

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
February 13, 2018

The Commissioners Meeting was held in the meeting room of the Community Services Building on February 13, 2018. Commissioner Gordon Fronk called the meeting to order at 6:00 pm.

PRESENT

Attending the meeting were Commissioner Gordon Fronk, Commissioner John Pepe, Police Chief Patrick Maxwell, Administrator/Clerk Cheryl Lewis, Maintenance Supervisor Scott Delude and Town Attorney Brynja Booth. Commissioner Graves was not in attendance due to illness.

The meeting opened with the Pledge of Allegiance.

Commissioner Fronk stated that prior to this evening's meeting an executive session was held at 5:30 pm to receive legal advice from the attorney regarding a Contract Issue and to discuss a Personnel Issue. Commissioners Fronk and Pepe, along with Attorney Booth and Administrator Lewis were in attendance.

APPROVAL OF MINUTES

Commissioner Fronk waved approval of the meeting minutes of January 23, 2018 until February 27, 2018 when a full commission was anticipated.

MAINTENANCE REPORT

Public Works Superintendent Scott Delude presented the Maintenance Report:

There have been 8 water leaks so far this winter, all of which have been repaired at an approximate cost of \$5000 for supplies. Delude mentioned that one of these repairs done by a contractor would run \$5k.

It was necessary to shut down the WWTP for several days last week to fix a broken pipe that had become jarred loose due to all the construction that is taking place. There had been no leakage as the sewage was directed to the second lagoon.

It was necessary to replace the Chlorine pump for the water system at a cost of \$2000.

Three of the Public Works employees are scheduled to take classes in the spring to further their certifications in water and wastewater, through grant based training that is being set up for our area.

POLICE REPORT

Chief Maxwell reported the following:

- 22 – Police information-service
- 2 – Alarms (weather related)
- 10 – Patrol Checks
- 2 – Check the welfare
- 1 – Paper Service

Chief Maxwell stated the Polar Plunge, which benefits Camp Sunshine, was well attended. He also reminded those present to remain alert and report any suspicious activities.

OXFORD FIRE COMPANY REPORT

The Oxford Fire Company report was given by Fire Chief Graham Norton who stated, for the period January 24 through February 13, there were 4 fire calls, 26 miles traveled, 21 hours, with 27 persons responding. For EMS, there were 8 calls with 4 transporters, 3 patient assists, and 1 accidental alarm activation, with 88 miles traveled. The Auxiliary will be holding a Rummage Sale on February 24 and the next Breakfast is March 11.

UNFINISHED BUSINESS

Administrator Lewis reminded the Commissioners they had approved submittal of a letter of interest to Maryland DNR's Community Resilience Grant Program for funds to design green infrastructure improvements to the town's beaches and shorelines. After receiving a favorable response to the LOI, she was now asking for a vote to submit the application. Commissioner Fronk motioned to approve submitting an application to the Community Resilience Grant Program requesting fund to design green infrastructure improvements for the town's shorelines, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Lewis stated the Commissioners had also approved submittal of a letter of interest to MHT's Heritage Area Program for funding to create an Audio Walking Tour of the Town. This would be the town's third attempt and she intends to incorporate a mobile app in the program in this application. She was requesting approval to submit the full application. Commissioner Pepe motioned to approval submittal of a grant application to the Heritage Area Program for the creation of an Audio Tour, Commissioner Fronk seconded the motion, all were in favor and the motion carried.

NEW BUSINESS

Administrator Lewis stated that she had heard from several of the waterman at the Tilghman Docks who would like the Town to consider providing access to electricity at the docks. The intention would be to have power for repair tools and to be able to provide some heating to protect their equipment in extreme cold temperatures. Delude looked into installing a few post and running electricity from the town's pumphouse to them. Delude stated that it would not be very difficult nor costly and added that he would only be cutting the asphalt along the grass edge. It will not be possible to run along the northeast edge near the landing. Doing the same for the Causeway Docks will be more complicated, but Delude has put a request into Delmarva Power for the cost to bring electricity to the site so that we know whether it would be feasible. Commissioner Pepe made a motion to move forward on the project, Commissioner Fronk seconded the motion, after discussion, including limiting the service to 20 amps, a vote was called, all were in favor, and the motion was carried.

LETTERS AND REQUESTS

A request had been received from Ray Stevens for preliminary approval to have a car show in Town Park on May 12, 2018, more specifically a Porsche Show. He did not have too many specifics but want to inquire before he was too far along. Chief Maxwell stated he would review a parking scheme with Ray and determine how many vehicles the park could hold. The Commissioners were in favor of the show.

The Commissioners had received a letter from the Oxford Day Committee requesting their participation in the annual Oxford Day festivities to be held on April 28 2018, which of course they intend to honor... with a mode of transportation yet to be determined.

ATTORNEY

Nothing new presented.

ADMINISTRATOR/CLERK COMMENTS

Lewis provided the Commissioners with a copy of a survey for a residential property located on Stewart Ave, explaining that the new owner was elevating the house to meet floodplain regulations. The current historic structure has a front stoop that extends onto town property. The owner has stated that he can reach the new elevation with a set of stairs located within the original stoop footprint if the Commissioners will allow the continuance of the non-conformity. Lewis added that in the past similar request have been approved for this area of town where historically the homes are right on the line and the stoops extend onto town property. She said that there was still grass between the non-conforming stoop and the actual asphalt road. Commissioner Fronk motioned to approve the continuance of the

footprint of the nonconforming stoop to allow for the elevation of the historic home, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Lewis stated that she had provided the Commissioners with a letter from the Trappe Little League at the last meeting requesting support from the town. She explained that Oxford had ceased to be able to support their own ball teams years ago with an insufficient amount of youngsters, and Oxford players had been incorporated into the Trappe teams, but she noted that so many years have passed that it is possible the newest generation of parents may have no idea that they are part of the Trappe Little League District and it would be nice to actively promote this opportunity to the Oxford children by supporting the Trappe teams. Sponsoring a team would cost \$500, but it was not clear yet if there was a team to support, any funds donated would assist the teams with equipment, uniforms and maintenance. Commissioner Pepe made a motion to support the Little League with a donation of \$500, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

COMMISSIONER COMMENTS

Commissioner Pepe had jokingly noted that two of the three Commissioners had participated in the Polar Plunge by actually entering the water. Lewis reminded the Commissioners that Graves was ill and had no business in the cold water. The event had raised \$15k for Camp Sunshine.

Commissioner Fronk pointed out that Docs Sunset Grill had supported the event by providing hot crab soup, along with providing the food at the Fire Company Banquet, and catering an event for the Oxford Community Center, adding that their community support was welcomed.

PUBLIC COMMENTS

With no public comment, Commissioner Pepe motioned to close the regular meeting, Commissioner Fronk seconded the motion, all were in favor, and the meeting was closed at 6:35 pm.

Respectfully submitted, Cheryl Lewis, Town Administrator/Clerk-Treasurer