

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**July 13, 2021**

The Commissioners Meeting was held in person in the Commissioners Meeting room in the Oxford Community Services Building located at 101 Market Street on July 13, 2021. The opportunity for citizens to view the meeting within a Zoom Meeting Room was also available. This information was posted on the town bulletin board and the town website. President Gordon Fronk called the meeting to order at 6 pm.

**PRESENT**

Attending the meeting were Commission President Gordon Fronk, Commissioner James Jaramillo, Commissioner Elect Brian Wells, Public Works WW Superintendent Matt Ozman, Town Manager Cheryl Lewis, Police Chief Patrick Maxwell, and Town Attorney Lyndsey Ryan. About a dozen residents attended in person and a few participated virtually.

**OATH OF OFFICE**

Talbot County Clerk of the Court Kathi Duvall was present and administered the oath of office to Commission President Gordon Fronk. Commission President Gordon Fronk then administered the oath of office to Commissioner Elect Brian Wells.

President Gordon Fronk asked for a moment of silence recognizing the passing of Philip Tilghman Paca Logan.

**APPROVAL OF MINUTES**

Commissioner Jaramillo motioned to approve the June 22, 2021 meeting minutes, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

**REPORT OF DISBURSEMENTS**

Commissioner Jaramillo motioned to file reported disbursements for audit, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Matt Ozman provided the following report: Barkers has completed all punch list items for project close out on the water main project. Public works found and fixed water leak on JL Thompson next to shop, problem found was a bad service line saddle. Total man hours of 5, water off for approximately 2 hrs. Total number of residents affected 4. New bench for town park has arrived and has been put together. Tropical storm ELSA past through Thursday Night July 8th and lasted till early morning Friday July 9th, with minimal damage. The only thing to report was an Atlantic broadband wire had fallen across East Strand by beach parking. Chief Maxwell was alerted by Matt Ozman of the situation, and he was able to call into Talbot Center to have emergency crews alerted to take care of the problem. MDA was on site Monday July 12th for a routine inspection, no violations were found and we are in compliance. Public Works has started hydrant flushing this month and painting of hydrants, please be on the lookout for Public Works employees on the roadway and please use caution. Be aware there will be some standing water in spots and some residents may see a reduced amount of water pressure for a short period of time during flushing

this reduced pressure should only last a couple of minutes. Extra dumpster from the fireworks has been removed from beach parking lot. Public works has been working on getting quotes for Morris Street brick sidewalk repairs and should receive the rest of them by end of this week.

#### **POLICE REPORT**

Chief Maxwell reported that attendance at the fireworks was good even though storms passed through the area, and due to St. Michaels holding theirs on the same night, more manageable than past years. He stated that the scheduled installation of the Middle Passage Marker at Waters Edge Museum, including closing of Mills St. for the event, went smoothly. Beach traffic continues to be heavy, along with visitors to Tilghman docks for ice cream. The 'speed' sign was located near the Oxford Community Center to influence drivers to watch their speed while Kids Camp was in session. Chief thanked the Public Works staff who assisted with the fireworks on Saturday, and also with the Museum event on Sunday, stating the additional bodies helped greatly. Chief reminded all to please report any and all suspicious activity and to avoid phone scams which continue to be on the increase.

#### **FIRE COMPANY**

Town Manager Lewis read the Fire Company report as submitted by Chief Graham Norbury. The report covered the period June 9 thru July 13. Fire/Rescue: 17 calls : 6 first-due, 11 mutual-aid. Call volume seems to have experienced an uptick recently. Fortunately most have been automatic fire alarms, but members have participated in a couple of water-related rescue/recovery incidents, an airplane crash, a couple building fires, a transformer fire and a medical assist. 148 miles traveled, 35 hours worked, and 103 member responses. Medical: 15 calls : 8 patients transported, 5 citizen assists, 1 patient refusal, 1 cardiac arrest. 196 miles traveled, 48 hours worked, and 51 member responses

During the past month the company also participated in a standby for TAYC's July 3<sup>rd</sup> Fireworks, and served Pancake Breakfast to 309 guests this past Sunday July 11. They are excited that they are now able to restart their breakfasts on an ongoing basis - the next one will be Sunday August 8.

Several capital equipment projects are in progress as follows: Detailed design work is taking place on our new fire boat. Construction is expected to begin in the coming weeks, with anticipated completion Summer 2022. Ambulance Replacement Committee is working on fund raising and vendor discussions. Two vendors have brought demo ambulances to our station for "show and tell" sessions with our members.

#### **UNFINISHED BUSINESS**

Lewis stated that talks with the Pickleball players has continued and they have expressed a desire to have the ability to have utilized the Tennis Courts when they have reached maximum capacity at the Basketball Courts. She explained that as participation in the sport continues to increase, the groups playing have reached a dozen or more and the ability to play on both courts during their scheduled game time would be very helpful. After discussion it was determined that temporary use of one of the Tennis Courts could be granted on a trial basis for overflow only. Lewis is to establish criteria for the use of the courts that will protect the actual courts and also give priority to Tennis Players, as the Pickleball Players already have two courts.

John Pepe requested the holding of a Crab Skiff Regatta off the Strand on August 14, 2021, explaining that the members have acquired the proper insurance and are ready to hold their races. It will be a small event, which will include additional bodies and boats for managing of the event, with an estimated 11 am to 1 pm timeframe. Commissioner Wells motioned to allow for the regatta, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

#### **NEW BUSINESS**

President Fronk announced that the town had 5 excellent applicants for the first year of the R Gordon Graves Scholarship Fund and that the commissioners would be reviewing the applications with the intent to announce award/s at the next town meeting on July 27, 2021. A closed session was scheduled for the review in order to protect any sensitive information provided by the students.

Commissioner Jaramillo requested closing of Market St on July 30, 2021 from 2 pm to 7 pm for the Oxford Museum to hold an outdoor gathering for members, noting anyone wishing to participate could become a member at the event. Commissioner Wells motioned to approve the street closing, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried. The Museum will coordinate logistics with Chief Maxwell.

#### **LETTERS AND REQUEST**

Lewis stated the OBA had requested the annual donation of \$1000 towards the Oxford Plein Air Show. Phyllis Rambo said that although the money is usually used for prize money, this year there would be no prizes and the money was going to pay for the exhibit artist. Commissioner Jaramillo motioned to approve the donation, Commission Wells seconded the motion, all were in favor and the motion carried.

#### **ATTORNEY**

None Presented

#### **TOWN MANAGER**

Lewis reminded the Commissioners she had recommended John Pepe for the Board of Appeals to replace Norman Bell who had been moved to Planning. Commissioner Fronk motioned to place John Pepe on the Board of Appeals, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried. Lewis stated she had been in contact with Kim Kearns and she would be interested in continuing as the Oxford representative on the Talbot County Parks and Rec Board. Commission President Fronk motioned to approve the recommendation to Talbot County, Commissioner Wells seconded the motion, all were in favor, and the motion carried. Commission President Fronk issued the oath of office to John Pepe.

Lewis requested a Closed Session following the regular meeting for a personnel issue.

#### **COMMISSIONERS**

Commissioner Jaramillo provided a brief summary of the MML Convention, which he attended on behalf the Commission. The Main Street function of the convention was discussed; it is an opportunity for

municipalities to display information regarding their towns for the purpose of tourism and economic development. Oxford has never had a display, but there is interest to possibly try something in the future. Lewis mentioned that it might be an opportunity for the OBA to present information.

Commissioner Wells thank the public for voting him into office and expressed his intent to work hard for the good of the town.

#### **PUBLIC COMMENT**

Art Murr asked about the “Beach Quality” signs that have been placed on the Strand from time to time. Lewis explained that Shore Rivers performs water quality testing on Thursdays and reports the results to the town on Friday. When the bacteria reading is high, signs are placed at the Strand recommending against swimming. Generally swimming is never recommended for the first 48 hours following a rain event as that is when bacteria is highest.

Elizabeth Gorman inquired as to the plans for the new park, prior ball field. The plans were discussed including the work that has already taken place, the final planting of the ponds in the fall and the intent to incorporate table tennis, chess tables, benches, grills, etc., with the RFP for this work to go out in the very near future. She expressed concern with having grills in the park stating they would attract people to Oxford. Lewis stated there was no place else in Oxford for people to have outdoor picnics and small birthday parties, etc., so this would be an opportunity to provide citizens with activities that are not currently available to the residents.

With no further business, Commissioner Jaramillo motion to close the regular meeting and go into closed session for a personnel issue, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

Following the closed session, Commissioner Fronk motioned to close the regular meeting, Commissioner Wells seconded the motion, and the meeting was closed at 7:37 pm.

“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”.