

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**August 27, 2019**

The Commissioners Meeting was held in the meeting room of the Community Services Building on August 27, 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 John Pepe, Commissioner Gordon Fronk, Public Works Superintendent Scott Delude, Police Chief Patrick Maxwell, and Administrator/Clerk Cheryl Lewis.

**APPROVAL OF MINUTES**

Commissioner Pepe motioned to adopt the minutes of August 13, 2019 as distributed. Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

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

**MAINTENANCE REPORT**

Public Works Superintendent Delude reported the following:

- One of the town backhoes blew a hydraulic cylinder, putting the public works crew behind on brush pickup. It has since been fixed and is now back in service.
- “No Parking” signs have been installed along Mill Street on both sides of the street so traffic can be managed. This will allow the street to remain open should an emergency vehicle need to get through.
- A water leak was found at Bonfield and Town Creek that resulted in the water being shut off to the Bonfield area for approximately 7 hours while under repair. The leak has been fixed and all piping replaced at the cost of \$3,000 in materials.
- The crew has been working on a hydrant on Pier Street that is not draining after use. With the weather not being cold enough to freeze and the hydrant still working, public works is trying every option to fix the hydrant without digging it up, which can be costly.
- Public works is watching a storm that is coming up the coast and preparations are being made should the conditions worsen.
- Superintendent Delude announced he would be leaving for vacation the end of the week and will be returning back on September 16.

**POLICE REPORT**

Chief Patrick Maxwell reported the following.

37 – Patrol Checks

1 – Animal Complaint (barking dog – abated and advised)

1 – Reckless driver

2 – Alarm Calls

4 – Assist other Police Agencies

12 – Police Information – Service

1 – Suspicious motor vehicle

The log canoe races over the past weekend were well attended. There were some parking issues by participants of the event, but otherwise the visitors were orderly. No major issues or incidents were reported. Chief Maxwell reminded everyone to report any suspicious activity.

Commissioner Fronk asked about the status of a recent burglary in town. Chief Maxwell responded an effort to locate stolen goods in pawn shops was underway and that it was suspected that the burglar was a subcontractor working on the house.

#### **FIRE COMPANY**

Chief Graham Norton was unable to attend and his report was presented by Administrator Lewis as follows: Fire/Rescue: 8 calls, including 2 in the town's first-due area and 6 mutual-aids. Of these calls, 4 were actual incidents requiring emergency services intervention (3 fires, 1 electrical malfunction) and 4 were minor problems with alarm system or cancellations while en-route to mutual-aid calls with 308 miles traveled, 57 member responses, and 35 hours worked. Medical: 5 calls: 3 patient transports, 1 cancellation, 1 fire standby with 69 miles traveled, 21 member responses, and 20 hours worked. Observations: Fire incidents seem to have been of increased severity county-wide. No definitive reason why, possibly just bad luck catching up after a quiet spell. Presentation to be made to the Green family (Evergreen Road fire) by the Maryland State Fire Marshal office and Maryland State Police on August 28 at 2 p.m. at Station 20.

#### **OATH OF OFFICE**

Commission President Graves administered the oath of office to Susan Campbell for the Board of Zoning Appeals, James Deerin for the Historic District Commission, and Robert Trevorrow for the Board of Port Wardens.

#### **NEW BUSINESS**

Administrator Lewis opened up a discussion on the Oxford Harbor Line. Currently the town office has the original faded 1981 maps on the wall. Recently the surveyor who had been working with the town was located in an Easton firm after a business consolidation. Lewis noted that she felt the town needed to improve what they currently have for the harbor line, in terms of mapping, as well as reviewing the actual layout of the harbor line which was created back in the 1970's and adopted in 1981. She pointed out that in some areas the harbor line had been drawn right through many of the existing docks in town adding that marine owner/operator John Shannahan had had to file for an appeal to the Commissioners to request a change to the harbor line in order to perform work to piers on his property which had been affected by the location of the harbor line. Lewis added that her understanding was at the time the harbor line was established, they had been no enthusiasm for expanding the marinas and that the restrictive lines were the end result. However, the tone of the town has changed and has changed in the Oxford Comprehensive Plan as well. Tom Campbell, Chairman of the Oxford Board of Port Wardens and resident marine owner and operator, commented that the harbor line goes through all the marina properties thereby locking in everything that exists in place thus not allowing for any reconfiguration. He too agreed with Lewis that the portions of the harbor line should be reviewed. President Graves stated that he wanted to see the businesses supported in Oxford. Commissioner Pepe added that he was a proponent for making things easier for the maritime businesses but cautioned on making too wide of a sweeping change to the line. Lewis added that the town's zoning would prevent most problems from occurring and that most of the places she had marked for changed were commercial properties. After discussion, Lewis made a request for approval to work with the surveyor to have the maps put in digital form, including the ability to overlay on an aerial. The work would include providing the core channel line, the harbor line limits, line control monuments, and shoreline data from the 1981 map, along with adding tax map parcel lines and data, at a cost of \$2,500. Lewis added that the firm would also put together a recommendation

for any proposed recommendations based on what was found during mapping. Everyone agreed it was a good step moving forward with digital mapping of the current harbor, with the understanding that any recommended changes would be forwarded to the Port Wardens for review. Commissioner Pepe made a motion that the Commissioners have the harbor line maps updated to a digital format per the estimate. Commissioner Fronk seconded the motion, all were in favor and the motion carried.

#### **ADMINISTRATOR**

Lewis reported that the town was getting ready for Talbot Goes Purple. The kick-off date is September 4 in Easton with a film premiere, lighting, and walk. Information on the event will be posted outside on the town's bulletin board. Public Works was close to completing the installation of purple lights on town properties and volunteers were working on distributing porch bulbs from Latitude to the Ferry Dock.

Lewis reported that Maryland Department of Natural Resources sent a letter informing the town that the Board of Public Works had approved the request of \$122,400 from the Community Parks and Playgrounds funds for the Oxford Community Central Park project with no questions asked.

Lewis requested a closed session for a discussion regarding personnel.

#### **COMMISSIONER COMMENTS**

Commissioner Fronk reported on the overwhelming support for the Betty Jo Mackert fundraiser at Holy Trinity Church. This was a community event that raised approximately \$40,000 to help with Ms. Mackert's medical expenses. Commissioner Fronk noted that this event, in conjunction with the support extended for Edie Beglin, and fundraising event for Brent Bradley, has created a spirit of love within the community. Commissioner Pepe added that the fire house breakfast, with the proceeds going to help Brent Bradley, was the biggest breakfast the fire company had outside of Breakfast with Santa. Commissioner Pepe also thanked President Fronk for arranging the function for Betty Jo which, he noted, went off extremely well and was well attended.

President Graves announced that the next Commissioner meeting, scheduled for September 10, would be at the Oxford Community Center, for the purpose of traffic discussion with representatives from the Maryland Department of Transportation (SHA). Lewis added that the discussion would only pertain to the state road, not other parts of town which fall under the town's jurisdiction and which can be discussed at a future meeting. Graves stated that the intent of the meeting was not for grievances or arguments, but was to address improvements with the state for the betterment of the citizens of Oxford, in an effort to obtain such improvements from the state.

There being no further business, Commissioner Graves made a motion to adjourn the meeting into closed session. The motion was seconded by Commissioner Pepe, all were in favor and the meeting was adjourned to closed session at 6:58 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".