

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
May 8, 2018

The Commissioners Meeting was held in the meeting room of the Community Services Building on May 8, 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 Gordon Fronk, Commissioner John Pepe, Public Works Superintendent Scott Delude, Police Chief Patrick Maxwell, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth.

APPROVAL OF MINUTES

Commissioner Fronk motioned to adopt the minutes of April 10, 2018 as distributed. Commissioner Pepe 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 March 2018, the motion was seconded by Commissioner Pepe, 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 litigation and personnel matters. Commissioners Graves, Fronk and Pepe, along with Attorney Booth and Administrator Lewis were in attendance.

MAINTENANCE REPORT

Superintendent Delude reported the following:

- The communication system for the water system failed on April 20th and the system was being run by hand. Our repair company was able to install a new master controller on the same day at a cost of \$5000 and the system was operational by the end of the day.
- There was a water leak at the town shop prompted by the controller failure above on April 23rd which was also repaired on the same day.
- MDE held a water system inspection on May 3rd and found our operations compliant with state and federal guidelines for the past year.
- Oxford Day went smoothly for the public works department with the only exception being a vehicle getting stuck in the dog park parking lot.
- The kick off meeting for the Causeway Bioretention construction was held with the contractor, our engineers and representative from MDE. The work is expected to start late May at the dog park, community gardens area and eventually reach the causeway, with the project hopefully being completed by the end of July, any plantings that can't go in at that time will be done in the fall. Administrator Lewis reminded the Commissioners that as dirt is removed from the retention areas, some of it will be used to fill in the wet areas of the dog park and community gardens/parking area, which may be a bit of an inconvenience for the users but this is the only time we can do this work as the bigger project is attached to a grant.
- A new type of lightbulb has been placed in one of the Town Park lamps, an LED bulb that flickers. Delude asked that the Commissioners to check it out and let him know what they think.

Commissioner Pepe praised public works for their efficient repair of the many pot holes left from winter.

POLICE REPORT

Chief Maxwell reported the following:

- 20-Police information-service
- 16-Patrol checks
- 1-Animal complaint
- 1-Alarm
- 4-Check the welfare
- 1-911 Hang up
- 1-Suspicious Motor Vehicle & Occupants
- 1-Family Matter

Chief Maxwell stated Oxford Day was well attended and the weather was great. Everyone was well behaved and no incidents to report. The Fire Department sold out of food early. Maxwell expressed thanks to several people: Mr. Jeff Frederick, who lent two brand new Chrysler Pacifica's for Oxford Day courtesy shuttles, and whose dealership have been supporting Oxford Day for many years; Sheriff Joe Gamble for sending deputies for traffic control before and after the parade; Mr. Tommy Haddaway of the Talbot County Emergency Mgmt Agency for supplying portable radios for Oxford Day volunteers. Everyone connected with Oxford Day worked very hard and the team work was evident.

FIRE COMPANY

Tom Ray presented the fire company report, with 6 fire calls, including an mvc and a boat rescue, 27 miles, 9.6 hours and 42 responding members. They are awaiting the final modifications to their new Brush Truck and expect it in a few months and he added they are still struggling with membership as they are losing two significant active members. Ray agreed with the Chief on their successful food sale on Oxford Day.

UNFINISHED BUSINESS

President Graves noted that there was a public hearing on Ordinance 1806 – AN ORDINANCE OF THE COMMISSIONERS OF OXFORD AUTHORIZING THE EXECUTION OF A LAW ENFORCEMENT MUTUAL AID AGREEMENT IN ACCORDANCE WITH MD. COD ANN. CRIMINAL PROCEDURE ARTICLE SECTION 2-105 scheduled for May 22, 2018.

Administrator Lewis stated that she had met with the MEWS architect Cameron Mactavish and reviewed concept drawings for the MEWS that had been prepared based on the Commissioners prior recommendations. The plans retain the historic structure, remove the non-contributing staircase and dependencies on the back, and propose two rental apartments upstairs both with a view of the water. She intends to utilize the plans to submit with an application to the DHCD for demolition and stabilization funds, including mitigation of asbestos and lead paint and rebuilding of the foundation. Commissioner Fronk asked that the architect be instructed to continue with construction plans based on the new concept drawings in order for the town to acquire construction estimates from multiple sources in order to provide investors with a good picture of the project cost going forward.

