

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**October 23, 2018**

The Commissioners Meeting was held in the meeting room of the Community Services Building on October 23, 2018. Commission President Gordon Fronk called the meeting to order at 6:00 p.m.

**PRESENT**

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

**APPROVAL OF MINUTES**

Commissioner Graves motioned to adopt the minutes of October 9, 2018 as distributed. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Superintendent Delude reported the following:

- Public Works has been out marking the water meters at the streets in blue this year again to help identify locations during winter emergency shutoffs. The town has been doing this for 8 years and recently other communities have adopted the idea.
- Three Public Works crew members attended a class in Salisbury last week for their water certification credits towards their MDE license.
- The remaining dirt pile at the soccer field has been removed and the ground has been leveled and reseeded.
- Public Works has completed work this week on two water valve leaks on South St and Factory St.
- Leaf pick up has started every Wednesday until Dec 12<sup>th</sup> – Residents need to separate leaves from brush as the equipment cannot handle anything but leaves.

**POLICE REPORT**

Chief Maxwell reported the following:

- 20 - Police Information Service
- 1- Suspicious Person
- 3 – Suspicious Vehicles
- 14 – Patrol Checks
- 3 – Disorderly Persons
- 1 – Assist another Police Agency

The Star Worlds Regatta went off without any major incidents. The department monitored the volunteer traffic directors at Morris & W Strand, to ensure they were ok. The Chief attended the annual Blessing of Police Officers and First Responders at Sts Peter and Paul the past Sunday and it was well attended.

**FIRE COMPANY**

Fire Company Report for the period 10/9/18 thru 10/23/18 was read by member Peter Dunbar:  
Fire/Rescue Calls: just 3 calls, all mutual aid (Trappe, Easton and Royal Oak), all canceled en route, 38 miles traveled, 3.5hrs worked and 15 member responses. Medical Calls: 7 calls, 3 patients transported, 3 citizen assists, 1 treat & release, 88 miles traveled, 28.5 hrs worked and 30 member responses.

The Fire Co held a very successful October breakfast on the last day of the Star World event with nearly 300 attendees, and an evening fund raiser featuring guest bar tenders at Capsize restaurant last Friday.

Work started this week on refinishing the floors in both the old and new fire house equipment bays. The new finish will look better, be easier to clean/maintain, and will be safer when wet. Come check it out at the Antiques Show!

On Oct 10th we placed two new cots in service in our ambulances. The primary ambulance is now equipped with a power loading mechanism and a cot with hydraulic lift rated to 700lbs. The two devices operating together will make it much easier for our members to safely load/unload patients with reduced risk of injury to the member. Our backup ambulance and cot are still a manual system, but of a newer design compatible with the power loader. As of yesterday, we have used both systems with patients during transports!

The next breakfast will be Sunday November 4th. Our annual Antiques Show will take place on waterfowl weekend, Sat & Sun November 10-11th. Thanks to the Oxford Auxiliary for organizing this event and making it even bigger than before!

### **UNFINISHED BUSINESS**

None was presented.

### **NEW BUSINESS**

Attorney Booth present the drafted Ordinance 1814 AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 8 OF THE OXFORD TOWN CODE TITLED "VEHICLES AND TRAFFIC" BY ADDING SECTION 8.6 TITLED "PARKING/STORAGE OF VEHICLES IN FRONT YARD PROHIBITED" explaining there had been concerns with enforcement of improperly parked vehicles and after reviewing the current code and discussions with Administrator Lewis she had prepared this ordinance for the Commissioner's consideration. This ordinance would prohibit the parking and or storage of a vehicle in the front yard of a property, unless it is parked in a driveway. The current code addresses untagged vehicles, but does not address a legally tagged vehicle being parked in the grass of a front yard. Commissioner Fronk asked how this would apply to corner lots. It was explained that the zoning ordinance already defines both street side yards as front yards on corner lots. Commissioner Pepe noted that he was aware that the issue of having more vehicles than parking area has become a problem in many communities and does think it is a good idea to address it in the code. A motion to introduce Ordinance 1814 Parking/Storage of Vehicles was made by Commissioner Pepe, seconded by Commissioner Graves, all were in favor and the motion carried. A public hearing was scheduled for November 13, 2018 at the regular meeting at 6 pm.

Booth also opened discussion with regards to parking of boat trailers on town street. Lewis explained that the town does have a policy and does issue parking permits for the parking of trailers at the landing, but there is concern with the parking of trailers on other streets, citing a recent issue of an empty trailer parked inappropriately and presenting a serious hazard on a main road. Lewis gave several examples of situations where issues have arisen from parking of boats on trailers and empty boat trailers on town streets, asking the Commissioners to consider a means to address the issue, stating that she has dealt with many issues over the last several years but after the last situation, felt that the time had come to take some action. She added that the local marinas did provide storage, so there was a means for boat owners with limited storage to utilize their services. Commissioner Pepe said he realized that we did have waterman who might park their boat trailer in preparation for going out the next day, but these trailers usually moved in a short period of time, but also added that the average trailer currently is about 2' wider than the average vehicle and as such did present issues when parked along our narrow streets. Commissioner Fronk expressed concerns about restrictions for watermen, but acknowledged that it was a maritime community and there were opportunities for recreational boaters to properly store boats and trailers. All expressing safety as the real issue, requested Booth to draft language for review.

## **LETTERS**

Lewis stated she had a request for a running/swimming event in town that involved an extensive travel area throughout the town, including all the main roads. She said that although the town responds favorably to nearly all request, that this one seemed logistically impossible due to street limitations beyond our control and could potentially overwhelm our ability to manage the event. The commissioners were in agreement that the requester should be contacted and our limitations resulting in a denial be explained.

## **ATTORNEY COMMENTS**

Booth stated she had covered everything under new business. Commission President Fronk requested a Closed Session to discuss personnel issues following the meeting.

## **CLERK COMMENTS**

Administrator Lewis asked the Commissioners if they would like to consider the donation of the current bleachers found at the ball park to the Trappe Little League for use at Home Run Baker Park, thereby keeping the bleachers in use for the Little League. She reminded the Commissioners that any children in town who would like to play Little League would be placed on a Trappe team, as Oxford has not had a sufficient number of children to support a team in many, many, years. The intention is to establish a recreational facility on the ballfield grounds more appropriate to the town's citizenry and for which a grant was recently submitted to the Parks and Playground Program. The Commissioners were in agreement that the bleachers should be donated to the Trappe Little League. Commissioner Pepe reminded Lewis that we would still like to look for a new location for the recycle bins in order to clean up the entrance to town and to keep it in mind as we move forward with planning for the ballfield grounds.

Lewis stated she had received a request from a small internet vendor requesting to place equipment on the water tower with a very small rate of return. She expressed her concern with placing additional equipment on the tower with an increased chance of damage that exceeds the financial benefits to the water system. She will provide the information to Booth for review.

## **PUBLIC COMMENT**

Dale Benson inquired as to the Halloween trick or treat times, which will be Oct 31 from 6pm to 8pm.

Peter Dunbar inquired as to whether the town was enforcing dilapidated vehicle regulations as found in the code. Lewis stated she would look into the specific location he was concerned about.

There being no further business, a motion to adjourn and go into Closed Session for Personnel Matters was made by Commissioner Graves, seconded by Commissioner Pepe, all were in favor and the meeting adjourned into closed session at 6:52 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer