

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**March 10, 2020**

The Commissioners Meeting was held in the meeting room of the Community Services Building on Tuesday, March 10, 2020. Commissioner John Pepe called the meeting to order at 6:00 p.m.

**PRESENT**

Attending the meeting were Commissioner John Pepe, Commissioner Gordon Fronk, Police Chief Pat Maxwell, Public Works Superintendent Scott Delude, and Administrator/Clerk Cheryl Lewis. Town Attorney Lyndsey Ryan was delayed after attending a legislative hearing in Annapolis. Commissioner Gordon Graves was not in attendance.

The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Commissioner Pepe requested Fronk and Lewis verify the content found in the February 25, 2020 minutes, which he did not attend, following which Fronk motioned to adopt the minutes of February 25, 2020 as distributed, Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

The report, as prepared by Water/Wastewater Supervisor Delude, was presented and is attached to these minutes.

**POLICE REPORT**

The report, as prepared by Chief Patrick Maxwell, was presented and is attached to these minutes.

**FIRE COMPANY**

The report, as prepared by Graham Norbury, was presented by Lewis and is attached to these minutes.

**UNFINISHED BUSINESS**

The bid amounts for the Morris Street Water Main project, which had been opened in a public meeting on February 13, 2020, were read into the minutes, Retallack and Sons, Inc. \$1,314,483.94, Barkers Landing Excavation, LLC, \$1,309,909.52, Rivers Construction Group, Ltd, \$ 2,016,800.00. The bids have been reviewed by the Town's Engineers (GMB), and a recommendation had been prepared for the Commissioners review and presented to the Commissioners. GMB recommended the Commissioners proceed with the low bid from Barkers Landing Excavation, including the Schedule C add alternate for additional stone shoulder restoration, which could provide the town with the flexibility on how much stone shoulder could be restored. After discussion regarding the engineer's review and recommendation, Commissioner Fronk motioned to accept the bid from Barkers Landing Excavation, LLC., including Schedule C add alternate for additional stone shoulder restoration. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

Lewis provided the lone bid received for the MEWS Design, Purchase, and Redevelopment, which was received from Root LLC & Sophie Real Estate Solutions, LLC. Fronk noted a few items of question within the proposal, including the possibility of expansion of the building in the future, which would require HDC approval and for which the town cannot assure would be granted and the proposed funding process. Following review and discussion, it was determined the next logical step would be an interview with the bidder to discuss their proposal and means to accomplish the project.

Lewis stated that as covered in previous meetings, proposed legislation was presented by Johnny Mautz to support a speed camera within the Town of Oxford, a hearing for which Attorney Ryan had attended on behalf the town this afternoon. She stated she had provided a letter to Johnny from the town, but that we have been requested to provide additional information. There is a 24 hour comment period following the hearing for which the town can provide additional support in favor of the legislation based on the identified potential requirements for approval, which include identifying an unduly hazardous area, there can be no revenue profit, if there is profit it most go towards a traffic concern and there must be a sunset on the law. Commissioner Fronk motioned to approve the preparation and endorsement of a letter to the legislature in support of the legislation that would authorize the town to have a speed camera near the intersection of Bonfield and RT 333. The installation of a camera even with approval would remain in the town's hands. Commissioner Pepe seconded the motion, all were in favor, and the motion carried. The attorney will prepare a letter for submittal to the legislature.

#### **NEW BUSINESS**

Lewis stated Public Works had put out an RFP to purchase a Vacuum and Valve Exerciser System, which was a capital expenditure in the current budget, and for which two bids had been received. The bids were opened with the following results: Vermeer Allroads \$56,220 and Infrastructure Solutions Group \$64,350. After review, Commissioner Pepe motioned the low bid would be accepted pending final review and approval by Superintendent Delude, Commissioner Fronk seconded the motion, all were in favor and the motion carried. Delude will move forward with acquisition from the low bidder or come back to the Commissioners if he finds any issues.

In the absence of the attorney, a proposed Resolution regarding Commissioner approval in the absence of the Commission President was tabled for a future meeting.

#### **LETTERS AND REQUEST**

Lewis provided several communications. TAYC notified the Commissioners they were invited to join them as a guest at one of their Wednesday Night dinners and they should contact the secretary if interested. Oxford Day Committee has sent out Parade invitations and details. Lewis stated the Community Center was applying for a grant for an interpretive multimedia public exhibit from the Maryland Heritage Areas Program, and had requested two letters, one in support of their application and one from the town confirming the less than fee simple lease agreement between the town and the center, both of which she had provided to meet their grant deadline.

Lewis stated that she had also provided a letter in support of a grant application being submitted to the DNR Chesapeake and Coastal Grant Program by DRCD and CBF as part of a joint effort on behalf of the Healthy Waters members. This would be the second attempt by this group to acquire grant funding to support stormwater improvements in multiple jurisdictions. Oxford's project if awarded would be for improvements to the new Central Park, including meadow and tree plantings and planting of the proposed stormwater ponds on the same.

## **ADMINISTRATOR**

Lewis informed the Commissioners that she had successfully submitted an application for the Town of Oxford to the same DNR Chesapeake and Coastal Grant Program for a study envisioning Oxford in the year 2100, as previously discussed and approved by the Commissioners.

Very basic estimates regarding the installation of video cameras in public locations in town was provided, starting with the best quality and most comprehensive system at \$45k at the beach and \$60k for the south end of town, including the public works facility. The next tier is about \$50k and there is also the possibility of putting up individual equipment at each location, requiring internet at a few locations for closer to \$30k. Lewis stated she would continue to work with the vendor to get a more detailed estimate with the understanding we were interested in looking at all locations with 7 to 8 cameras feeding back to the town office building.

Sadly, Port Warden Larry Murray has presented a letter of resignation due to health reasons.

## **COMMISSIONER COMMENT**

Commissioner Pepe stated, regarding a prior discussion of the signage found throughout town, he is speaking to Ray Stevens and hoping to find a third party to begin review of the signage and to create recommendations for consideration to both reduce and improve the signage found throughout town.

## **PUBLIC COMMENT**

Art Murr asked for clarification regarding the Water Line bids discussed earlier, for which Delude provided a brief description of the work required for improvements to the historic water line running down Morris St. and the anticipated time line.

An update on the progress of the design of the Shoreline Improvement project was requested. Lewis stated that she was expecting draft designs for the Commissioners to review at the next town meeting.

With no further business, Commissioner Pepe made a motion to adjourn the meeting, Commissioner seconded the motion, all were in favor, and the meeting was adjourned at 7:20 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer