

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**July 9, 2019**

The Commissioners Meeting was held in the meeting room of the Community Services Building on July 9, 2019. Commission President Gordon Fronk called the meeting to order at 6:00 p.m.

**PRESENT**

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

**OATH OF OFFICE**

Commission President Gordon Fronk, nominated Commissioner Gordon Graves to serve as the Commission President for FY 2020, Commissioner Pepe seconded the nomination, all were in favor and the nomination carried.

Kathy Duvall, Talbot County Clerk of the Court, was in attendance and administered the oath of office for President of the Commissioners of Oxford to Gordon Graves. After which, Commission President Graves administered the oath of office to Commissioner Gordon Fronk, having successfully won his re-election in June.

**APPROVAL OF MINUTES**

Commissioner Fronk motioned to adopt the minutes of June 11, 2019 as distributed. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

**REPORT OF DISBURSEMENTS**

A motion was made by Commissioner Pepe to approve and file for audit the disbursements for the month of May 2019. The motion was seconded by Commissioner Fronk, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Public Works Superintendent Delude reported the following:

- Matt Ozman, W/WW Operator, spent a week in Baltimore taking the OSHA confined space course and the train the trainer course for the same, allowing for the remaining employees to receive the training in house.
- A pump at the Bonfield lift station that went out last week, was quickly diagnosed as a bad capacitor, fixed and put back in service.
- Per our Water Permit, the three year random water testing for Lead and Copper has been completed and sent to the state.
- The Card Board Boat race and the 4<sup>th</sup> of July holiday went well for Public Works and trash was picked up in a timely manner. An additional dumpster has been incorporated at the recycle center to handle trash being left behind by weekenders.
- Per the budget a new zero turn mower was ordered last week with delivery expected by the end of this month.
- The fire hydrant located behind the fire house had become loose after being hit by a vehicle. It was reset and stone and cement have been added to keep it stable under high water pressure.

## **POLICE REPORT**

Oxford Police Chief Patrick Maxwell reported the following for the prior 30 day period:

- 21 – Patrol Checks
- 24 – Police Information – Service Calls
- 2 – Assist Other Police Agencies
- 6 – Assist the Fire Department
- 4 – Suspicious Motor Vehicles
- 1 – Suspicious Person
- 4 – Parking Complaints (Citations Issued)
- 2 – Thefts (1-Arrest)
- 1 – Check the Welfare
- 1 – CDS Complaint (Unfounded)
- 4 – Alarms
- 1 – Warrant Service
- 1 – Criminal Summons Service
- 1 – Indecent Exposure
- 1 – Trespass
- 1 – MVC (pedestrian fatality)

Chief commented that the Fire Works celebration went off without any issues, although traffic took longer to evacuate due to additional vehicles. The Talbot County Sheriff's office is handling the MVC fatality investigation.

## **FIRE COMPANY**

Chief Graham Norbury was not available for the meeting. President Tim Kearns stated that the company has been having a difficult time, but would like to thank the Commissioners, staff and police department for assistance during this time and also recommended the grief counseling provided through the county, as they had done good job at the fire house.

## **GUEST**

Susan Botkin, town resident, who had requested to address the Commissioners, stated that she was seeking support to have a public pool in the town and requested the ability to put together a committee to look in to the possibility. She stated that the towns of Denton, St Michaels and Easton had pools and that a pool would be beneficial to the health of the residents and would attract young residents. It was mentioned that the prior effort to have a pool was cost prohibitive, which is why the former committee engaged the YMCA in the process. Botkin stated that she did envision it would require some type of partnership, but felt that last time the project became too large of a concept and would like to investigate something on a smaller scale. She felt a survey would be a good way to determine the needs of the town. Commissioner Graves stated the Commissioners would review the old pool materials and that they were willing to entertain an investigation of the possibilities.

## **UNFINISHED BUSINESS**

Resolution 1904 updating the Police Manual, which was discussed at multiple prior meetings, was presented by Attorney Ryan, who stated a few items that addressed larger departments and that were already covered in the Oxford Employee Manual had been removed. Other than that, there had been no other changes to the draft that had been provided in prior meetings. Chief Maxwell stated he had reviewed his points of concern with Ryan and was comfortable with the manual as it was presented.

Commission Fronk motioned to approve the adopting resolution, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Administrator Lewis updated the Commissioners regarding the current RFP for Design of the Strand Beach and other shoreline areas, for which bids had been received and announced at a prior meeting. She stated the bids had been reviewed by a committee consisting of DNR staff, NWF staff and Oxford, and all three had placed the bid from Underwood and Associates at the top of their list, with the desire to interview the bidder to discuss design and cost feasibility, along with the possibility of including some additional areas. Lewis provided the Commissioners with the draft concept, which was a requirement of the RFP, and explained that it did not mean this would be design. The intent was to identify a firm that would demonstrate the ability to provide a unique design that would meet the town's needs. Lewis requested a recommendation to proceed with meeting the chosen firm and to further negotiate the project with intent to award the contract, and with a final contract coming back to the Commissioners for their consideration. Commissioner Fronk motioned to allow the review committee to proceed with the negotiation of a contract with Underwood and Associates, Commissioner Pepe seconded the motion, all were in favor and the motion was approved.

#### **NEW BUSINESS**

Administrator Lewis provided the Commissioners with Change Order #6 for \$ 285,893.96 and Change Order #7 which reallocated \$ 84,887.94 from a different line item, both for the WWTP construction project, reminding the Commissioners that the change orders had been discussed at a prior meeting, but were waiting for further back up detail. The change orders were for increased cost associated with the significantly understated sludge found in the now decommissioned lagoon, but were lagging behind as sufficient documentation was required and the funding would be coming from MDE in FY 2020 funding. Commissioner Fronk motioned to approve Change Orders 6 and 7 as presented, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

#### **LETTERS AND REQUEST**

None at this time

#### **ATTORNEY**

No further business

#### **ADMINISTRATOR**

Lewis requested appointment of Bob Trevorrow as an alternate to the Board of Port Wardens. Commissioner Pepe motioned to approve the appointment, Commissioner Fronk seconded the motion, all were in favor and the motion carried. Lewis requested appointment of Martha Cole, Jane Wroten and Leigh Marquess to the Parks and Recreation Board as additional members, stating that additional members on this board assist in being able to staff the annual events, like the 4<sup>th</sup> of July parade/party and Santa in the park. Attorney Ryan will look at revamping the Parks and Rec board requirements in the Town Code to better meet the services the board members are providing.

Lewis requested determination of the FY 2020 financial support for Talbot Goes Purple, providing the 2019 donors list and stating the prior year contribution was \$5000. The Commissioners were in agreement that the importance of this work was very relevant to all citizens in the county and were in favor of continuing to assist in getting the message out. Commissioner Fronk motioned to approve \$5000 from the current budget for Talbot Goes Purple, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Lewis stated that her term on the Local Emergency Planning Commission was set to expire in August, adding that she felt her time was well served on this committee, as much of the purpose centered around emergency response for natural disasters, like flooding, and that her participation as Oxford's Flood Plain Manager made good sense. Commissioner Pepe motioned to submit Lewis to the county for reappointment on the LEPC, Commissioner Graves seconded the motion, all were in favor and the motion carried.

Lewis stated that in discussion with Scott Delude, it was time to retire the 1997 Ford pickup, which had been replaced in a prior year, and both were requesting the Commissioners consider allowing for a donation of the vehicle to the Town of Trappe, as they had learned that the town was struggling to acquire an additional vehicle with minimal funding in their budget. They explained they did not think the truck had much value at this point, but that it might provide the town a year or two of service allowing them to save additional funding towards a new vehicle in the future. The Commissioners were agreeable to this method of disposal of the vehicle.

#### **PUBLIC COMMENT**

Peter Dunbar reminded the Commissioners that attempts had been made to get some traffic calming methods implemented by State Highway in the past, which had resulted in the current 'widened' yellow median strip, but that at the time he really felt they could do more. He was aware that the town had been requesting a reduction in the speed limit to 25 mph out to the county park entrance, which SHA had turned down. He, along with Tim Kearns, were in support of the Commissioners making further request at this time and getting elected officials involved. Emily Knud-Hanson stated that there was no safe place to cross Morris Street and asked that the Commissioners seek the ability to add multiple cross walks all the way to the ferry, so that residents and visitors would have safe locations to cross the State Road and asked that it be done before Oxford Day. Skip Case, resident near the pin cushion, stated that 1 in 5 vehicles exceeded the speed limit when they passed his home. Commissioner Fronk stated that the Commissioners appreciated the comments, understood the concerns and that they had heard these very concerns from many of the eastern shore towns situated on state roads at the recent municipal conference. The Commissioners assured the speakers they would be seeking all methods available to address their concerns.

There being no further business, Commissioner Fronk made a motion to adjourn the meeting, the motion was seconded by Commissioner Graves, all were in favor and the meeting was adjourned 7:35 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer