

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
November 12, 2019

The Commissioners Meeting was held in the meeting room of the Community Services Building on November 12, 2019. Commissioner John Pepe called the meeting to order at 6:00 p.m. opening with the Pledge of Allegiance.

PRESENT

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

APPROVAL OF MINUTES

Commissioner Fronk motioned to adopt the minutes of October 22, 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 October 2019. After discussion, the motion was seconded by Commissioner Pepe, all were in favor and the motion carried.

MAINTENANCE REPORT

Public Works Superintendent Delude reported the following:

- Over the past weekend one of the wells would not shut off automatically and neither well would start back up automatically. PW came in Friday and again on Saturday to reset the whole system. All has been running fine and the issues may have been due to a power surge.
- We are waiting on a second estimate for the repairs to the tennis court fencing.
- After discussing the upcoming water project on Morris with the fire department, it was determined that no existing units would be deleted as opposed to the original plan.
- A new stormwater pipe has been installed between two properties on South Morris, replacing a disintegrated pipe. A project to replace the pipe further down leading towards the outfall is under consideration.
- PW members have been taking training and state testing over the last few weeks in Chestertown and Ocean City for water and wastewater recertification.
- Delude reminded residents to disconnect outside spigots now that the temperatures are dropping, in order to avoid broken water lines and damage to residences.

The installation of the new generator and new control panel at the main pump station on Oxford Road was discussed as being part of the WWTP upgrade and necessary. In addition, there will be an installation of a 55' pole for the Scada system to send signals back to the plant. The height is due to Floodplain regulations and the intent is to add additional trees to screen the area in the future.

POLICE REPORT

Chief Patrick Maxwell presented the following:

- 15 – Police Information - Service
- 15 - Patrol Checks
- 3 - Assist other Police Agencies

- 3 - Assist the Fire Department
- 2 - Suspicious Vehicles
- 1 - Alleged Harassment
- 2 - Warrant Service
- 1 - Death investigation

Halloween went off without incident. Crowds appeared to be down from previous years. The weather and extreme high tide may have been a factor. Waterfowl weekend was very busy with lots of people moving around town. No incidents to report. The Fire Co Antique Show was well attended and the Auxiliary had good food for those in attendance. Maxwell provided the Commissioners with a thank you letter from a visitor who had lost her wallet, which had been found and returned to her. Maxwell inquired as to whether the street light removed on JL Thompson removed for the new electric service to the plant was to be replaced. Delude and Lewis stated they would look at the options.

FIRE COMPANY

Chief Graham Norton was unable to attend and his report was presented by Administrator Lewis as follows: Fire/Rescue: 14 calls, including 3 in the town's first-due area and 11 mutual-aid, including 1 boat rescue in Tred Avon, 6 working fires (all mutual aid) and 1 cardiac arrest, with 351 miles traveled, 77 member responses, 72 hours worked. Medical: 13 calls, including 10 patient transports, 1 citizen assist, 1 rescue standby and 1 cardiac arrest, with 220 miles traveled, 49 member responses and 66 hours worked. Next Breakfast will be "Breakfast with Santa" on December 8th. The equipment issue which necessitated canceling the November breakfast has been resolved.

UNFINISHED BUSINESS

Lewis stated she had been contacted by SHA regarding the traffic calming request and could report that the request to reduced speeds prior to the incorporated boundary has been moved to the Deputy Director's office for final review, after which SHA can begin planning the traffic calming stripping.

Lewis also stated that she and Attorney Ryan have been working on the RFP for the development of the MEWS and anticipate having a draft for the Commissioners by the next meeting. She stated that examples of similar government projects had been discovered and were being utilized in this preparation. Ryan said that one of the examples was from Baltimore, involving a project with DHCD and another for a historic structure in New Hampshire. She explained that there is a fine line on what future use restrictions you can place on a building at sale and that tailoring this RFP down to how the proposals should be rated to provide the best end result was crucial. Ryan was looking at inclusion of a Land Development Agreement that would carry through the development and then a historic preservation easement to protect the exterior of the building after development. Discussion regarding other components to be included in the RFP and potential Land Development Agreement ensued. Lewis recommended that the Strategic Plan for the Historic Commercial District, Concept Plans developed by MacTavish, both through a grant and the recently prepared MEWS History be included in the RFP package so that the bidder has the ability to see the town's vision. Once approved the RFP will be advertised locally, on eMaryland and will be provided to local realtors and those who have expressed an interest up to this point.

Pepe asked for an update on the vehicle and trailers abandoned by a former resident and left on town property. Although Ryan had a commitment from the owner to retrieve the property, the property was not picked up at the designated time. As the owners have been notified and the owners have acknowledged the notice, Lewis recommended we proceed with whatever removal and/or storage the law will allow. Ryan will continue to pursue a legal means to enforce removal of the property.

NEW BUSINESS None presented.

LETTERS AND REQUESTS

The Scottish Creamery has requested to partially close the Tilghman Street parking lot on May 2, 2020 for a few hours for their 15-year celebration, similar to the 10-year party. Susan Barlow had stated that she had spoken with the owner of Capsize who is in favor and intends to participate with food and she had also notified one of the watermen requesting he share the information. It was suggested they could also consider using Town Park. Commissioner Fronk motion to approve the use of the parking lot for the event, Commissioner Pepe seconded the motion, all were in favor, and the motion carried. Chief Maxwell will coordinate with Public Works and the Creamery for parking, etc.

ATTORNEY

Attorney Ryan state she would be providing an Ordinance amending the Forest Conservation Ordinance to accommodate recent language required by the State for future consideration. The language addresses afforestation and reforestation funding requirements and reporting. The adoption is a requirement and for the most part would only apply to the small area outside of town available for annexation.

ADMINISTRATOR

Lewis stated that following the October 24th visit from FEMA she has been working on the final submittal of the full application to the CRS program to our FEMA representatives, who would then review it prior to sending it to FEMA for approval and acceptance. Admission into the program is announced in May and October of each year. Lewis also stated she was currently working on updating the town's Sustainable Community Plan in order to renew with the DHCD for another five years. Nearly all State funding is dependent on being a designated Sustainable Community.

COMMISSIONER COMMENTS

There being no further business, Commissioner Fronk made a motion to adjourn the meeting, the motion was seconded by Commissioner Pepe, all were in favor and the meeting was adjourned at 6:53 pm.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer