

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**May 25, 2021**

Due to the Covid-19 pandemic, the Commissioners Meeting was held virtually in a Zoom Meeting Room on Tuesday, May 25, 2021 at 6 pm. The public was provided call in information for the purpose of listening, watching, and participating in the meeting, notice of which was posted on the bulletin board and the town website. President Pepe called the meeting to order at 6:00 p.m.

**PRESENT**

Attending the meeting were Commission President John Pepe, Commissioner Gordon Fronk, Commissioner James Jaramillo, Police Chief Pat Maxwell, Public Works WW Superintendent Matt Ozman, Town Manager Cheryl Lewis, and Town Attorney Lyndsey Ryan. Multiple residents, including the Oxford Fire Chief Graham Norton, the Murrs, the Wells, Tom Bixler, Tom Costigan, Phyllis Rambo, the Dials, John Sutton, Suzanne Litty, Nancy Dalagher, Bo Weisheit, Mark Lacy, Tommy Campbell, Pat Ingram, Dale Benson, and others, were in attendance.

**APPROVAL OF MINUTES**

Commissioner Fronk motioned to approve the April 27, 2021 meeting minutes, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

Commissioner Jaramillo motioned to file the April Disbursements for audit, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Wastewater Superintendent Matt Ozman gave an update for Public Works: The wave ox plus testing is near complete, the system has been dialed in and showing excellent results. Testing is to be finished at the end of the month. Public Works has replaced two leaking water valves, one located at the beginning of South Street, and the other at South Street and High Street intersection. Public works also fixed leaking water service line on Banks Street. Public works has replaced six stop signs around town due to safety concerns with their faded condition. Tilghman Street parking lot has been restriped by public works, in addition to extending the boat trailer parking spots and adding boat trailer parking only signs. A safety ladder has been mounted at the end of the boat ramp parking lot along with a life ring, and lights lining the walkway. Causeway dock parking lot has been restriped. J.L. Thompson ditch cleaning has been completed. Bonfield ditch cleaning has been started, grades have been established, and waiting on utilities to be marked for Verizon, Delmarva power, and Atlantic Broadband before digging can start. Public works has cleaned culverts on Riverview and J.L. Thompson. Final clean up and restoration from the water main project has started, this should be complete by the end of this month. Both walking track bridges have been re stained. Sinkhole on Bonfield has been repaired (inspection showed no damaged or separation of the culvert pipe). Public works fixed water meter leak at 103 Oxford Road. Commissioner Pepe commented that Ozman gave him a tour of the WWTP and was impressed with the operations and Ozman's knowledge of the process.

**POLICE REPORT**

Chief Patrick Maxwell gave a brief update for the Police Department: Chief noted that telephone and email scams are at all-time high and cautioned citizens to not respond or provide information to anyone other than known individuals or entities. Recently emails have been sent ghosting local non-profits, so please contact the actual entity before taking any action, always check and verify. Beach traffic is picking up and there have been tickets for improper parking. There were some concerns regarding trash on the beach and in the parking lot and the officers will keep an eye on it. The Republican Central Committee and Tunnels to Heros held a celebratory Law Enforcement Dinner at the Tidewater Inn honoring local law enforcement and first responders.

## **FIRE COMPANY**

Chief Norbury provided the following Fire/Rescue report covering the period from April 28 through May 25, 2021: 12 calls: For Fire there were 7 first-due, 5 mutual aid including a major fuel spill into the Tred Avon River near Easton Point and a working structure fire in Cambridge, with 205 miles traveled, 60+ hours worked (exact data unavailable due to call in progress), and 65+ member responses (call in progress). Medical had 8 calls: 7 patients transported, 1 declined transport, with 156 miles traveled, 36 hours worked, and 27 member responses. Call volume has been relatively quiet for most of the past month, but with a distinct uptick starting this past weekend. Chief noted they are going through the bidding process for the replacement boat for the fire department, partially funded by a DNR Waterway grant, which is a 50/50 match, along with fundraising by the department. They are about 75% of the way on necessary funding.

## **PUBLIC HEARING**

Attorney Ryan read the titles for Ordinances 2102 through 2106:

Ordinance 2102 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL BUILDING CODE, AS MODIFIED BY THE MARYLAND BUILDING PERFORMANCE STANDARDS, AND AS FURTHER AMENDED BY THIS ORDINANCE, AS THE BUILDING CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES INCONSISTENT HERewith

Ordinance 2103 AN ORDINANCE OF THE TOWN OF OXFORD TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE FOR ONE-AND TWO-FAMILY DWELLINGS, AS MODIFIED BY THE MARYLAND BUILDING PERFORMANCE STANDARDS, AND AS FURTHER AMENDED BY THIS ORDINANCE, AS THE RESIDENTIAL CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES INCONSISTENT HERewith

Ordinance 2104 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE, AS MODIFIED BY THE MARYLAND BUILDING PERFORMANCE STANDARDS, AND AS FURTHER AMENDED BY THIS ORDINANCE, AS THE ENERGY CONSERVATION CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES IN CONFLICT HERewith

Ordinance 2105 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE, AS AMENDED BY THIS ORDINANCE, AS THE EXISTING BUILDING CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES IN CONFLICT HERewith

Ordinance 2106 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, AS AMENDED BY THIS ORDINANCE, AS THE PROPERTY MAINTENANCE CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES IN CONFLICT HERewith

The public hearing was opened for comment. No comments were received and the public hearing was closed.

## **UNFINISHED BUSINESS**

Commissioner Jaramillo motioned to adopt Ordinance 2102 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL BUILDING CODE, AS MODIFIED BY THE MARYLAND BUILDING PERFORMANCE STANDARDS, AND AS FURTHER AMENDED BY THIS ORDINANCE, AS THE BUILDING CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES INCONSISTENT HERewith, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Commissioner Fronk motioned to adopt Ordinance 2103 AN ORDINANCE OF THE TOWN OF OXFORD TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE FOR ONE-AND TWO-FAMILY

DWELLINGS, AS MODIFIED BY THE MARYLAND BUILDING PERFORMANCE STANDARDS, AND AS FURTHER AMENDED BY THIS ORDINANCE, AS THE RESIDENTIAL CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES INCONSISTENT HEREWITH, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

Commissioner Fronk motioned to adopt Ordinance 2104 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE, AS MODIFIED BY THE MARYLAND BUILDING PERFORMANCE STANDARDS, AND AS FURTHER AMENDED BY THIS ORDINANCE, AS THE ENERGY CONSERVATION CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

Commissioner Jaramillo motioned to adopt Ordinance 2105 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE, AS AMENDED BY THIS ORDINANCE, AS THE EXISTING BUILDING CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Commissioner Fronk motioned to adopt Ordinance 2106 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2021 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, AS AMENDED BY THIS ORDINANCE, AS THE PROPERTY MAINTENANCE CODE OF THE TOWN OF OXFORD, AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

Commissioner Pepe presented the winning bids resulting from the May 22, 2021 Abandoned Boat Auction at the OCC, 1982 Boston Whaler 17' - Daniel Broskey - \$2000; 1989 Boston Whaler 21' - Bowen Weisheit - \$4800; and Snipe Daysailer - Walter Patton - \$ 500. The net funds raised will be placed in a savings account for the R Gordon Graves Community Service Scholarships. Commissioner Fronk motioned to adopt the final bids, Commissioner Jaramillo

The Commissioners notified Tom Campbell, the Tred Avon Yacht Club Commodore, that they had no objections to the holding of the July 3, 2021 fireworks, as the Governor has lifted COVID restrictions in all but a very few circumstances. Commissioner Fronk motioned to approve the Fire Works for 2022, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried. The town's annual donation of \$10,000 remains in the budget for this purpose. Commodore Campbell thanked the Commissioners. Campbell also asked all to acknowledge the incredible job that Chief Graham Norbury does for the community and how lucky the town is to have him. Additionally, Campbell thanked Commissioner Pepe for his service as he is nearing the end of his term.

## **NEW BUSINESS**

Rich Leggett, Mews lessee, briefed Commissioners on the updated concept plans Cameron Mactavish would be presenting, which include retail downstairs and two rental apartments upstairs in the original building, the addition of an elevator to open accessibility to the second floor, along with plans to incorporate a two-story wing on the back of the building with two bedroom apartments on each floor. The prior drawings had included two wings. The single wing of two stories allows for the same amount of rentals, while including a green courtyard and reducing the overall impervious coverage. Lewis noted that the changes as presented for approval included reduction to two apartments on the second floor of the original building, the inclusion of an elevator, and a two-story addition with one apartment upstairs and one apartment downstairs. Drawings were provided virtually for all to see as Mactavish gave the details for the construction concepts, including the attention given to complementing the plans currently underway for the Oxford Museum. After discussion, which included input from Historic District members, Oxford Museum, and others, the Commissioners saw the revised plans as a favorable

improvement. Julie Wells representing the Oxford Museum and Tom Costigan, Oxford Historic District Commission Chair, both viewed the proposed changes as positive. Commissioner Jaramillo motioned to approve the drawings as presented, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

Commissioner Pepe requested to be able to run a skiff race off the Strand the morning June 26, 2021. The Slippery Eel would be competing with a few invited boats. The event would be small scale.

