

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**August 23, 2022**

The Commissioners Meeting was held in person at 101 Market Street on August 23, 2022. Virtual viewing was also available. This information was posted on the town bulletin board and the town website. Commission President James Jaramillo called the meeting to order at 6 pm with the Pledge of Allegiance.

**PRESENT**

Attending the meeting were Commission President James Jaramillo, Commissioner Brian Wells, and Commissioner Tom Costigan, along with Town Manager Cheryl Lewis, Police Chief Patrick Maxwell, and Planning Officer Maria Brophy who attended virtually. There were approximately 10 citizens in attendance, along with 4 virtual participants.

Commissioner Costigan asked for a moment of silence for the Passano family with the recent passing of George Passano.

**APPROVAL OF MINUTES**

Commissioner Wells motioned to approve the August 9, 2022 meeting minutes, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

**REPORT OF DISBURSEMENTS**

Commissioner Costigan motioned to file the reported disbursements for the month of July 2022 for audit, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

**MAINTENANCE REPORT**

Matt Ozman's report was submitted to the Commissioners prior to the meeting. There was a question regarding the storm grate at S Morris and Market. Ozman stated he was looking for a better grate that would lie flat.

**POLICE REPORT**

Chief Maxwell's report was submitted to Commissioners prior to the meeting. President Jaramillo inquired as to whether the issued citations were tickets and was told yes. Commissioner Wells asked if the speed sign had been shipped yet, and Maxwell stated they had made several attempts to get the shipping information and they were still working on it.

## **FIRE COMPANY**

Commissioner Costigan read the report as submitted by Graham Norbury.

## **UNFINISHED BUSINESS**

Resolution 2210 Amending the procedure for Oath Administration as found in the Charter, will change the process to have the newly elected Commissioner receive the Oath of Office from the Talbot County Clerk of the Court, thereby allowing the choice of President to be determined by all three seated Commissioners. Commissioner Wells motioned to approve **Resolution 2210 Permitting the Clerk of the Court to Administer the Oath of Office to the Newly Elected Commissioner**, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

Resolution 2211 Amending the Election Polling Times: following citizen input and Commissioner discussion, it was determined the times of 8 am to 8 pm would be appropriate. Commissioner Costigan motioned to approve **Resolution 2211 Extending the time the Polls are to be open on Election Day to 8 am to 8 pm**. Commissioner Wells seconded the motion, all were in favor, and the motion carried. The attorney will be notified to start the Charter amendment process for both resolutions.

Resolution 2212, incorporating the recommended updates to the Oxford Fee Schedule as presented at the prior meeting, was provided by Lewis. She again outlined the recommended line item increases, which were determined based on scope of effort for the tasks. She stated the parking fee increases requested by the Chief were also incorporated into the fee schedule. Following review Commissioner Costigan motioned to approve **Resolution 2212 setting the Fee Schedule for the Town of Oxford**, Commissioner Wells seconded the motion, all were in favor, and the motion carried. Fees will go into effect October 1, 2022.

Commissioner Wells inquired as to whether there had been any further information from the sign committee. Lewis stated that following their submittal of a list of recommended business directional signs, she had ordered a few to test them in the current sign holders. Two were installed and one is awaiting a new stop sign pole, after which she will proceed to replace other signs as recommended. She also stated the committee had forwarded some suggestions awhile back and she would forward them to the commissioners again for review.

Lewis provided a paving update, noting that the State was working out of town now and would be paving to Almshouse. She had sent an additional email to the State requesting information regarding the shoulder in the business district and near Robert Morris, adding that if the state was not coming back she was suggesting the areas be paved by the town as the town still has an open paving contract awaiting the installation of the storm grate at the PW building. She also requested the stripe at the Causeway be increased to create a narrower drive path and additional space along the shoulder for biking. The Commissioners were reminded that three additional crosswalks had been discussed, but the work would not fall under the state's current paving contract.

Lewis stated that she had spoken with a potential firm for a traffic study regarding the possibility of reducing speed on town streets and was anticipating a quote for the work. The engineer did say that they prefer to provide traffic calming recommendations and would not likely support speed reductions.

## **NEW BUSINESS**

None presented.

## **LETTERS AND REQUESTS**

None presented.

## **TOWN MANAGER**

Lewis informed the Commissioners she was working on two RFPs, one for Stormwater Investigation in the Willows/Pier St area and one in the Norton/Mill St area. The RFP would include design build construction that would allow the town to proceed with work if funding was available.

Lewis stated that staff was currently interviewing interested citizens for potential positions on boards and committees, and would report to the Commissioners following the interviews.

## **ANNOUNCEMENTS**

The OCC was holding a Shred Day on the upcoming Friday and would be holding their annual Community Day On September 3rd, along with Coffee with Cars and their Art Show.

## **COMMISSIONER COMMENTS**

Commissioner Costigan noted that the Town of Easton was currently entertaining information regarding the Poplar Hill development of 69 acres at the north end of the Oxford Road prior to the bypass and recommended concerned citizens follow the project. There was another meeting scheduled for August 24, 2022, after which the plan would go to Easton Planning and Zoning.

## **PUBLIC COMMENTS**

Art Murr requested information regarding the stripping information at the Causeway, traffic calming and handicap parking. Lewis stated that she was hoping to get positive results from the state regarding her requests, but expressed concerns that there may not be sufficient area to provided actual handicapped parking on the state road.

Hearing no further business Commissioner Jaramillo motioned to close the meeting, Commissioner Wells seconded the motion, and the meeting was adjourned at 6:41 pm.

Cheryl Lewis, Town Manager