell down to Oxford. Fronk asked about the possibility of having a banner prepared to welcome the group as they enter town. Lewis stated she would look in to the cost of placing a banner at the pincushion. Fronk added that the rally participants would be spending the night at the Robert Morris Inn and that they were interested in meeting the people in town.

## **ADMINISTRATOR/CLERK-TREASURER**

Lewis requested approval to award façade grant funds to the owners of the Treasure Chest building who are in the process of restoring the paint on the exterior of the building along with working to repair some mildew and water damage within the block on the right hand side of the building. Lewis stated that she would like to award funds for the painting, with the understanding the owner would have to pay for any mildew mitigation. She added that she had sent the request to MD Historic Trust for review and that the request was on the HDC agenda for their review as well. The town would still be working with the initial \$50,000 that was award in FY 2015. Commissioner Fronk made a motion to accept the request. The motion was seconded by Commissioner Abruzzese and unanimously carried with all in favor.

Lewis announced that she was attending the CERT training program at the Oxford Community Center, a seven-week course that prepares citizens for emergency response to natural and manmade disasters, such as flooding.

Lewis also announced that in the past week she was at the FEMA Institute for training on the Community Rating System, which is a ratings system for floodplain insurance that reduces the price of insurance for people in the floodplain. Of the 550 properties that are in Oxford, 293 have flood insurance policies. Entering the program does require training, documentation, and maintenance over time. There is potential for a \$100 to \$200 savings if the town receives a good rating after application. However, this program will not reduce premiums for preferred policies, policies for properties outside the floodplain, as they are already discounted. Lewis noted that she would be providing information on the floodplain in every newsletter as the rating system gives credit for outreach as part of the program. Basically, the more points for services you are providing the better your rating.

Commissioner Fronk asked about the status on the Oxford Mercantile building next to Town Park. Administrator Lewis responded that she had not yet heard back from Maryland Historic Trust with regards to façade funding and that the owner was working on her building permits for submittal to the town.

#### **COMMISSIONER COMMENTS**

President Graves announced that there had been a spaghetti fundraiser held at the firehouse the night before for Verlynn “Lynn” Haneke, past employee of Oxford Bank/1880 Bank, who recently passed away unexpectedly, which was sponsored by her fellow co-workers with help from the Oxford Fire Company.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer