

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
September 24, 2019

The Commissioners Meeting was held in the meeting room of the Community Services Building on September 24, 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 Superintendent Scott Delude, Police Chief Patrick Maxwell, Administrator/Clerk Cheryl Lewis, and Attorney Lyndsey Ryan.

APPROVAL OF MINUTES

Commissioner Fronk motioned to adopt the minutes of August 27 and September 10, 2019 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 August 2019. The motion was seconded by Commissioner Pepe, all were in favor and the motion carried.

MAINTENANCE REPORT

Public Works Superintendent Delude reported the following:

- Well #3 went down with the casing inside the well breaking, causing wiring to be pulled out. Operations were on one well for 6 days, while the broken well was replaced with a new pump, casing and slow start system to reduce the force at start up, to prevent a similar issue in the future. Cost was \$20k.
- After a planned shutdown of the electricity to the Public Works compound, the new generator as part of the upgrade to the WWTP was installed and is currently up and in operation.
- The outhouses at the Ferry Dock and Strand parking lot have been rehabbed using composite wood product, which will hopefully last longer than the originals. Costs about \$3k.
- There was a slight employee injury, involving a thorn bush, which was reported as a precaution.
- PW is investigating the possibility of sealing up the manhole on the Oxford Road above the WWTP clean effluent discharge point, which can overflow due to high tides. The water is not an issue, but it often creates concerns when people don't know what it is. As the manhole is not actually used for anything, there will be an attempt to seal up the manhole and the cover in place.

POLICE REPORT

Chief Patrick Maxwell reported the following.

35 – Police Information – Service
30 – Patrol Checks
1 – Underage Alcohol Party
4 – Assist the Fire Department
1 – Civil Matter
2 – Alarms
2 – Assist Other Police Agencies
1 – Suspicious Motor Vehicle
1 – Suspicious Person

- 1 – Assault (Intoxicated)
- 1 – Domestic (Intoxicated – verbal)
- 1 – Check the Welfare
- 1 – Counterfeit Bill (Advised Feds)
- 1 – Noise Complaint

The recent regatta was very busy, with more than the normal intoxicated people. An arrest is forthcoming on a burglary case. A missing piece of jewelry was recovered from a pawn shop, which was identified by the theft victim. The accused thief is also wanted for burglaries in multiple jurisdictions. There was a large underage drinking party in town, charges are pending for the adult present and resident youth was referred to juvenile justice. Resident Michelle Mctavish requested authorization to close Caroline Street this upcoming Sunday from 4 to 6 for a block party. Permission was granted by the Commissioners.

FIRE COMPANY

Chief Graham Norton was unable to attend and his report was presented by Administrator Lewis as follows: Fire/Rescue: 17 calls, including 4 in the town's first-due area and 13 mutual-aid, including 3 fires, 3 rescues, with 289 miles traveled, 107 member responses, and 54 hours worked. Medical: 14 calls: 9 patient transports, with 200 miles traveled. This coming Saturday morning is the Oxford Auxiliary will be holding a Rummage Sale at Station 20. Drop off will be Friday.

UNFINISHED BUSINESS

Administrator Lewis updated the Commissioners on the contract award for the recent Beach Design RFP, for which entries ranged from \$62k to 263k, and which had been previously been presented to the Commissioners. Lewis reminded the Commissioners that after review by the three entity committee, the Underwood & Associates proposal was scored the highest by all three. The Commissioners had previously approved additional discussion regarding the Underwood and Associates' Coastal Resilience Shoreline Enhancements proposal with a cost of \$73,994.20. Lewis stated that after two meetings between the bidder and the reviewing committee, which consisted of herself representing Oxford, representatives from the MDE DNR Coastal Program, and a representative from National Wildlife Federation, who was contracted to assist in our review and design of this project, that the committee felt comfortable forwarding Underwood & Associates as the best proposal with very high scores for innovation and past performance. Lewis also read language in the Underwood submittal discussing the proposed natural islands, explaining their purpose and also that they could be designed to not support recreational activities. Commissioner Fronk made a motion to award the design contract to Underwood & Associates at a cost of \$ 73,994.20, Commissioner Pepe seconded the motion. After discussion regarding the proposals and the process used to determine the recommendation, the vote was called with all in favor and the motion carried.

NEW BUSINESS

LETTERS AND REQUESTS

Oxford Library requested permission to close Market Street on Saturday, September 28, for their annual book sale, which was granted by the Commissioners.

ATTORNEY

Attorney Ryan stated, with regards to the abandoned property complaint she had been working on, the prior mailing address was no longer correct and she had forwarded the letter to a new address, providing a timeline for removal. In addition, she was able to reach a former in-law and notified him of the need to

have the property removed in a timely fashion. He indicated he would get in touch with the property owner and pass on the information. Ryan requested a closed session for a personnel matter.

ADMINISTRATOR

Lewis stated that the Healthy Waters Presentation that had been scheduled for this evening had been moved to the October 8th meeting.

Lewis presented Resolution 1909 appointing Lewis, the Town Clerk, as the authorized business officer for the 1880 Bank issued town credit cards, held by TCM (Total Credit Management). Commissioner Fronk motion to approve the resolution as presented, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Lewis requested a closed session for consideration of a land acquisition for a public purpose.

COMMISSIONER COMMENTS

Commissioner Fronk, who attended the TC Economic Commission meeting for Peter Dunbar, stated that the meetings were always informative and at this meeting he was introduced to very interesting information regarding the aquaculture development taking place in Cordova, stating that this was just the beginning of an exciting new economic opportunity. Fronk also provided information presented by Dr. Freda Wadley, Talbot County Health Officer, regarding adverse childhood experiences, starting at toddler age, and the impact it has on the future workforce, along with the efforts that are underway to create programs that will have an impact on the very young, including development of the desire to contribute and/or return to our local community.

There being no further business, Commissioner Fronk made a motion to adjourn the meeting into closed session for a personnel issue and discussion of acquisition of property for a public purpose. The motion was seconded by Commissioner Pepe, all were in favor and the meeting was adjourned to closed session at 6:46 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".