

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
June 08, 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 Murrs, the Wells, Liza Ledford, Dale Benson, and others, were in attendance.

APPROVAL OF MINUTES

Commissioner Jaramillo motioned to approve the May 25, 2021 meeting minutes, Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

MAINTENANCE REPORT

Wastewater Superintendent Matt Ozman prepared an update for Public Works, which was provided by Lewis in his absence: Wave ox plus testing is complete system is running to full capacity and fully automatic, and lab testing is showing great results. Public works cleaned more culverts through town. Clean up work from water project has been complete including sidewalk repair. Sidewalk in front of Popes Tavern has been repaired. Water leak patch has been paved at South Morris and West Division. Wooden benches in Town Park are being stained; two have been done and the other two are being worked on. This is per our yearly maintenance program. Dunbar's bench has been put together; plaque has been mounted. The bench is being stored under cover until the ceremony.

POLICE REPORT

Chief Patrick Maxwell gave a brief update for the Police Department: Chief noted that the town has been busy with the start of summer, beach traffic has picked up, as have parking concerns. Tilghman Street was especially busy over the weekend with traffic at the ice cream shop. Calls have also picked up, but mostly just routine things. There was a vehicle found parked on private property, reported by a neighbor, that was towed. Cars and Coffee had a good turnout. The department assisted the Coast Guard with a training. Otherwise, no major incidents.

FIRE COMPANY

Reports have been coming in monthly and is anticipated at the next meeting.

UNFINISHED BUSINESS

Town Manager Lewis reviewed a few changes to the budget 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 and 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. Noting the majority of the changes reflected Commissioner comments and recommendations at the introduction meeting. These two ordinances, along with 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, are scheduled for a Public Hearing on June 22, 2021 at 6 pm.

The discussion surrounding the Pickleball players request to have the ability to also play Pickleball on the tennis courts continued. Commissioner Fronk noted, after speaking with players with experience at other venues, that generally tennis players do not like the extra lines and several local courts utilize temporary lines by chalk or masking tape that is removed after each play. There will be outreach to local tennis players to get their feedback, along with continued efforts to determine if improvements can be made to the Basketball courts where Pickleball is currently played.

As the outgoing commissioner, President Pepe recommended consideration of an increase in the current Commissioner annual rate of \$2000, which if adopted would increase for the commissioner elected in June of 2022, Fiscal Year 2023. After discussion, it was determined that an Ordinance increasing the annual salary to \$3000 would be presented at the next meeting for consideration.

NEW BUSINESS

Lewis presented Resolution 2110 a RESOLUTION OF THE COMMISSIONERS OF OXFORD UPDATING THE EMPLOYEE MANUAL, explaining the resolution would make two changes to the current employee manual. The first would update the organizational chart identifying changes in the administrative office and also realignment in the public works department. The chart had been provided to the Commissioners prior to the meeting and edits had been made based on comments received. Commissioner Fronk appreciated the changes but recommended one additional connection on the chart between the town manager and administrative assistant position. Commissioner Fronk motioned to approve Resolution 2110 with the noted additional connection, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

President Pepe requested input from the Commissioners concerning the transition from Virtual meetings to In-Person meetings, noting that although all have enjoyed the increased attendance at virtual meetings it would be good to get back to meeting in person. Discussion centered around the possibility of having hybrid meetings, a combination of virtual and in person attendees at the same meeting. There are technical concerns, that have been demonstrated by multiple communities locally that have tried similar transitions. The possibility of alternating virtual and in person meetings was considered. Commissioner Jaramillo requested vendor quotes for possible audio/video solutions that would provide a hybrid environment. The June 22, 2021 meeting will be held in the Commissioners meeting room, open to the public.

LETTERS AND REQUESTS

Toby Frey sent a letter to the Commissioners thanking them for the recent improvements at Tilghman Docks. Phyllis Rambo emailed a request from the OCC to hold a 5K Race and Fun/Pet Walk on October 23, 2021, to benefit the OCC and Christopher Bradley Foundation. Commissioner Fronk motion to approve the event in coordination with the Police Chief, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

Julie Wells representing the Oxford Museum requested closing of Market Street on June 16th from 4 pm to 7 pm for the Museum's Board Meeting, in order to accommodate their private event to be held in the new Museum Garden. Commissioner Fronk motion to approve the request, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

Sandi Pepe provided an update from the Talbot County Economic Development Commission, reminding all that there were still several Covid related business grants available and they can be found on the county website. Additionally, Pepe notified the Commissioners that she has enjoyed serving as the town's representative on this commission, her term ends on June 30th and that she will be unable to continue beyond her term. The Commissioners were grateful for her service and appreciated her efforts throughout the recent Covid – CARES Grant Task Force reviewing process for grants, which was strenuous at best.

Lewis mentioned that along with this opportunity, there were a few other board openings becoming available, and requested interested citizens contact the office to be added to a list of candidates.

Lewis reminded the Commissioners of the event Barbara Paca was planning for July 4th and potential parking issues, requesting consideration of closing Mill Street, stating she would get back to the Commissioners once she had discussed plans with Paca. Commissioner Fronk commented on a recent event at the Water's Edge Museum, which included a visit by the Lt Governor, complimenting the efforts of all involved in the museum and provided a brief description of the exhibit and persons involved.

ATTORNEY

Ryan had no further information.

TOWN MANAGER

COMMISSIONER AND PUBLIC COMMENT

The following events were announced:

Oxford Community Center Art Installation – June 12th at noon

Bench Dedication for Peter Dunbar and Nancy Wilson – June 14th at 11 am

Town Election for the office of one Commissioner – June 15th from 2 pm to 7 pm.

Being no further business, Commissioner Fronk motioned to close the meeting, Commissioner Jaramillo seconded the motion, and the meeting was adjourned at 7:38 pm.

Respectfully submitted,

Cheryl Lewis, Town Manager