

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**October 25, 2016**

The Commissioners Meeting was held in the meeting room of the Community Services Building on October 25, 2016. Commission President Gordon Graves called the meeting to order at 6:00 p.m.

**PRESENT**

Attending the meeting were Commission President Gordon Graves, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. Three citizens and a representative of the Star Democrat were also in attendance.

The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

In the absence of a quorum, the minutes of October 11, 2016 and Disbursements for the month of September were deferred until the next regular meeting.

**PUBLIC WORKS**

Superintendent Delude presented the public works report as follows:

- The filter media in the Arsenic reduction system was replaced by contractor at a cost of \$43,000 in the prior week. Two engineers were onsite during the change in order to do some testing in hopes of identifying the reason for the short life of the media. New gauges and test have been incorporated so the quality of the media can be tested daily as opposed to the previous quarterly lab method in an effort to manage the life of the media.
- PW installed a drain system in the Dog Park to alleviate some of the stormwater pooling issues in the center of the park. The stormwater will drain directly to the bioswale and should allow quicker accessibility to the park after a rain event.
- PW has been conducting manhole inspections throughout town investigating infiltration and intrusion from storm and tidal water.
- PW worked with the NOAA facility to install a bat house on the NOAA property to provide a home for bats displaced from a neighboring residential property.
- MDE performed an inspection of the town's Water System on the same day the media was being replaced. The inspection went well and there were no serious violations.

**POLICE REPORT**           None presented at this meeting

**OXFORD FIRE COMPANY**

Oxford Fire Company report for the period September 21st to October 13th, 2016 as submitted by David Baker, Secretary, was read aloud: During this 2 week period there were 6 Fire calls; for 3 calls OFC was dispatched and canceled en route; for the other three, 1 was a false alarm, 1 was a building fire in Cambridge, and 1 was a power line down on Oxford Road. During this period, there were 9 Medical calls: 4 calls with patient transported to Easton Memorial, 1 refusal, 2 fire assists and 2 automatic alarms. There were 25 personnel participating with 32.9 personnel hours and 99 miles traveled. OFC conducted a countywide training burn drill on October 8<sup>th</sup>, which was well attended.

The next Fire Company breakfast will be November 6th, the first Sunday in November from 8:00 to 11:00 AM. The OFC Auxiliary Antique Show will be November 12th and 13th. Lunches will be available including the popular Fire company crab cakes!

Clerk Lewis added that the multi department controlled burn had taken place at Long Point Farm, was organized by the Oxford Fire Company, involved other Talbot County fire departments, and included several of the town's PW employees.

#### **PUBLIC HEARING**

The public hearing for Ordinance 1616, Critical Area Regulations, was opened for public comment by Commission President Graves. Administrator Lewis stated that in Planning Commission review, it was pointed out that there was not a definition for either Rain Gardens or Bioswales and they had recommended some language be added. Lewis stated that as a solution she was recommending referencing language found in a Critical Area guidance document, information for which she had provided to the Attorney. Attorney Booth gave a brief explanation of the development of the Ordinance, the additional components that would address stormwater management in the Critical Area and identified the incorporation of a reference to "the *Environmental Site Design Criteria for the Maryland Critical Area*, prepared for the Maryland Critical Area Commission, by the Chesapeake Stormwater Network, Baltimore, MD, dated May 24, 2001..." in order to better define Rain Garden and Bioswale design. Booth reminded all that as normal Critical Area procedure, the ordinance, if approved in the future by the Commissioners, would still be forwarded to the Critical Area Commission for their approval before going into effect.

Peter Dunbar commented the he thought the additions are wonderful and felt the Critical Area Commission should be in support of the additional requirements. Hearing no further public comments the hearing on Ordinance 1616 was closed.

#### **UNFINISHED BUSINESS**

President Graves noted that any commissioner discussion and/or vote on Ordinance 1616 - Critical Area Regulations would be deferred to the November 8, 2016 meeting.

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

**NEW BUSINESS**                      None presented

**LETTERS AND REQUESTS**                      None presented

#### **ATTORNEY**

Booth provided an update on the Wastewater Treatment Plant Upgrade, stating that all permitting documents had been finalized and she was anticipating the RFP for construction to be put out on Friday, with a due date of December 21, 2016 and an expectation of construction award sometime in January.

Referencing the RFP for design of the MEWS, which is currently out for bid, Booth stated that Lewis had already received several requests, which will hopefully result in multiple responses. Lewis added that she has forwarded the RFP by email to eight possible bidders.

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

Lewis presented the holiday meeting and closings schedule, with one Commissioner Meeting in November on the 8th and one Commissioner Meeting in December on the 13<sup>th</sup>, along with closing of town facilities for Thanksgiving on November 24<sup>th</sup> and 25<sup>th</sup>, and from December 23<sup>rd</sup> to January 2<sup>nd</sup> to allow for the staggering of employees over the holiday period.

#### **COMMISSIONER COMMENTS**

There being no further comments, President Graves closed the meeting at 6:25 pm.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer