

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**October 22, 2019**

The Commissioners Meeting was held in the meeting room of the Community Services Building on October 22, 2019. Commission President Gordon Graves called the meeting to order at 6:00 p.m. opening with the Pledge of Allegiance.

**PRESENT**

Attending the meeting were Commission President Gordon Graves, Commissioner Gordon Fronk, Commissioner John Pepe, Public Works Superintendent Scott Delude, Police Chief Patrick Maxwell, Administrator/Clerk Cheryl Lewis, and Attorney Lyndsey Ryan.

**PRESENTATION**

Resolution 1910 Honoring Peter (Pete) Dunbar was read by President Graves. Commissioner Pepe motion to approve the resolution, Commissioner Fronk seconded the motion, all were in favor and the motion carried. The Commissioners, staff and many of the residents in attendance shared stories and fond memories of Peter, after which Resolution 1910 was formerly presented to Peter's son and daughter.

**APPROVAL OF MINUTES**

Commissioner Fronk motioned to adopt the minutes of October 8, 2019 as distributed. Commissioner Graves 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 September 2019. Fronk requested updates on the MEWS and WWTP grant funding, both or which are nearing completion. The motion was seconded by Commissioner Pepe, all were in favor and the motion carried.

**MAINTENANCE REPORT**

Public Works Superintendent Delude reported the following:

- Public works has been performing water audits for the last few weeks for many residents who were questioning the high usage, most due to the three month drought and watering of lawns, etc. These audits can provide exactly how much water was used in a given day and identify if there is an ongoing leak, which has been invaluable when working with residents and identifying problems.
- Public Works has been performing sewer line jetting over the last couple of weeks to keep the lines free of grease and debris. Everyone's patience with road closures during this process has been appreciated.
- An electric feed was installed from the new Causeway electric panel to the docks for holiday lights.
- On October 11, 2019 the tennis fencing was damaged due to the wind storm and is now in need of major repair. We are waiting on a contractor estimate for repairs. Similar damage to a section of this fence happened during a storm about 9 years ago and that repaired section thankfully held up through this storm.

With the recent flooding, stormwater infrastructure was discussed, specifically the struggle to keep the tide out while allowing ponded water to drain once the tide retreats. Fronk asked where the town was with the State regarding elevation of the State Road at the Causeway and was the project on their radar.

Lewis stated that a request had been made to the State in prior years in hopes of at least getting them to place the project on a list for future design funding, but that she could not say that she had seen it on any State planning lists, and she would again reach out to the State for assistance.

### **POLICE REPORT**

Chief Patrick Maxwell presented the following:

- 1 – Found Property, returned to owner
- 5 – Patrol Checks
- 10 – Police Information Service
- 1 – Suspicious Vehicle
- 1 – Suspicious Person
- 1 – Trespassing
- 1 – Parking Violation, cited
- 1 – Alarm, weather related
- 1 – Check the Welfare
- 5 – Assist Fire Department
- 1 – Assist Other Agency, death investigation

Officers were available during the flooding, with several vehicles flooding out and being towed. Otherwise everything was managed and the Talbot Center was kept advised of flooded areas. Administrator Lewis added that flood warnings and impassable roads were also continually updated on the Town's Facebook page.

### **FIRE COMPANY**

Chief Graham Norton was unable to attend and his report was presented by Administrator Lewis as follows: Fire/Rescue: 7 calls, including 3 in the town's first-due area and 4 mutual-aid, with 66 miles traveled, 44 member responses, 30 hours worked. Medical: 5 calls, including 4 patient transports, 1 citizen assist, with 86 miles traveled, 21 member responses and 20 hours worked. With the heating season rapidly approaching, OVFD would like to remind residents to please have their chimneys cleaned & inspected prior to lighting their wood stoves or fireplaces. Tim Kearns noted that the Oxford Fire Co staged an engine and ambulance on North Morris at Town Park, in order to have access to residents north of the Causeway should it become impassable.

### **UNFINISHED BUSINESS**

Administrator Lewis updated the Commissioners on the Shoreline Design bidding process, to be funded through a DNR Coast Smart grant, stating after two interviews, the trio of town, state and advisory NWF had forwarded Underwood and Associates as the chosen contractor for the approval of the Commissioners at a prior meeting. Lewis requested approval to sign a contract with Underwood, which had been circulated prior to the meeting. Commissioner Fronk motioned to approving signing of the contract for Design of Nature Based Shoreline Infrastructure for Strand and Lovers Lane Beaches and the Strand Parking Lot to enhance Resiliency, Commissioner Pepe seconded the motion, all were in favor and the motion carried.

Lewis stated that stabilization work on the MEWS was near completion, that she and Lyndsey were currently working on an RFP for future development of the MEWS, and that there might also still be an opportunity to apply for additional funding to complete the interior walls and floors and utilities. The

current town investment is about \$300,000, which would need to be recovered at sale. Fronk stated that he had received an estimate of \$450,000, based on square footage, from Victor to complete the building. Lewis said an application for \$450,000 might possibly get a grant award of \$250,000, which would then produce a finished building which could be sold at \$500,000. The plan is to pursue both avenues, RFP and grant, until something moves the project forward.

Pepe requested an update on the request to the State for safety improvements to the State road. Lewis stated she would touch base with the state on status. She also has researched and identified signage that will show a driver their speed and flash when the speed is in excess of 25 mph, with the intent of placing a permanent sign at the entrance to town and a mobile unit that can be moved around town.

#### **NEW BUSINESS**

None presented.

#### **LETTERS AND REQUESTS**

None presented.

#### **ATTORNEY**

Attorney Ryan stated that the online advertisement for a Police Officer had been updated and the search for applicants continues. A brief closed session for personnel was requested following the meeting.

#### **ADMINISTRATOR**

No further comments.

#### **COMMISSIONER COMMENTS**

Fronk commented on the Library's recent celebration at the Wesley Church, where he was one of seven presenters of chronological historic information, which he found to be very enlightening, and which he has recommended consideration as a future OCC presentation.

There being no further business, Commissioner Graves made a motion to adjourn the meeting into Closed Session for Personnel discussion, the motion was seconded by Commissioner Fronk, all were in favor and the meeting was adjourned at 6:48 pm. The meeting was reopened and motioned to close 6:53 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".