

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**July 12, 2022**

The Commissioners Meeting was held in person at 101 Market Street on July 12, 2022. Virtual participation was also available. This information was posted on the town bulletin board and the town website. Commissioner James Jaramillo called the meeting to order at 6 pm with the Pledge of Allegiance.

**PRESENT**

Attending the meeting were Commissioners James Jaramillo and Brian Wells, and Commissioner elect Tom Costigan, along with Town Manager Cheryl Lewis, Public Works WW Superintendent Matt Ozman Police Chief Patrick Maxwell, and Planning Officer Maria Brophy who attended virtually. There were approximately 12 citizens in attendance, along with another 6 virtual participants.

**APPROVAL OF MINUTES**

Commissioner Jaramillo motioned to approve the June 28, 2022 meeting minutes, Commissioner Wells seconded the motion, both were in favor, and the motion carried.

**OATH OF OFFICE**

Commissioner Wells nominated senior Commissioner Jaramillo to be the President, the motion was seconded, all voted in favor. Clerk of the Court Kathi Duvall issued the oath of office to Commissioner Jaramillo as the Commission President. President Jaramillo issued the oath of office to newly elected Commissioner Tom Costigan.

The meeting continued with President Jaramillo thanking former Commissioner Gordon Fronk, who was in attendance, for his service.

**MAINTENANCE REPORT**

Matt Ozman presented his Public Works report. July 4th fireworks went off without a hitch; public works had two employees on duty during the event to keep a close eye on trash and to help with traffic as needed. Public works has completed removing ivy from trees on town property to keep them healthy. A bad stormwater pipe was found on Banks Street and patched same day, with work scheduled for Wednesday of this week to replace that small section of pipe. July is maintenance month for town equipment and public works has been working on preventive maintenance on trucks, backhoes, and wastewater treatment plant equipment. All Generators in town have been topped off with fuel. After a severe thunderstorm this past week a large branch was broken off in one of the trees in town park, public works was able to safely remove the branch and dispose of it. As a reminder today was brush day and with the paving on Oxford Road Public Works apologized if anyone's brush was missed as a result if it were, please call the Town office with your address to schedule a pickup.

**POLICE REPORT**

Chief Maxwell reported things have been busy, with the 4th fireworks attendance being the largest he has seen in a few years, and he noted that Public Work's assistance was a big help. The broken speed trailer components will need to be shipped back to the manufacturer. There had been an altercation between two paving contractor employees. PD had assisted multiple agencies. The Chief reminded residents to report suspicious activity and that there have been multiple theft incidents in the county. Wells inquired as to whether the Chief had submitted his parking fee recommendations, which Maxwell said he was working on. Wells also asked about the old police vehicle, which is currently at Quality Auto for repair. It was noted that residents had been cooperating with relocation of vehicles for the paving and that paper notices of the work had been distributed on the main road, and electronically notice was posted on FB and the town website. Jaramillo asked for a time frame for the camera repair from the manufacturer, which at this time is unknown.

#### **FIRE COMPANY**

No report at this time.

#### **UNFINISHED BUSINESS**

It was noted that Resolution 2209 adopting the Talbot County Hazard Mitigation and Community Resilience Plan would be on the August 9, 2022 agenda.

#### **NEW BUSINESS**

Following the June 30, 2022 deadline, the applicants for the Gordon Graves Scholarship Award had been submitted to the Commissioners for review. Following discussion, Commissioner Wells motion to provide awards to Sara Chappel and Haley Sadler, splitting the budgeted amount of \$1500, providing each student with a grant of \$750 to purchase school supplies. Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

#### **LETTERS AND REQUESTS**

The Oxford library requested to hold their annual book sale on Saturday Oct 1, 2022, which is a new date to correspond with the rummage sale. They would like to have Market Street closed from 8:30 am to 2:30 pm for the event. Commissioner Wells motioned to approve the request, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

Lewis stated that the OCC had requested support from the town for a grant application they were preparing for the purpose of improving technology at the OCC in support of small businesses. Commissioner Wells motioned to approve the request, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

John Pepe requested permission for the Smith Island Crab Skiff Race to be held in Oxford on Saturday, September 17th, a copy of their insurance for the event would be forwarded to the office. The races would take place in front of the Strand, inside the anchorage area, between 11 am and 1 pm. Commissioner Costigan motioned to approve, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

## **ATTORNEY**

Attorney Ryan requested a closed session for legal advice.

## **TOWN MANAGER**

Lewis stated that several executive and administrative members from NOAA had been in town for a function at the Oxford Lab and, at the request of Lab personnel, she had provided the visitors a tour of Oxford's resilience efforts.

Lewis requested a closed session for personnel discussion and board appointments.

## **COMMISSIONER COMMENTS**

## **PUBLIC COMMENTS**

It was noted with concern that drivers had been seen driving the wrong way on side streets.

## **ANNOUNCEMENTS**

It was noted the SHA paving work would continue throughout the month of July, after which it is anticipated the contractors would continue to pave the state road to Easton up to Almshouse Road.

Hearing no further business Commissioner Wells motioned to go into a closed session for personnel discussion, board appointments and legal advice, Commissioner Costigan seconded the motion, and the meeting was adjourned into close session at 6:40 pm. Following the closed session Commissioner Costigan motioned to close the regular meeting, Commissioner Wells seconded the motion, all were in favor, and the meeting closed at 8:05 pm.

Cheryl Lewis, Town Manager

*"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.*