NEW BUSINESS

Lewis stated she had provided the Commissioners with Resolution 1808 A RESOLUTION OF THE TOWN OF OXFORD, MARYLAND TO APPROVE A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT STATE REVITALIZATION PROGRAM APPLICATION, REQUESTING STRATEGIC DEMOLITION

FUNDS FOR THE PURPOSE OF DEMOLITION OF NON-CONTRIBUTING PORTIONS OF THE STRUCTURE AND STABILIZATION OF THE HISTORIC BUILDING IN PREPARATION FOR REHABILITATION OF THE HISTORIC MIXED-USE PROPERTY LOCATED AT 103-105 SOUTH MORRIS STREET, KNOWN AS THE MEWS, FOR MIXED USED REDEVELOPMENT, for the purpose of applying to the DHCD for Strategic Demolition Funds for the MEWS for the purposed previously described. The resolution included a request for funds up to \$200,000, as the total cost has yet to be provided by Mactavish. Commission Fronk made a motion to approve Resolution 1808 as presented, Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

President Graves asked Lewis to go over the Budget Recommendations she had submitted to the Commissioners prior to the meeting. Lewis explained she had provided a spreadsheet with three columns, the current year budget, amendments to the current year budget and finally the proposed budget for FY 2019. Lewis went through the major amendments to the current year budget, explaining the end result was a net income of \$2000, greatly reduced from the anticipated balance of \$147,754 from reserves. \$90,000 of the reduction was because arsenic media had not been needed in current year and the water billing computer system had been postponed to FY 2019. Lewis then detailed the major expenses in the proposed FY 2019 budget, which is currently proposed with \$ 587,950 coming from prior year reserves for capital improvements, including street paving, water system bill reading equipment, wastewater pump station equipment and tide gates as part of the town's match for the Causeway Retention grant which will stagger the budget years and the possibility of additional funding to complete the stabilization phase for the MEWS. The proposed taxed rate for the FY 2019 Budget is the constant yield rate of .3047 and the proposed water and sewer rate increase is 3%, down from prior year increases of 7%. Lewis recommended the reduction in water and sewer increase for this year, stating the rates will be reevaluated next year and again when the new system comes online, but for now a break from the higher increase seemed appropriate, as we have increased the rate by 7% annually for the past 5 years as was planned at the proposal of the improvement project. Lewis provided the Commissioners with three Ordinances for introduction in reference to the budget recommendations as just discussed.

Commissioner Pepe motioned to introduce Ordinance 1809 – AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1704 FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS; Commissioner Fronk seconded the motion, all were in favor and the motion carried.

Commissioner Fronk motioned to introduce Ordinance 1810 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019, AND ESTABLISHING A TAX RATE OF \$.3047 PER \$100 OF ASSESSED REAL PROPERTY VALUE; Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Commissioner Fronk motioned to introduce Ordinance 1811 AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUMBER 1705 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2018; Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Public Hearing for all three Ordinances will be held on May 22nd at 6 pm at the regular Commissioners meeting.

Commissioner Pepe inquired as to whether any action had been taken regarding the grass height at the Verizon property. Lewis stated the grass cutting letters had been mailed and once the designated amount of time had passed, Delude would have staff mow the problem properties.

LETTERS

Lewis stated that a letter had been received from Talbot County stating that Peter Dunbar's term on the Talbot County Economic Development board was nearing its end and she would like to know if the Commissioners would like to reappoint Dunbar to the position. Dunbar who was present said he was willing to continue serving the town as their representative on the commission. Commissioner Fronk motion to reappoint Dunbar to the position, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

President Graves read an email sent on behalf the USDA Rural Development Assistant to the Secretary, Anne Hazlett expressing her thanks to the town for being so accommodating during her recent visit on Oxford Day.

CLERK COMMENTS

Lewis notified the Commissioners she was approving a Mini Grant to Latitude 38 for the improvements they had made to the exterior of the building last season, and she was also working on grants for both Docs and Capsized for the improvements to their respective locations last season.

COMMISSIONER COMMENTS

All Commissioners expressed how wonderful Oxford Day was. President Graves stated the presentation to Lew Richards was very nice.

PUBLIC COMMENT

Peter Dunbar informed the Commissioners that he had provided them with information regarding the PACE program he had mentioned at prior meetings. He also expressed his concerns regarding the speed limits on the state road between Latitude 38 and Boone Creek, the entrance to the new County Park. He presented them with pictures and recommendations regarding speed reductions as one is leaving town. After discussion it was determined that Administrator Lewis and Superintendent Delude would reach out to Talbot County to get their support before approaching SHA regarding a reduction in the speed limit leaving town.

There being no further business, President Graves motioned to close the meeting, Commissioner Pepe seconded the motion, and the meeting was closed at 7:11 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".