

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
January 14, 2019

The Commissioners Meeting was held in the meeting room of the Community Services Building on Tuesday, January 14, 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 W/WW Supervisor Matt Ozman, Police Chief Pat Maxwell, Administrator/Clerk Cheryl Lewis. Town Attorney Lyndsey Ryan was unavailable.

The meeting opened with the Pledge of Allegiance.

GUEST

Steve O'Donnell, on behalf of the Charcot-Marie-Tooth Association, thank the Commissioners for the town's prior participation in allowing the association to hold their annual triathlon fundraiser in Oxford. The 2019 event leveraged over \$250,000 in donations, 85% of which is put directly into Charcot-Marie-Tooth disease research. Following Mr. O'Donnell's explanation of the disease itself and the purpose of the association, for the benefit of the resident attendees, Mr. O'Donnell requested approval of the Commissioners to again hold the event on June 6th of 2020. Commissioners were in favor and approval was granted.

Suzanne Beyda on behalf of the Oxford Library, addressed the Commissioners, explaining that the volunteers of the library support the Commissioners traffic calming initiative following the very sad loss of their member, Edie Beglin. The Library members were in attendance to donate the funds received in honor of Edie, with the requested purpose of assisting in the funding of the acquisition and installation of a speed warning sign at the entrance to Oxford. A check for \$6000 was graciously presented to the Commissioners for this purpose and for which the Commissioners expressed their sincerest appreciation. Consideration of a formal dedication of the sign to be held on Oxford Day is currently under discussion.

APPROVAL OF MINUTES

Commissioner Pepe motioned to adopt the minutes of December 10, 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 December 2019. The motion was seconded by Commissioner Pepe, all were in favor, and the motion carried.

MAINTENANCE REPORT

Water/Wastewater Supervisor Matt Ozman reported the following:

- Public Works employees have attended class for fire hydrants and valve training.
- Brinsfield Fence is replacing the broken section of the tennis court fence.
- One set of electric car charging stations has been installed by the recycling center, with a second set to be placed behind RMI.
- Public works employees have conducted annual inspections and cleaning of all pump station wet wells.
- The portable generator at the town shop had to be repaired due to a bad battery tender.

- Banks lift station generator is in need of repair. Alban Cat came and check out the unit and ordered parts for a slow coolant leak and found a bad block heater. The generator is still in working order at this time in case of emergency.

POLICE REPORT

Chief Patrick Maxwell reported the following.

20 – Police Information Service

19 – Patrol Checks

1 - Malicious Destruction of Property to a Motor Vehicle.

1 – Theft

4 – Assist the Fire Department

1 - Suspicious Person

1 – Assist other Police Agencies

2 – Animal Complaints

1 – Noise Complaint

1 – Motor vehicle crash (medical emergency)

1 - Suspicious Vehicle

The holiday season came and went with no major incidents to report. A window to a parked vehicle was broken and the owner's purse was stolen, while the owners were using the dog park. The incident is under investigation. Chief reminded residents to report suspicious persons, keep vehicles locked and to not store valuables in plain view.

Chief reported the OPD has hired a third officer, Officer Christopher Phillips, who is an experienced officer and detective, formerly of the Cambridge PD. He will formally take his oath at the January 28th meeting.

FIRE COMPANY

No report at this time.

UNFINISHED BUSINESS

Lewis provided an update concerning the Sustainable Community Plan Update, which is necessary to retain the designation for another five years, with the town having been officially accepted into the states program in 2014. She stated the update which had been discussed previously had in fact been submitted in a timely fashion. A review meeting had been held prior to submission with community members participating, where the successes of the last 5 years and the future needs of the community were discussed. Lewis touched on several of the successes, including the MEWS, the Mini Grant Program, and new businesses within Oxford, explaining that the purpose is to show that you have been making progress, that you have leveraged grant funding and that you have a defined plan for the next 5 years. The submittal included the recently completed Historic Commercial District and the Working Waterfront Strategic Plans, and elements from both were identified within the plan. Lewis explained that this plan will now be reviewed by the state, and although there may be further documentation requested, acceptance is anticipated.

The MEWS RFP has been published and requests for a bid package have been coming in. The package itself includes several documents including work prepared by MacTavish, history, and our strategic planning. The submittal deadline is currently February 7th and depending on responses, it could be extended.

Lewis stated the town had received correspondence regarding the Community Rating System application that had been submitted in October. The review team felt the submittal was strong and was sending it for final FEMA approval with a Class 7 rating, which is the best you can achieve at entry to the program. Entry at this level would provide residents who had Flood Insurance Policies with in the Special

Flood Hazard Area a 15% discount on their policies. Even if the Class was dropped to an 8, they would still benefit from a 10% annual discount. Entry in the program is only held twice a year, with our anticipated acceptance in May of 2020.

NEW BUSINESS

None presented.

ADMINISTRATOR

Lewis had no further information.

COMMISSIONER COMMENTS

Commissioner Fronk offered a thank you to Stuart Parnes for the holiday decorating at the MEWS building, stating it was nice to see some type of lights inside the building after ten plus years of darkness.

Commissioner Pepe requested a short closed session to discuss personnel issues.

There being no further business, Commissioner Fronk 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 at 6:40 pm.

The regular meeting was reopened at 6:55 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 6:55 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".