

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**November 15, 2022**

The Commissioners Meeting was held in person at 101 Market Street on November 15, 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 a few virtual participants, including Town Planner Maria Brophy.

**APPROVAL OF MINUTES AND DISBURSEMENTS**

Commissioner Wells motioned to approve the October 25, 2022 meeting minutes, Commission Costigan seconded the motion, all were in favor, and the motion carried.

Commissioner Costigan motioned to file the October 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 leaves and brush would be picked up Monday, Tuesday and Wednesday prior to the holidays, and that citizens should make sure their outside water sources had been winterized to avoid damage from freezing temps.

**POLICE REPORT**

Chief Maxwell's report was submitted to Commissioners prior to the meeting. The Commissioners congratulated Chris Philips on having completed recent training. It was also noted that following some recent thefts of outdoor furniture in St. Michaels, residents should keep their property and cars secured.

**FIRE COMPANY**

No report at this time.

**GUEST**

Mike Starling, President of the Mid-Shore Community Radio 91.7 FM, along with Oxford resident Martha Cole, one of their radio hosts, were present to provide the Commissioners with details of the upcoming expansion of the bandwidth and capabilities of the community radio station, anticipated next summer.

**UNFINISHED BUSINESS**

Lewis stated there had been a large request for bid information in response to the RFP for the Strand Shoreline Improvement project and she would provide bid results at the December meeting.

**NEW BUSINESS**

None presented.

## **LETTERS AND REQUESTS**

A card from the Oxford Museum thanking the Commissioners for their annual donation was read. Museum President Julie Wells also noted the success of the opening of their most recent Museum on Main Street Smithsonian Exhibit, Crossroads, which runs through December 15, 2022.

## **ATTORNEY**

Attorney Ryan presented and recommended adoption of an Ordinance to amend Section 11 of the Oxford Zoning Ordinance, to Amend the Process for Appealing a Decision or Determination Made by the Planning Commission of Historic District Commission, requiring the Appeals Board to consider the record of the proceedings of the Planning Commission or Historic District in its review of the decision being appealed. Commissioner Wells motion to introduce Ordinance 2215 – An Ordinance of the town of Oxford amend Section 11 of the Oxford Zoning Ordinance to Amend the Process for Appealing a Decision or Determination Made by the Planning Commission of Historic District Commission, Commissioner Costigan seconded the motion, all were in favor, and the motion carried. A Public Hearing on Ordinance 2215 will be scheduled for the December 13, 2022 meeting at 6 pm.

## **TOWN MANAGER**

Lewis requested a Closed Session following the meeting for Personnel Discussion and Legal Advice.

## **ANNOUNCEMENTS**

The Office will be closed November 24 and 25 for the Thanksgiving Holiday. The next Commissioners meeting will be held on December 13, 2022 and will be the last meeting of 2022.

## **COMMISSIONER COMMENTS**

Commissioner Costigan commented on the success of the recently held Parks n Rec Trunk or Treat, noting there was a good turnout of children in town of Trick for Treating. He also noted that there is now a Delmarva Power website where citizens can report street light outages by choosing locations on a map. All were reminded that Christmas on the Creek is just around the corner, with Dock Trees, Holy Trinity Bazaar, OCC events and the arrival of Santa the first weekend in December. President Jaramillo stated the Waterfowl festival had been a great success in Oxford, and that Cassandra Vanhooser of Talbot County said they had one of the largest turnouts ever.

## **PUBLIC COMMENTS**

Freiderikos Frank had expressed some concerns regarding public safety and was reassured all efforts were being made to safe guard the community. Hearing no further public comments Commissioner Wells motioned to close the meeting and go into closed session for Personnel Discussion and to receive Legal Advice, Commissioner Costigan seconded the motion, all were in favor, and the meeting adjourned into closed session at 6:38 pm.

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

Cheryl Lewis, Town Manager