Town Manager Lewis provided Ordinance 2107 Amending the FY 2021 General and Enterprise Budget. Commissioner Fronk motioned to introduce Ordinance 2107 AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 2014 FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS. Lewis proceeded, virtually displaying the budget page by page and gave a detailed review of the line item changes found in the recommended amended budget. Lewis noted that two new line items would be included in the final draft for the R Gordon Graves Scholarship fund, income, and expenses. Commissioner Jaramillo seconded the prior motion, all were in favor, the motion carried, and a Public Hearing was scheduled for June 22, 2021 at 6 pm. Lewis also noted that grant funding is pending from the Mini Grant program for the Robert Morris Inn, the Odd Fellows Hall, the Oxford Museum, and the former Treasure Chest Building, all of which have MHT approval.

Lewis presented Ordinance 2108 establishing the FY 2022 General and Enterprise Budget and Tax Rate. Commissioner Fronk motioned to introduce Ordinance 2108 AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022, AND ESTABLISHING A TAX RATE OF \$ .3187 PER \$100 OF ASSESSED REAL PROPERTY VALUE. Lewis gave a line item review of the recommended budget for FY 2022. She noted this ordinance would establish a tax rate of .3187, which is the State determined Constant Yield Tax Rate for FY 2022. During the review, the Commissioners noted several possible line items changes, including that additional funding should be set aside for sidewalk repair, funding for paving, and that the R Gordon Graves Scholarship Fund be incorporated into the budget prior to adoption. Clarification on funds needed for necessary building improvements would also be investigated prior to adoption. Commissioner Jaramillo seconded the motion, all were in favor, the motion carried, and a Public Hearing was scheduled for June 22, 2021 at 6 pm.

Lewis presented Ordinance 2109 setting new Water and Sewer rates at a 3% increase over the prior rates. Lewis explained that, although the town has been consistently increasing rates annually to reach sufficient funding for the Water and Wastewater operations and new debt service, no increase was adopted for FY 2021 due to the financial impacts placed upon end users as a result of COVID shut downs. And, although it would seem prudent to recapture that increase in this ordinance, only the 3% was being recommended due to the continued impacts of COVID. Commissioner Fronk motioned to introduce Ordinance 2109 AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUMBER 1907 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2021, Commissioner Jaramillo seconded the motion, all were in favor, the motion carried, and a Public Hearing was scheduled for June 22, 2021 at 6 pm.

## **LETTERS AND REQUESTS**

A letter was received from John Sutton, on behalf of local Pickleball players, including Nick Papson and Suzie Hurley, requesting consideration of adding Pickleball to the Basketball courts. Lewis provided the history behind the current Pickleball courts and also asked the Pickleball players to review the current conditions at the Basketball court and determine what improvements could be made to this facility to improve the playing environment. After much discussion on the use of the Basketball/Pickleball Courts and the use of the newly refurbished Tennis Courts, it was determined more investigation into the current use of the Tennis Courts, potential use for Pickleball, and possible improvements to the current Pickleball courts would be needed before any determination could be considered. Lewis mentioned it is

possible upon finishing the improvements to the Baseball field, there may be some grant funding that could be used towards improvements to the Pickleball Courts.

#### **ATTORNEY**

Ryan had no further information.

#### **TOWN MANAGER**

Lewis stated the Commissioners had previously approved, as part of the town's Employee Retirement Benefits which currently includes inclusion in the Maryland State Retirement Program, an insurance stipend that would offset the cost of supplemental MEDICARE Insurance. At this time, she was requesting approval of the starting monthly stipend and the qualification criteria. She recommended a stipend not to exceed \$333 monthly/\$4000 annually, which should cover the average Medicare supplemental insurance for medical, dental and vision. The program would be managed by the same company that provides the towns Health Reimbursement Account and would have retirement qualifications similar to the Maryland State Retirement Program. Qualifications would be either 30 years of service in the Maryland State Retirement Program or 10 years of service to the Town of Oxford and 65 years of age. *(Note: 65 was provided in error and 62 will be recommended)*. Commissioner Fronk motioned to approve the recommendations as presented, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

#### **COMMISSIONER AND PUBLIC COMMENT**

Commissioner candidate Brian Wells inquired as to who the intended users of the charging stations are, following a note by a resident stating they were for residents only. Lewis clarified they were installed by the state and are open to the public. The locations were chosen near the Inns, thinking it would draw travelers to these locations, although it does appear there is an increase in residential use. The town pays the minimal electricity for the southern units and RMI pays for the northern units. Julie Wells congratulated Commission Jaramillo on his recent doctorate in Public Administration Policy.

Being no further business, Commissioner Jaramillo motioned to close the meeting, Commissioner Fronk seconded the motion, and the meeting was adjourned.

Respectfully submitted,

Cheryl Lewis, Town Manager