

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**October 26, 2021**

The Commissioners Meeting was held Virtually in a Zoom Meeting room on October 26, 2021. With the continued HIGH transmission rate for COVID cases in Talbot County, all town meetings have remained in virtual settings temporarily as a precautionary measure. The public was invited to participate in the virtual meeting. 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 virtually were Commission President Gordon Fronk, Commissioner James Jaramillo, Commissioner Brian Wells, Town Manager Cheryl Lewis, Public Works WW Superintendent Matt Ozman, Police Chief Patrick Maxwell, Town Attorney Lyndsey Ryan, and Planning Officer Maria Brophy. Citizens Julie Wells, Norman Bell, Phyllis Rambo, Art and Denise Murr, Tom Bixler and a few others were also in attendance.

**APPROVAL OF MINUTES**

Commissioner Wells motioned to approve the September 28, 2021 meeting minutes, Commissioner Jaramillo seconded the motion, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Matt Ozman provided the following report: Public Works has started water meter markings for winter. The new 6" water main valve on Market Street for the new water line on Pork Alley has been set, along with a new 2-inch water meter service pit and a new 4-inch fire suppression line to service the Mews. The work will continue with tie ins to existing service on High Street to complete the loop. Public Works met with contractors for the paving RFP for South Morris, Riverview, JL. Thompson and patching around town. We experienced a loss of the Scada signal between Main lift station and the wastewater plant which has been fixed. The manufacturer was in and found a bad radio signal box and replaced. all is ok and working but signal is still weak. Bartlett tree is scheduled to trim trees around main lift station all the way to the plant to clean up the radio signal. Met with contractor about improvements to the tide gate on West Pier Street. Leaf pickup has started this past month and will be every Wednesday till December 22nd. Hydrant flushes have been completed and we found one leaking hydrant located on Factory Street that will be replaced in the next 2 weeks. Hydrant painting will start this month if the weather holds out and will pick back up in the spring.

**POLICE REPORT**

Chief Maxwell reported it has been busy in town with private events and visitors due to the nice weather. Assisted the Fire Dept with medical calls, had numerous patrol checks and assisted other police departments. Chief reminded citizens there have been incidents elsewhere in the county and they should always report any suspicious activity.

**FIRE COMPANY**

Lewis presented the following Fire Company Report as provided by Graham Norbury for the period Sept 29 thru Oct 26: Fire/Rescue: 5 calls total : 4 first-due (including a motor vehicle accident and a medical

assist aboard a boat) and 1 mutual-aid (canceled); 75 miles traveled, 33 member responses, and 18.5 hrs worked. For Medical: 14 calls, with 9 patients transported, 4 citizen assists, 1 patient refusal; 191 miles traveled, 53 member responses, and 53 hrs worked.

No decision has yet been made whether we will hold Firehouse Breakfast in November. Anticipate this being discussed later this week. Construction of new fire boat is underway and contract for new ambulance has been awarded. Both items of capital equipment have considerable lead-time and fundraising for both continues.

With Fall upon us, please remember to change the batteries in your smoke detectors and have your chimneys professionally cleaned before lighting the first fire of the season.

### **UNFINISHED BUSINESS**

Fronk provided an update on the Sign Committee and the Oxford Community Resilience Committee, both work in progress.

### **NEW BUSINESS**

Manager Lewis, stated that bids were received on the Monday preceding the meeting and were opened in a virtual meeting in which bidders could join. Both she and Attorney Ryan reviewed the bids in detail. Lewis provided a brief overview of the proposals received in response to the request for Oxford Central Park Amenities. Two bids were received: Stone Age Concrete Games for \$30,790 which was for the cement tennis tables, chess tables and cornhole games only, but did not include the required signed documents. INL Masonry Multiservices, LLC for \$ 148,470, did include the required signed documents, but did not propose bid items that were the same or similar to the items in the RFP and the package did not include the requested description and specifications for the items that were proposed or the requested layout of the items. Lewis stated that after review, it appeared that both bids were non-responsive based on the reasons presented. Ryan stated that for any bid received the town reserves the right to reject any bid that is not within the towns best interest. She agreed that the Stone Age bid did not complete the necessary bid documents or forms and would be rejected for being non responsive. For the INL Masonry bid, the materials submitted were not the same or similar to the materials requested in the RFP and it would be in the best interest of the town to reject the bid for being non responsive. President Fronk motioned to reject both bids for being non-responsive and not in the best interest of the town, Commissioner Wells seconded the motion, all were in favor, and the motion carried. Lewis told the Commissioners that the RFP had been advertised locally, placed on eMarketplace, and emailed to seven park amenities vendors, and with the lack of responsive proposals it is difficult to complete the project. Lewis suggested it may be necessary to get multiple individual quotes on separate the items and installation work in order to get the park completed before we lose the available grant funding. Ryan stated that with the non-responsive results for the RFP, utilizing comparable quotes to achieve acquisition and installation of the product would be acceptable to avoid loss of grant funding. Lewis is going to look into acquiring the individual amenities, and will come back to the next meeting with her recommendation.

Lewis provided a matrix demonstrating the bids for the Oxford 2021 Repaving RFP: ECM Corp with a total bid of \$ 181,746, David Bramble with a total bid price of \$ 145,515, and RL Ewing with a bid of \$ 149,395.48. She explained that the total for each was not comparable as the bidder's had submitted responses differently for the additional patch work items, so within the matrix she separated the four identified projects that included square footage for a fair comparison which demonstrated RL Ewing with

the lowest bid. Ryan agreed that the town had done their due diligence investigating the cost breakdown and the results did demonstrate Ewing as the low bidder. After review and discussion Commissioner Fronk motioned to move forward with the RL Ewing bid, approving the first four line items and noting that the remaining items would be negotiated depending on the size of the patches and the design of the stormwater grate, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

#### **LETTERS AND REQUEST**

At Commissioners Well's request Lewis provided a drafted letter supporting the Oxford Museums application to the Heritage Area's Stories of the Chesapeake program for funding to support the upcoming Smithsonian Crossroads exhibit. Oxford Museum representative provided additional information. Commissioner Fronk motioned to approve the draft, Commissioner Wells seconded the motion, all were in favor, and the motion carried. Thank you letters from the OCC and Talbot Goes Purple, acknowledging town donations. were read.

#### **ATTORNEY**

Attorney Ryan reminded the Commissioners that in June, they had authorized a resolution for a grant application to the DHCD for acquisition of property in the Historic Commercial District to provide parking. And although we have not received information on the grant, we have been able to work out a contract of sale on property that would be suitable. The contract is dependent on the adoption of an authorizing ordinance following advertising and a public hearing on the same. She will provide a draft of an ordinance for the Commissioners to consider at the next town meeting. Ryan requested a closed session to provide legal advice regarding a contract and litigation.

#### **TOWN MANAGER**

Lewis provided information regarding availability of COVID vaccines for third and booster shots through the Talbot County Health Department, reminding everyone Talbot County is still considered to be a High Transmission location. She requested a closed session to discuss personnel and public safety matters following the meeting.

#### **ANNOUNCEMENTS**

The planned Halloween Costume shows and Trunk or Treat are scheduled to start at 5:30 on Oct 31, 2021.

**COMMISSIONER COMMENTS** No further comments.

#### **PUBLIC COMMENTS**

Art Murr noted that there was a tree on the Strand that was looking bad and may need to be looked at.

With no further business, Commissioner Wells motioned to adjourn the meeting into closed session for legal advice on a contract and litigation, and to discuss personnel and public safety matters, Commissioner Jaramillo seconded the motion, all were in favor, and the meeting was adjourned in to closed session at 7:03 pm. Following the closed session, Commissioner Wells motioned to close the regular meeting, Commissioner Jaramillo seconded the motion, all were in favor, and the meeting closed at 7:57 pm.

Cheryl Lewis, Town Manager