

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**December 13, 2016**

The Commissioners Meeting was held in the meeting room of the Community Services Building on December 13, 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. Several citizens and a representative of the Star Democrat 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 November 8, 2016 as distributed, Commission Fronk seconded the motion, all were in favor, and motion carried.

A motion was made by Commissioner Fronk, to file the reported disbursements for October 2016 for audit, Commissioner Abruzzese seconded the motion, all were in favor, and motion carried.

**PUBLIC WORKS**

Superintendent Delude presented the public works report as follows:

- The outhouse enclosure for the end of Tilghman Street has been completed and the Public Works Department will be placing it down by the water tower in the future.
- Two of the town's public works employees have passed their Maryland CDL test and are now certified to drive the big dump truck. At this time, the entire crew has a Maryland CDL.
- All the Christmas lights are up and being checked on a daily basis for outages. The tree lighting went off without any electrical issues on the town's end.
- The Public Works Department has hooked up all the town's plows and tested them for any possible problems for the upcoming plowing season.
- An outside source was hired to patch the two road spots at the head of Market Street and on High Street at the cost of \$2,800.
- Information has been received that the town's well computer monitoring system vendor is going to be getting rid of their 2G system and changing to 4G at the end of this year. This required the Public Works Department to upgrade their system ASAP at a cost of \$1600.

**POLICE REPORT**

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

- 35 - Property Checks
- 30 – Police Information
- 1 – Motor Vehicle Crash
- 2 – Suspicious Persons
- 2 – Assist Other Police Agencies
- 3 - Assist the Fire Department
- 2 – Alarms

- 1 – Check the Welfare

Chief Maxwell introduced the newest member of the police department, Patrolman Chad Foxwell, along with members of his family. Chief Maxwell administered the traditional pinning ceremony and all welcomed our new officer.

#### **OXFORD FIRE COMPANY REPORT**

Michael Greenhawk, on behalf the Oxford Fire Company, reported that the fire company held a very successful oyster and ham dinner this year with a silent auction that they hope to make an annual event. The fire company is waiting to hear back on an AFG grant application to FEMA to replace one of the pieces of fire apparatus. Elections will be held next month.

#### **UNFINISHED BUSINESS**

President Graves reported that seven (7) bids had been received for the RFP for The MEWS. He added that the Commissioners have not yet had a chance to communicate amongst themselves regarding the results. President Graves noted that he would like to have a presentation from the top four (4) contenders in an open meeting, allowing the Commissioners to ask questions and the public to be present and based on that input, develop a final decision. He also added that the town could not actually spend the money until the grant documentation for the recent grant award has been completed. There was some discussion regarding the phases as described in the RFP and how they would be implemented. Administrator Lewis added that the grant agreement will most likely be executed in February or March of 2017 and that this is the last funding available for construction design and stabilization. The next grant funds the town could apply for would be for construction, with an application submittal in July of 2017 and funds available in 2018. Commissioner Fronk asked how they should decide on picking the top four applicants. Administrator Lewis recommended that each of the Commissioners rank each of the seven bids in order of preference and that in January she would set up the presentations from the top four picks. President Graves added that the public would be welcomed to attend this presentation. Lewis stated that she would invite the Planning and Historic Commissions to attend the presentation as well. Commissioner Abruzzese reiterated Graves's statement in that she wanted to be sure the public was involved and clearly informed.

#### **NEW BUSINESS**

Steve O'Donnell representing the Charcot-Marie-Tooth Association requested permission to once again hold their Biathlon in town on June 17, 2017 to raise money for a cure. Last year's event raised close to \$120,000. The Commissioners approved the request and asked that the Association again work with the Chief on logistics.

Commissioner Abruzzese reported that the Commissioners had received a request from a resident who would like to see a "Volunteer of the Year" award. Administrator Lewis noted that the State of Maryland does have a program in which they recognize an outstanding volunteer in each county of the state. She suggested that maybe the Oxford Business Association should be approached to see if they would like to sponsor a program. Commissioner Abruzzese agreed with the suggestion adding that the town would be happy to make a contribution towards an award of this nature.

#### **LETTERS AND REQUESTS**

A letter was received from Michael Valliant and Joe Fisher thanking the Town of Oxford for their continued support and annual donation towards the Oxford Community Center's building funds.

#### **ATTORNEY**

Attorney Booth presented Ordinance 1619 – **AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND SECTION 32 OF THE OXFORD ZONING ORDINANCE BY ADDING SECTION 32.21 TO REGULATE THE CONSTRUCTION AND**

**PLACEMENT OF SATELLITE ANTENNAS AND TOWERS, POLES, ANTENNAS AND/OR OTHER STRUCTURES INTENDED FOR USE IN CONNECTION WITH TELECOMMUNICATIONS FACILITIES OR SMALL CELL TELECOMMUNICATIONS FACILITIES**, for the Commissioners to consider. She explained that she had had been involved in discussions recently through the Maryland Municipal Attorney's Association concerning changes in telecommunications technology and changes in local ordinances to address new technology. She mentioned that with changes in technology, cellular equipment was no longer confined to structures such as water towers or large cellular towers. As a result of the changes in technology, and because these wireless communication facilities can be placed anywhere in the community, both Attorney Booth and Administrator Lewis recommended that the Zoning Ordinance be updated to address the changes in technology to ensure that the structures are placed in a manner that provides local service, yet ensures that the integrity of the Historic District is preserved. Ms. Booth described the proposed ordinance, and recommended that it be submitted to both the Historic District Commission and the Planning Commission for their review. Attorney Booth added that the federal law allows a local jurisdiction to adopt reasonable regulations, including protection of Historic Districts from unreasonably sized equipment. Attorney Booth stated that she reviewed other community ordinances in the preparation of this draft to assure it was in keeping with the federal law. Commissioner Abruzzese agreed that it was important to incorporate these types of regulations into our zoning. Administrator Lewis commented that the town currently has the ability for the HDC to say they may not like something of this nature or want it in the historic district, but someone is more than likely going to ask what options exist if there is not a clear definition in the regulations. Attorney Booth added that it was in the town's best interest to have regulations in place as other communities have had issues that she did not want to see arise in Oxford. Commissioner Abruzzese made a motion to introduce Ordinance 1619; the motion was seconded by Commissioner Fronk and unanimously carried without further discussion. The Ordinance will be forwarded to Planning and Historic for review and comments.

Attorney Booth reported that the RFP for WWTP construction is out and responses are due by December 22, at which date they will be opened and read at 11 am in the Oxford Community Services Building and given to the engineers to look over and review. The engineers review will not be available until next month.

Attorney Booth requested a closed session for personnel and one legal matter that she would like to discuss.

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

Administrator Lewis reported that the Maryland State Comptroller's Office has notified municipalities in the State of Maryland that there were some errors in how local tax revenues had been distributed. As a result, Oxford will be required to return approximately \$50,000 back to the state by the year 2024. Administrator Lewis added that this was an error on behalf the State and that there were many concerned with the situation, including the Maryland Municipal League and MACO who will be looking into the error and any possible mitigation.

The Oxford Lab has approached the town about putting up oyster recycling containers in town. She stated a location would need to be determined and concerns regarding possible odors in hot weather would need to be taken into consideration. Possible locations could be out at the recycling center by the tennis courts or the Causeway boat area parking lot. The idea behind the recycling cans is that restaurants or public could put their oyster shells in the recycling containers, which would end up being utilized in the bay to stabilize areas. The containers cannot be placed on the Oxford Lab property because the public is not allowed to enter there. Commissioner Abruzzese asked if they could have more information such as what size the recycling containers would be and if there were other places that have them. Administrator Lewis responded that this was an experiment at this time, but the containers appear to be residential metal cans. Both Commissioners Fronk and Graves thought it was worth a try. It was then agreed by all three Commissioners to try it, though Commissioner Abruzzese suggested that it not placed in a highly visible area for esthetics.

## **COMMISSIONERS COMMENTS**

Commissioner Fronk reported that he had learned from Chief Maxwell that the “Bears that Care” program, set up by the local police agencies as a source for gift giving for children in need, was seeking contributions from the local community. The Oxford men’s group raised and contributed \$1300 to the cause. In his quest to learn more about the project, Commission Fronk reported that he learned that there were 640 children in need and that he had no idea of the magnitude of those in need and this was just one of those quiet things that takes place within our community at large and expressed his gratitude.

There being no further business, President Graves made a call to adjourn and to go into executive session for personnel and a legal matter. A motion was then made by Commissioner Fronk to do so and seconded by Commissioner Abruzzese. The meeting was adjourned to executive session at 7:05 pm.

Respectfully submitted,

Cheryl Lewis, Administrator - Clerk/Treasurer

*“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.”*