

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
January 28, 2019

The Commissioners Meeting was held in the meeting room of the Community Services Building on Tuesday, January 28, 2019. Commission President Gordon Graves called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Gordon Graves, Commissioner Gordon Fronk, Police Chief Pat Maxwell, Administrator/Clerk Cheryl Lewis and Town Attorney Lyndsey Ryan. Commissioner Pepe and Public Works Superintendent Scott Delude were unavailable.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Fronk motioned to adopt the minutes of January 14, 2020 as distributed, Commissioner Graves seconded the motion, all were in favor, and the motion carried.

OATH OF OFFICE

Chief Patrick Maxwell introduced newly hired Officer Christopher Phillips to the Commissioners and guest. Chris comes to Oxford from the Cambridge Police Department, where he served in the patrol, community outreach and criminal investigation departments. Commission President Graves administered the Oath of Office to Phillips. Christopher's family was introduced and all were welcomed to Oxford.

MAINTENANCE REPORT

The report, as prepared by Water/Wastewater Supervisor Delude, was presented:

- The Tennis Court repairs have been completed. It was noted the damage is due to the use of the wind nets, which put extreme pressure on the fencing during heavy winds, which then takes a toll on the stability of the fence.
- Several of the waste plant water supply pipes froze up, which are exposed due to construction. Additional steps have been taken to insulate the pipes and they should be fine until the plant is completed.
- Over the last year we have lost 34 water meters to mechanical failures as they are computers that sit underwater all year long in a harsh environment. We have returned them to the company and under the contract from 2008 they are replacing them free of charge with new ones with no prorated charges. These meters cost about \$400 each if we have to purchase new.
- The public works dept has ground down the stumps at Town Park and we are looking at new trees that can be planted for our canopy.
- With vacations this month and goose/duck season in full swing January has been a skeleton crew at Public Works but all will be back to normal come February and we can concentrate on training on the new wastewater plant.

POLICE REPORT

Chief Patrick Maxwell reported the following.

- 1 - Suspicious Motor Vehicle
- 5 – Patrol Checks
- 4 – Assist the Fire Dept
- 1 – Parking Violation (Citation Issued)
- 10 – Police Information – Service
- 1 – Hunting Complaint (Outside of Town)

FIRE COMPANY

Fire Company report for the period 1/15/20 – 1/28/20. Fire/Rescue: 7 calls : 5 in first-due area, 2 mutual aid (including working fire in St Michaels area; 128 miles traveled; 27 hrs worked; 43 member responses. Medical: 7 calls: 5 patient transports, 1 cardiac-arrest, 1 fire standby; 118 miles traveled, 30 hrs worked; 23 member responses.

In the past week we placed a new \$43k cardiac monitor in service thanks to a 50/50 matching grant from the Talbot Paramedic Foundation. This monitor along with our LUCAS mechanical CPR device (obtained last fall, also with help from the Paramedic Foundation) were used on an incident for the first time. Last Saturday we held a funeral for life member “Big Al” Ledford. Many thanks to area companies for attending the service and covering our area during the event. Next breakfast will be Sunday Feb 9, and this coincides with the annual Polar Bear dip hosted at the yacht club so we expect a significant attendance.

UNFINISHED BUSINESS

Lewis stated the MEWS RFP was out and the response to the prebid walk-through was light and she recommended extending the due date until the end of the February to provide a little more time to promote the opportunity, of which the Commissioners where in favor.

Lewis reminded the Commissioners the bid for the Morris Street Water Line was also out and the prebid meeting had been attended by three potential bidders, with an anticipated closing date of February 14, 2020

Attorney Ryan reviewed Ordinance 1905 An Ordinance of the Town of Oxford to Amend Article X and Article XVI of the Forest Conservation Ordinance to comply with recent updates to the Maryland Annotated Code, Natural Resources Article 5-1601, 5-1613, explaining these were required amendments that would have little impact on Oxford properties. Commissioner Fronk motioned to introduce the Ordinance as read, Commissioner Graves seconded the motion, all were in favor and the motion carried. A Public Hearing was scheduled for February 25, 2020.

NEW BUSINESS

Lewis presented Oxford WWTP ENR Upgrade Change Order #5, a contract extension for the GMB Project Management work on the Wastewater Treatment Plant Construction, stating that as previously mentioned the project was now expected to be complete by April, 4 months past the anticipated date of December, 2019. This contract extension will provide 5 additional months of Construction Administration, Management and Inspections to take us to completion at a cost of \$160,962.01, further explaining there were to possible line items on the project budget to cover the additional expenses, contingency funds and also the Town’s matching contribution which has not been utilized yet.

Commissioner Fronk motioned to approved the Change Order extending the Project Management services, Commissioner Graves approved the extension, all were in favor and the motion carried.

LETTERS AND REQUEST

Lewis stated she had just received a request from the Robes Harbor Court HOA requesting that the curbs be painted yellow to prevent anyone parking in the court, which apparently had caused a problem with trash delivery one morning. She stated she was not seeking direction yet, as neither she or Delude had really had the opportunity to take a look at the current conditions, but she did want them to be aware of the request.

ADMINISTRATOR

Lewis requested reappointment of David Baker and Jim Reed on the Planning Board. Commissioner Fronk motioned to approve the appointment, Commissioner Graves seconded the motion, all were in favor and the motion carried.

ATTORNEY

Ryan requested a closed session to provide legal advice.

COMMISSIONER COMMENT

Commissioner Fronk expressed his thoughts regarding the unprecedented loss of citizens in the past few weeks, mentioned the passing of Al Ledford, Joan Bennett, Dody Ghysles and David Webster all well loved Oxford citizens.

PUBLIC COMMENT

Art Murr commenting on the recent Town Talk at the OCC regarding Flood Insurance and Hurricane Readiness as presented by Lewis, expressed appreciation for the frank and eye-opening information provided. Lewis briefed the Commissioners on the topic discussed.

There being no further business, Commissioner Fronk made a motion to adjourn the meeting into closed session. The motion was seconded by Commissioner Graves, all were in favor and the meeting was adjourned at 6:55 pm.

The regular meeting was reopened at 7:23 pm, after which Commissioner Graves made a motion to close the meeting, Commissioner Pepe seconded the motion, all were in favor, and the regular meeting was closed at 7:23 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer