

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**October 25, 2022**

The Commissioners Meeting was held in person at 101 Market Street on October 25, 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, Commissioner Tom Costigan, along with Town Manager Cheryl Lewis and Town Attorney Lyndsey Ryan. There were approximately 6 citizens in attendance, along with 8 virtual participants, including Police Chief Patrick Maxwell and Town Planner Maria Brophy.

**APPROVAL OF MINUTES AND DISBURSEMENTS**

Commissioner Wells motioned to approve the September 26, 2022 meeting minutes, Commission Costigan seconded the motion, all were in favor, and the motion carried.

Commissioner Costigan motioned to file the September Disbursements Report 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. It was noted that Robert Norbury had begun his Eagle Project work at the new park, deconstruction and reconstruction of the dug outs, along with work on the concession stand and outbuilding.

**POLICE REPORT**

Chief Maxwell's report was submitted to Commissioners prior to the meeting. It was noted that there had been people going door to door attempting to sell magazines, who were informed that a permit was required and they would need to stop until they had a permit in hand. Citizens were reminded that Oxford requires all vendors to apply for a permit from the town office prior to soliciting in town.

**FIRE COMPANY**

Chief Graham Norbury was on hand and provided his report to the Commissioners.

**RESOLUTION 2215** honoring Stacy Dulin's service to the community was read. Commissioner Wells motion to approve the resolution, Commissioner Costigan seconded the motion, all were in favor, and the motion carried. The Resolution was presented to Stacy Dulin.

**PUBLIC HEARING**

President Jaramillo opened the Public Hearing for Ordinance 2213, Increasing Various Fines for Specific Violations of the Town Code. Lewis summarized the purpose of the ordinance was to increase the cap for town violations and to increase the amount and associated fees for Police issued parking violations. Hearing no public comment the hearing was closed.

President Jaramillo opened the Public Hearing for Ordinance 2214, Amending the FY 2022 General/Enterprise Budget, adjusting certain line items and re-appropriating certain funds. Lewis noted, along with other line item adjustments, that several capital improvement projects had been added with the grant/loan funding associated with the projects. Hearing no public comment the hearing was closed.

#### **UNFINISHED BUSINESS**

Commissioner Wells motioned to approve Ordinance 2213, Increasing Various Fines for Specific Violations of the Town Code, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

Commissioner Costigan motioned to approve Ordinance 2214, Amending the General/Enterprise Budget for FY 2023, adjusting certain line items and re-appropriating certain funds, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

Lewis stated the Oxford Community Resilience Committee had an upcoming meeting to continue review of the Oxford 2100 designs. She also said that a meeting would be scheduled for the Sign Committee to complete their final report to the Commissioners.

#### **NEW BUSINESS**

None presented.

#### **LETTERS AND REQUESTS**

None presented.

#### **ATTORNEY**

No additional comments.

#### **TOWN MANAGER**

Lewis provided the Commissioners with the annual renewal of the Oxford Employee Health Reimbursement Plan, a component of the Oxford employee benefits. Commissioner Wells motion to approve the plan, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

Lewis provided the Commissioners with the annual renewal of the Oxford Retiree Health Reimbursement Plan, a component of the Oxford retired employee benefits. Commissioner Costigan motion to approve the plan, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

#### **ANNOUNCEMENTS**

Halloween and the Parks and Rec Trunk or Treat will be on October 31, 2022 from 6 to 8 pm.

The next Commissioners meeting will be held on November 15, 2022 due to November 8, 2022 being Election Day. Oxford residents who do not early vote are to vote at the Oxford Fire House on Election Day.

#### **COMMISSIONER COMMENTS**

Costigan stated that he and Jaramillo had attend the Fall Maryland Municipal Conference in Annapolis. MML advocates on behalf of the municipalities and districts of Maryland and the conference provides an opportunity to network with peers, attend workshops on various issues, and learn of funding opportunities that are available to local governments. Costigan noted that the town had experienced an interest with the Sustainable Maryland Program several years ago and he felt that this may be a program worth participating in again.

Jaramillo commented on the recent Town Newsletter that was filled with information regarding upcoming events and shows, along with information on all the businesses that were open this fall, noting the town was open for business.

#### **PUBLIC COMMENTS**

Hearing no public comment or further business Commissioner Wells motioned to close the meeting and go into closed session to receive legal advice, Commissioner Costigan seconded the motion, all were in favor, and the meeting adjourned into closed session at 6:30 pm.

The regular meeting reconvened at 7:08 pm. Commissioner Costigan motioned to close the regular meeting, Commissioner Wells seconded the motion, all were in favor, and the meeting closed at 7:08 pm.

Cheryl Lewis, Town Manager