

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
February 27, 2018

The Commissioners Meeting was held in the meeting room of the Community Services Building on February 27, 2018. Commission President Gordon Graves called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Gordon Graves, Commissioner John Pepe, Police Chief Patrick Maxwell, Public Works Superintendent Scott Delude, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Fronk made a motion to approve the minutes of January 23, 2018 and February 13, 2018. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

Commissioner Pepe made a motion to file the January 2018 disbursements for audit. The motion was seconded by Commissioner Fronk, all were in favor, and the motion carried.

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

MAINTENANCE REPORT

Superintendent Delude reported the following:

- The town has a couple of severely broken windows at the front of The Mews. Two bids have been received to replace them with the cheaper of the two coming in at \$657 for the windows to be replaced using tempered glass. The glass will take about two weeks to arrive. In the meantime, the public works crew has secured the broken glass. It is not known as to how the glass got broken.
- The public works crew has done some construction work in the administrator's office enlarging it to make room for filing cabinets to create more space for record keeping. The cost for this part of the project was \$700. President Graves commented that Superintendent Delude and his men did a great job.
- The public works crew is scheduled to take part in a CPR recertification class on Wednesday in Easton at 9 a.m., in order to bring everyone's training up-to-date.
- The crew has been working on the Counting House. The house has had the roof, floor, and most of the windows rebuilt and repainted. President Graves mentioned that he would be setting up a meeting for the Commissioners, Oxford Museum, and Administrator Lewis to determine where at the Tilghman dock the building should be placed.
- The crew is currently rebuilding the roof on the town's existing lab as it is leaking. The building will eventually be used for storage once the new plant has been built.

Commissioner Fronk asked about a large break in the pavement on Morris Street down by Robert Morris Inn. Superintendent Delude pointed out that the street was owned and maintained by the SHA.

Administrator Lewis asked if Superintendent Delude could contact someone from the SHA and see if they would look at it and possibly fix it.

POLICE REPORT

Chief Maxwell reported the following:

- 20 – Police information-service
- 1 – Alarm
- 22 – Patrol Checks
- 1 – Check the welfare
- 3 – Suspicious motor vehicles (ID and moved on)
- 1 – Assist the fire department

Chief Maxwell reminded those present to be on the lookout for suspicious persons in the area along with phone scams.

OXFORD FIRE COMPANY REPORT

The Oxford Fire Company report was given by Chief Graham Norbury who reported that since February 14, 2018 there were 3 fire/rescue incidents involving 1 automatic alarm at the Oxford Lab and 2 mutual aid responses to Cambridge. There were 6 EMS incidents involving 3 patients transported, 2 patient assists, and 1 mutual aid response. Norbury noted that calls were running less than 50% from last year. The next firemen's breakfast will be held on Sunday, March 11th, and the Auxiliary's Annual Card Party will take place on March 16th.

GUEST

President Graves introduced Oxford Museum Board member Pat Jessup who, in turn, presented the Oxford Museum's new director, Elizabeth Neustadt. Ms. Neustadt, resident of Oxford who has recently graduated from college, brings with her an array of technical and managerial skills. Ms. Neustadt will be replacing Ellen Anderson who recently retired and served as the museum's director for many years.

UNFINISHED BUSINESS

President Graves presented Architect Cameron MacTavish who gave an update on the final design of The Mews. Mr. MacTavish gave a recap on the project thus far stating that his company was hired to develop a study of the existing structure, condition assessment, measured drawings, and engineering evaluation. A preliminary design was completed in time to meet the deadline for the MD-DHCD Community Development Grant in June of 2017, which in the end was not successful and did raise some concerns from MHT. A request for a site visit from the MD Historic Trust and Department of Community Development was made and prior to Christmas, Commissioner Fronk, Administrator Lewis, and Mr. MacTavish met with the group and gave them a tour of the building. MD Historic Trust stated in their reviewed that they felt the town would be creating an adverse effect with the proposed three-story addition. It was agreed to go with a new design with minimal adverse effects in order to be in a better position with the next application to the DHCD and to assist in qualification for state and federal tax credits. The new design will rehabilitate the front, which will have a two-story commercial block with reconstruction in the rear to reassemble the appearance it would have had in historic times, which was a "U" shape. Three options have been developed: 1) an elevator would be installed at the rear of the

building with a one-story wing with the two-story commercial block in the front keeping the historic windows on the second floor. This option would have one big apartment upstairs and on the ground floor there could be space for up to three commercial tenants; 2) the second option would have the same concept on the ground floor but the second floor would have 2 smaller apartments that could possibly provide work force house with an outdoor staircase leading to the apartments with the option of having an elevator; 3) the final option would be to have an indoor elevator and 1 big apartment upstairs and commercial space downstairs with all changes taking place internally only. Mr. McTavish noted that the cost estimates for all three options were fairly close. Mr. McTavish felt the town was in a good position to move ahead and meet the grant deadline in June of this year and to pursue a partnership with a private developer. President Graves asked when Mr. McTavish would need a decision from the Commissioners. Mr. McTavish responded sometime within the month of March and that he realized it was a complex decision to make and not an easy project. Local resident Pat Jessup spoke stating that she had had experience in working with the MD Historic Trust Tax Credit Grant Program. She expressed concern that once historic tax credits had been secured, MHT had final approval on any work, which could then run the project cost up. Resident Brian Wells asked that if funding was to be received, would one have to do all the work at once or could part of the work be done now and the rest later. Mr. McTavish responded that one would have to complete the work in a calendar year to get the tax credit. Lewis questioned if the second floor could remain gutted and have only the downstairs completed in order to reduce cost and get the commercial spaces open. Mr. McTavish responded that was a good question and he thought maybe that could be the case. Lewis added that she thought having two upstairs apartments made sense as opposed to just one big apartment. Commissioner Pepe asked how the installation of a fire system in The Mews building would affect the historical grants. Mr. McTavish responded that it shouldn't have any effect at all as the fire system would have to address the building code and that having it installed would not create any outside changes to the building.

NEW BUSINESS

Administrator Lewis reported on the Causeway Stormwater Bioretention Bid Award. The bid opening took place upstairs at 10:00 a.m. on February 21, 2018 and was attended by both Administrator Lewis and Superintendent Delude. All bidders were present. The project would entail a series of ponds from behind the dog park all the way out to the Causeway. The bids were as follows: Barkers Landing Excavation, LLC - \$655,509.38; Bridges Site and Utilities, Inc. - \$904,734.61; Shoreline Design, LLC - \$694,423.75; and Unity Landscape Design/Build, Inc. - \$802,588.69. The lowest bidder was Barkers Landing Excavation, LLC. Lewis stated that the engineer she has been working with was provided all four bids to review. Two minor items were left off the Barkers Landing bid, re. an addendum, but the missed items were not enough to bring the bid close to the next lowest bid. She added that there appeared to be no reason not to go with the lowest bidder in this case. She and Superintendent Delude had prior experience working with Barkers Landing, their projects have always gone well and have met the town's needs, and recommended that the Commissioners award the bid to Barkers Landing, the lowest bidder. Lewis added that the work should be completed by October of 2018 and that a post bid construction meeting is being planned. Commissioner Fronk made a motion to award the bid for the Causeway Stormwater Bioretention Project to Barkers Landing Excavation, LLC for \$655,509.38, the lowest bid. The motion was seconded by Commissioner Pepe, all were in favor, and the motion carried.

LETTERS AND REQUESTS

Administrator Lewis stated that a letter of had been received from the Trappe Little League thanking the Commissioners for their donation of \$500 to go toward the league's expenses and the children of Trappe and Oxford where grateful for their support.

ADMINISTRATOR/CLERK COMMENTS

Lewis explained that in last year's budget she and Delude had included funding of \$40,000 to replace pilings in the town's boat slips and that it was anticipated the work would have been completed by June 30, 2017, but the contractor had not gotten to the Oxford area last season. Lewis stated she and Delude had planned to request to have the money added to the FY 2018 budget at the mid-year budget review. Last week Delude notified Lewis that contractor was currently in the area on another job and could do the work now, if the town approved. Lewis asked the Commissioners, if they would approve adding \$35,000 from the General Funds to the FY 2018 Budget for Public Works – Parks and Recreation – Dock/Shorelines Maintenance and Repair, to replace the previously identified pilings at the public docks. She added that it would be incorporated into the mid-year budget review, but she did not want to put it off the request since Bailey's was available and could do the work now. Commissioner Fronk made a motion to approve the request and the motion was seconded by Commissioner Pepe. President Graves questioned why it had not been submitted in the FY 2018 budget. Lewis stated that when the FY 2018 Budget was approved in the spring, she had intended for the work to be completed in FY 2017 budget year by June 30, 2017, and once it became apparent it would not be, the FY 2018 budget was already approved. The vote was called and the motion carried with all in favor.

PUBLIC COMMENTS

Graham Norbury spoke about housing opportunities for future volunteer firefighters and there was discussion regarding rental rates in Oxford and affordability.

Resident Peter Dunbar agreed with Norbury's concerns regarding affordable housing and also inquired if Barkers Landing was a local firm to which Superintendent Delude responded that they were.

There being no further business, Commissioner Fronk made a motion to adjourn. The motion was seconded by Commissioner Pepe, all were in favor, and the meeting closed at 6:57 pm.

Respectfully submitted,

Cheryl Lewis, Town 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".