

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**October 11, 2016**

The Commissioners Meeting was held in the meeting room of the Community Services Building on October 11, 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 26, 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:

- Public Works will be using a new reporting system for Wastewater Treatment for the current and future plant. The system implemented by the EPA is paperless and will provide updated information when corrections are needed as opposed to the old auditing process to identify errors. Systems throughout the US should be using this system by next year.
- Public Works has jetted out culverts throughout town and will continue to clean up leaves in the same in preparation for fall.
- Two PW employees attended a class in Chestertown on maintenance and inspection of stormwater infrastructure. It was noted that positive comments were received from around the state recognizing Oxford's recent approach in tackling stormwater issues.
- A tree on Benoni Ave that was in bad shape and had lost limbs during a recent storm was completely removed by a contractor in advance of further bad weather, and work will be done to remove the remaining stump and repair the area.
- Tilghman ramp project is underway. Test pilings produce good results and the proposed pilings will meet the requirements. There were concerns as there had been issues during the F-Dock rehabilitation.

**POLICE REPORT**

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

- 16 - Police Information / Service
- 26 - Property Checks
- 4 – Suspicious persons
- 2 - Found Property
- 2 – Assist the Fire Department
- 2 – Animal Complaints

Chief Maxwell reported that the Pan-American Car tour took place with no issues and there were no reported weather issues from the hurricane, which luckily did not come this far north.

## **UNFINISHED BUSINESS**

With regards to the recently prepared Stormwater Inventory and Master Plan Draft, Administrator Lewis stated that the additions for the Shoreline Improvements had been incorporated and at this time, she was requesting approval of the document so that the grant reimbursement documents could be finalized. Commissioner Fronk motioned to accept the Master Plan and move forward with the grant documentation to complete the project, Commissioner Abruzzese seconded the motion, all were in favor, and the motion carried.

President Graves noted that Ordinance 1616 - Critical Area Revisions was scheduled for a Public Hearing on October 25 at the regular Commissioners meeting at 6 pm. Attorney Booth added that the ordinance would be reviewed by the Planning Commission at their next meeting scheduled for Monday, October 24.

President Graves also noted that Ordinance 1617 regarding Rental Registration and Ordinance 1618 Short Term Rentals were scheduled for a Public Hearing on November 8 at the Commissioner's regular meeting at 6 pm.

Attorney Booth stated she had circulated a draft RFP for design and development of the MEWS Building to the Commissioners prior to the meeting and after making some minor changes as had been provided by the Commissioners, she was presenting both a red line version and a clean copy for their consideration. After discussion amongst the Commissioners, Commissioner Fronk made a motion to approve the RFP, Commissioner Abruzzese seconded the motion, all were in favor, and the motion carried. Booth state the RFP would be distributed locally in the Star Democrat and on the town website, she would also reach out to the county to determine what internet sites they normally use to be sure the RFP is distributed to a larger audience.

## **NEW BUSINESS**

Administrator Lewis informed the Commissioners that the Maryland Department of Planning had contacted the town concerning the requirement to incorporate the 2012 Sewer/Water Tier Maps into the Oxford Comprehensive Plan per legislation passed at that time. She state that in discussion with the state she felt that it would make more sense to start the review of the 2010 Comprehensive Plan a few years early and incorporate the Tier Map at the same time, rather than taking all the necessary steps for an amendment to the 2010 plan just to add the Tier Map. She proposed starting a review of the current plan with Attorney Booth to verify any obvious changes due to regulations and annexations, etc., that have taken place since 2010; incorporating all the recent studies and plans, including Stormwater and Shoreline, Commercial Strategic Planning, Working Waterfront and the recently updated County Comprehensive Plan Maps, along with the upgrade to the Wastewater Treatment Plant; after which a draft could be prepared for input from the Planning Board and then moved forward to the public informational process, with an estimated two years to completion. Additional items to be identified included recent Commissioners efforts to revitalize the Commercial Downtown, the Sustainable Communities Designation and the many grant opportunities recently received. The Commissioners were in favor of the approached.

## **LETTERS AND REQUESTS**

### **ATTORNEY**

Booth gave an update on the status of the Wastewater Treatment Plant Upgrade, stating the Town would be receiving the long awaited Construction Permit any day, after which the engineers would be soliciting for construction bids. She and Lewis had received and reviewed the newly updated estimated cost of construction, which had changed after input from the engineers, USDA and MDE through the design phase. At this time, Booth

was requesting the Commissioners consider two amendments to the current GMB engineering contract, the first would incorporate the previously awarded Inspection and Contract Administration Services to the current GMB engineering contract, reminding the Commissioners this piece had been previously awarded after a competitive bid process. The second amendment would incorporate the additional design that was necessary due to the changes identified during design phase and after the USDA/MDE review process. Lewis explained the new total estimated cost for construction, which now included project management cost, is at \$11.6 million. Lewis added that the loan amount to the town was still \$1.9 million provided by USDA for 40 years and it is still anticipated that the remaining cost will be covered by the previously committed USDA grant funding, the committed MDE Bay Restoration ENR funding and the newly available BNR funding. Lewis stated that the recent annual increases in water and sewer rates over the last four years would assist the town in meeting the future cost of the new plant. She anticipates being able to reduce the sewer increase to 3% annually, but does expect to continue 7% increases to the water rate until the income has stabilized with respect to the \$40,000 to \$50,000 annual cost of the arsenic removal media, which was not taken into account in past budgets. Commissioner Fronk made a motion to approve Attachment A - Change Order #1: Additional Permitting and Design for \$61,547.95, Commissioner Abruzzese seconded the motion, all were in favor, and the motion carried. Commissioner Abruzzese made a motion to approve Amendment #1: incorporating the previously awarded Inspection and Contract Administration Services into the GMB contract, adding \$439,229.00, for an adjusted agreement amount of \$ 1,063,471, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

#### **ADMINISTRATOR/CLERK-TREASURER**

Lewis reminded the Commissioners that Susan Campbell and Reed Madery had been placed on the Appeals Board in 2013, with Campbell as an alternate. She would like switch Madery to alternate with their term renewal to allow Campbell the opportunity to sit as a full board member for a term.

Lewis stated that the RFP for refurbishing of the Tennis courts resulted in no bids prior to the closing date, but we did receive a bid after the closing date, which appears to meet our needs. Lewis has turned the bid over to Booth for review and advice and will come back to the Commissioners at a future meeting.

#### **COMMISSIONER COMMENTS**

Commissioner Fronk commented on the Pan-American Tour and thanked Ian Scott and Ray Stevens for their efforts in bringing the tour to Oxford. In addition, he thanked the staff for getting the welcoming banner made and up for the event and the Fire Company for flying the US Flag on their ladder truck at the entrance to town, along with thanking Chief Maxwell for his efforts in escorting the cars into town.

There being no further business, Commissioner Abruzzese motion to close the meeting, Commissioner Fronk seconded the motion, and the meeting was adjourned at 6:57 pm.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer