

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
April 25, 2023

The Commissioners Meeting was held in the meeting room of the Oxford Community Services Building located at 101 Market Street on Tuesday, April 25, 2023. Commission President Jimmy Jaramillo called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President James Jaramillo, Commissioner Brian Wells, Commissioner Tom Costigan, Public Works Supervisor Matt Ozman, Police Chief Eric Kellner, Town Manager Cheryl Lewis, and Town Attorney Lyndsey Ryan. Approximately 50 people were in attendance. Planner Maria Brophy and 4 people were in attendance virtually through a Zoom link.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Wells motioned to approve the minutes of April 11, 2023 as distributed, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

APPROVAL OF DISBURSEMENTS REPORT

Commissioner Costigan motioned to approve the report of disbursements for the month of March and to file for audit, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

PUBLIC WORKS REPORT

Matt Ozman provided his report as submitted and attached to these minutes.

POLICE REPORT

Chief Kellner provided a report of calls for the prior period, which is attached to these minutes. In addition, he provided a brief progress update identifying normal processes to be expected following a personnel transition, including review and update of policy and procedures, inventory of evidence and equipment, and development of a department schedule. The Chief attended the Oxford Fire Department's recent meeting, the Blessing of the Ferry, and the County Police Steering Committee. He and Officer Phillips attended the OCC Coffee with a Cop, and both were on hand throughout Oxford Day. Kellner stated that one of the things he is hearing most on the street, is the desire to be informed, which he intends to fulfill, starting with Coffee with a Cop, the new Oxford PD Facebook page to be updated regularly, and the inclusion of a new Police Department tab on the town website were additional information and resources will be provided. He echoed Ozman's comments that Oxford Day went well and expressed his appreciation for the teamwork experienced working with Oxford staff. Regarding equipment, the new truck is awaiting its laptop and then will be ready to go, the body cameras have arrived and will soon be implemented, as this is one of the requirements of the Police Reform Bill and will eventually be mandated for all departments. Kellner submitted the department's 2024 Budget request, is working on a fair and transparent hiring process and is reviewing applications in anticipation of hiring a third officer. Officer Phillips was welcomed back following his paternity leave. Commissioner Wells inquired as to whether the Tasers were back up and functioning yet, to which Kellner replied the equipment has been ordered and they are awaiting the arrival. Commissioner Wells stated that there has been a lot of recent talk regarding speed calming and speed bumps, and asked the Chief for his input. Kellner stated that based on his prior experience, he is aware that public works departments are generally not in favor of speed bumps as they pose wear and tear and damage risks to the equipment. He feels that enforcement and education are the key components to controlling speeds, which is one of the reasons the speed signs have been deployed, noting the signs collect data allowing for the department to

analysis and utilize the information to determine when enforcement is most needed. He reiterated that traffic stops are educational and will continue as a tool to reenforce the town speed limit.

FIRE COMPANY REPORT

None at this time.

UNFINISHED BUSINESS

Attorney Ryan provided an update on the Request for Qualifications for the Water System Improvement project, summarizing the work to be performed as part of the project. Following the prior meetings determination, based on qualifications submitted, the top two bidders were asked to provide cost proposals for the project. GMB, the firm that prepared the PER for the project submitted a bid of \$405,675 and DBF submitted a bid of \$525,100. She and Lewis held interviews with both firms to determine what each bidder's efforts would entail. It was determined that DBF's bid was a little higher, and that GMB's bid included a hydrogeological study which will be relevant for the test wells. Based on GMB's knowledge of the project, the inclusion of the study and the slightly lower price, Ryan recommended GMB for the project. Ryan has reviewed the recommended contract which has USDA approval. Commissioner Wells motioned to award the Water Treatment System Improvement Project to GMB, Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

Commissioner wells asked for an update on the possible acquisition of standalone AEDs. Lewis stated the equipment they had been looking at is going to cost between \$10,000 and \$20,000 as there is no grant funds. She said it is still a consideration during the budget review and she will reach back to the county to see if there was any opportunity for grant funding in the near future.

Commissioner Wells inquired as to the status on the FEMA Residential grant application response. Lewis stated the Elevation Certificates had been completed and she has met with a building contract. FEMA extended the due date by 30 days to give the town time to pull the requested information together.

NEW BUSINESS

Lewis provided the bid results for the Oxford 2100 Visioning Project, reminding all that it was a study that would provide a report of Oxford in 2100 having successfully adapted to sea level rise. The first phase of the project, which was completed last year, involved University of Maryland students who developed possible scenarios for low lying areas in town. Two bids were received to adapt the student designs into a story book and provide engineering to determine the timeline necessary for infrastructure improvements in order for the town to be successful. Preservation Green in coordination with GMB proposed \$ 39,500 and RK&K proposed \$ 64,359.36. Lewis stated she had not thoroughly reviewed the submittals, but as there was a significant difference in pricing, and as the grant funding was \$45,000, she suggested the Commissioners consider awarding to the lower bidder conditioned on the submitted proposal meeting all the qualifications and demonstrated the understanding and ability to complete the project. Should there be concerns after the review, she would come back to the Commissioners at the next meeting. Commissioner Costigan motioned to approve award to the low bidder, Preservation Green/GMB, conditioned on a review and determination the proposal met the requirements of the RFP, Commissioner Wells seconded the motion, Wells and Costigan were in favor, Jaramillo abstained, and the motion carried.

Lewis explained the anticipated 30-day review of the General and Enterprise Budget amendments for the current year and the proposed General and Enterprise Budget and Tax Rate for FY 2023. With introduction at this meeting, and one or more budget workshops to review over the next four weeks, and a public hearing to be held in a month at the May 23, 2023 regular Commissioners meeting, after which adoption could be considered.

Lewis first presented Ordinance 2302 Amending the FY 2023 General and Enterprise Budget, noting the budget is generally amended in the fourth quarter to account for efforts that did not take place, especially grant work, along

with other modifications as needed. Commissioner Wells introduced Ordinance 2302 Amending the General and Enterprise Budget Adopted by Ordinance 2214 for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023 to Adjust Certain Line Items and to Re-appropriate Certain Funds, Commissioner Costigan seconded the motion to introduce, all were in favor, and the motion carried.

Lewis presented Ordinance 2304 establishing a General and Enterprise Budget for FY 2024 and setting a Tax Rate at \$.32, the same rate as the current and prior years. She noted the budget looks to be significantly larger than normal, but this was because the large Strand Shoreline project was to start in the fall and as such is included in the budget, adding \$3 million to both the income and expenses in the budget. Commissioner Costigan motioned to introduce Ordinance 2304 Adopting a General and Enterprise Budget for Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024, and Establishing a Tax Rate of \$.32 per \$100 of Assessed Real Property Value, Commissioner Wells seconded the motion to introduce, all were in favor, and the motion carried.

Lewis stated that she generally recommends the Commissioners consider an increase to the water and sewer rates with the proposed budget for the new year, reminding all that in prior years the town had increases around 7% to bring the income inline with the needs for the utilities and to be able to complete the necessary upgrades. This year, same as last year, she was proposing a 3% increase to maintain revenues in line with the increased cost of operations. She stated the FY 2024 Budget had been prepared with this increase incorporated, but it was not required to introduce with this meeting. Commissioner Costigan chose to move forward with a motion to introduce Ordinance 2305, Repealing Ordinance Number 2205 and Setting New Water and Sewer Rates for the Town, Commencing July 1, 2022, Commissioner Well seconded the motion to introduce, all were in favor, and the motion carried.

LETTERS AND REQUEST

Lewis noted that she had received several requests for the budget, including one from the Community Center, the Library, the TYAC, and the Talbot County Arts Council, which have been incorporated into the proposed budgets just discussed. She noted that there had been request for increased funding from the OCC, the TYAC, and the Arts Council, all of which had been incorporated into the proposed budgets to allow for discussion during review.

ATTORNEY

Ryan reported that she had submitted the Citizen Charter Amendment Referendum to the County Board of Elections for review against the voter's registration list to determine if it meets the 20% requirement. Once she has received their response, she will move forward with the next step.

TOWN MANAGER

Lewis reminded all there were still openings on several Boards for either an open seat or a renewal and the office was still gathering names if anyone was interested. As before interviews would be arranged for the interested citizens and anyone who had been interviewed in September would still be on the list for consideration.

Lewis explained that during certain grant projects it was necessary for the town to fund the project and file for reimbursement after vendor payments. For this reason, funds have remained in the town's interest bearing checking account waiting the imminent start of the Shoreline Project which has been pushed numerous times. We now know that the project will start in the fall and she was suggesting, as interest rates have improved, that the funding be placed in short term CDs over the next four-month period, after which the funds would be needed to carry the project. Her recommendation at this time was to move \$2,000,000 into four separate \$500,000 short-term CDs at 1.5% interest rate, along with placing \$1,000,000 in a 24-month term CD with a 4% interest rate at the towns local bank, BayVanguard. She stated the smaller CDs could be accessed as needed and the paper work was drawn up should the Commissioners choose to move the money. Lewis explained that all money held at

BayVanguard was secured by assets above the FDIC insured amounts as is required to secure public money, and which is reviewed by the accountants annually. Following discussion, Commissioner Costigan motioned to move forward with allocating the current funds held at BayVanguard into an assortment of CDs as described, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

Lewis requested a closed session for personnel discussion, a matter regarding public safety, and for legal advice.

ANNOUNCEMENTS

Public Hearing on May 9, 2023 for Res 2301 - Placing a Temporary Moratorium on Marijuana/Cannabis Manufacturing and Sales.

COMMISSIONER COMMENTS

Commissioner Wells noted the meeting to be held April 26, 2023 at 10 am to continue the update to the Comprehensive Plan. Lewis noted the Planning Commission has been reviewing monthly and the next days meeting will be a review of drafted Water – Sewer Service extension maps in preparation for a Public Meeting to be held later in May.

Commissioner Costigan thanked Kathleen and Skip Case for their wonderful Oxford Day organization efforts, along with the army of volunteers that assist in the success of the event.

Costigan noted that on the town website the following is posted in response to recent questions regarding the submitted Charter Amendment Referendum: In response to recent questions regarding the suggested Charter Amendment to change the procedure in the event of a Commissioner Vacancy, Oxford's current Commissioner election process not only meets the standard for Maryland municipalities, it provides the most frequent citizen opportunity to elect their officials, with an election held every 12 months for any and all 'open' seats. The appointing process to temporarily fill a seat until the very next election provides continuity in government, assures the citizenry of continued operations, and assures all residents that elections are held annually on the same day in June. Unanticipated elections, mid-term with short notice to the public, often catch citizens off guard and do not allow for a fair and transparent process.

The current Oxford Charter reads: Section C5–15. Vacancies. In case of a vacancy on the Commission for any reason, the Commission shall elect some qualified person to fill such vacancy until the next regular election. Any vacancies on the Commission shall be filled by the favorable votes of a majority of the remaining members of the Commission. The results of any such vote shall be recorded in the minutes of the Commission.

Costigan encouraged everyone to read the information on the website and to understand what is being proposed, stating that what we have now is an orderly system that has been tested and works. He feels this change to the Charter has been sold to many residents as being more democratic and that it will lead to a better and more professionally run government, stating that if he believed that, he would support it and would offer a resolution of support to that effect. But he does not believe that and offered, at the public's convenience, to discuss all the reasons he feels the citizens would not be well served by this charter change, saying that not only does he feel it is a bad idea, in his opinion it is being fostered by a few individuals with their own undisclosed agenda. He recently began outlining the dozen or more problems that could arise with this proposed change, and he would be happy to share his concerns with the citizens as we move forward in this process. After careful consideration he feels that citizens will see that this is a solution in search of a problem.

PUBLIC COMMENT

Dan Kordell again requested the Police Vacancy posting include the subsidized housing benefit, listing research he had done in other communities, and wanted to know why the posting had not been changed to include the housing as he feels there would be a larger pool of applicants. Chief Kellner agreed that the housing is a great recruiting tool and benefit, but as the house was not previously available, and once it was available, it was only fair to share the opportunity with Oxford's current officer first, and it has only recently become an available option. He stated he does not think we should lead with the housing offer, as it should not be the number one reason someone applies, he would prefer we first attract the best possible applicants first. He stated we do currently have a pool of applicants and he is reviewing them to determine if they meet the minimum requirements, after which they will participate in a fair hiring process, and he expects to start interviews in the very near future.

Emily Knud Hanson commented that not only was Oxford Day fantastic, the new Chief, the officers, the Sheriff's department, and the traffic control was done so well, that she wanted to offer kudos to the Chief for stepping into a new department with Oxford Day and doing a great job. In addition, she said the town of Oxford owes a debt of gratitude to Joe Boyd for his redesign of the Jacks Point pedestrian pathway that crosses his property, he has done a wonderful job, but she would like to know who is responsible for the trees along the property. Lewis stated that the underlying land is owned by Boyd and it is his to care for. Hanson would like to know why the newsletter does not include information about what the town is doing or list upcoming meetings, she would also like to see a welcome wagon and information be provided to new residents regarding the town. Hanson wanted to know if the town had any involvement in the Poplar Hill development. Costigan stated that the town does not, but the citizens do and he would be happy to provide contact information for the county with regards to the development. Lastly Hanson wanted to know why the town would have a water and sewer increase when the new systems should be providing better service and more accurate billing. It was explained that the new metering system, which has not been acquired yet, will help to notify residents extreme water use in a timely fashion, thereby saving huge unexpected bills due to undetected leaks. But the upgrades will not reduce the cost of running the operations or the cost of electricity, etc., The same applies to the new wastewater treatment, which is the latest technology and which will provide better quality discharge and be better for the environment, but will not run at less cost.

Jan Greer expressed concerns with why the town would invest money in low interest CDs when they could invest in US Treasury Securities which are far more secure than CDs and which would put the money to work for the town.

Jim Wilcox raised the general point that there is a benefit to the community in having a police officer living in town.

Russ Gray inquired as to what the process was for approving an award, referencing the approval to the lowest bidder for Oxford 2100. Lewis explained that she asked for approval for the low bidder only if following review they meet the qualifications, in order to not wait two weeks to be able to request the same. But, if after review the low bidder is not the best applicant based on all criteria, then the bids would come back to the Commissioners in two weeks for further discussion. She also stated that this was a small project to develop a visionary study, and that when the town is looking at a larger project involving design, engineering, or construction, the process usually takes considerably more time. The award earlier for the Water System Improvements has been under review for nearly two months. Attorney Ryan added that in the case of engineering and construction projects, the RFQ will contain a weighted review process, which would be utilized to rank all applicants, generally followed by interviews, after which an opinion is provided to the Commissioners.

Melody Davis asked when the draft Budgets would be available on the website and could citizens participate in the workshops. Lewis stated she would attempt to get them up as soon as should could this week and prior to the first workshop. All workshops are open to the public. Additionally, she inquired about the audit finding regarding separation of duty and had the town taken any further steps. Lewis stated that a second municipal accountant has been obtained to work with the town quarterly and who will review the end of the year work prior to going to the town's auditor, the cost for the secondary review has been added to the new budget. Lewis did say that

removing the comment is generally not possible in small operations, but they will note the additional oversight in the audits.

Kelly Greenhawk asked why it takes so long for the minutes to be posted and why can't the public review them to make corrections prior to Commissioner's approval. Lewis stated the minutes are not posted until the Commissioners have reviewed and approved them, which is standard. If someone feels a correction needs to be made after they have been approved, it can be addressed in a public meeting and the Commissioners, should they choose, can make the correction. Greenhawk asked who decides to pursue grants. Lewis stated she provides opportunities to the Commissioners. President Jaramillo added that the Commissioners always make that determination in a regular meeting. Lastly, she asked why all citizen letters have not been read. Ryan stated she had two letters to read tonight after public comment, she also had two letters to read last meeting after public comment, but the citizen stood up and started reading the letters themselves. Letters asked to be read into the minutes are read after in person comment. Lewis stated that one of the letters that would be read tonight, had not been read earlier as it was not clear that it was intend for a meeting, and the email that would be read had been retrieved from Easton Online spam. She added that if someone felt that a letter has not been read in a meeting, they just need to bring it to our attention and it will be read into the minutes of the next town meeting as a correction.

Ryan read a letter from Barbara Paca dated March 28, 2023 and one dated April 24, 2023, along with an email from Dan Kordell dated March 29, 2023.

Lewis stated that she had failed to mention earlier that the internet service connection had been upgraded in the meeting room and she has requested an increase in bandwidth from Breezeline. She has also met with a contractor to provide an estimate for an audio/video system that would allow for the streaming of meetings, similar to what other towns do. It would not operate as two-way communication, which is generally not how public meetings are conducted, but would hopefully provide better audio, especially as it relates to citizen comments. During Covid, when meetings were 100% virtual, it was possible to have two-way interaction on Zoom, but once meetings were back in person, it is not practical to conduct meetings and include online interaction. Citizens who cannot attend in person, can email comments prior to meetings and also following meetings, which will be read into the record.

There was some additional discussion regarding the quality of service from Breezeline, improvements to the T-Mobile service on the water tower, and also the future potential of receiving fiber service from Easton Utilities.

With no further business, Commissioner Wells motioned to adjourn the meeting into closed session for personnel discussion, public safety, and legal advice, Costigan seconded the motion, all were in favor, and the meeting was adjourned into closed session at 7:15 pm.

The meeting reconvened at 8:04 pm. Commissioner Wells motioned to approve a promotion and pay increase for Officer Philips, Commissioner Costigan seconded the motion, all were in favor, and the motion carried. Being no further business President Jaramillo motioned to close the meeting, Commissioner Costigan seconded the motion, all were in favor, and the meeting closed at 8:05 pm.

Respectfully submitted,

Cheryl Lewis, Town Manager

BOARD MEETING:
2ND AND 4TH TUESDAY OF EACH MONTH
(410) 226-5122



101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Commissioners of Oxford

Maintenance Report

4/25/2023

1. The past two weeks Public Works diligently prepared for Oxford Day. Public Works had three employees on duty for the event, employees took care of trash, traffic direction, set up and take down of cones and barriers with the assistance of the police department, and final clean up after Oxford activities were over.
2. A huge thank you to Chief Kellner and Officer Phillips for helping with the setup, take down of all barriers, and traffic control devices.
3. The Town's big international dump truck was out of service last week due to a busted turbo air intake hose. The truck has since been repaired and is now back in service.
4. Public works will continue bridge rehab in the Causeway Park.
5. The stormwater grate installation at the shop, which was part of last year's paving job has been completed! We are still waiting on the start date for final paving and we will update the public as soon as possible when the date becomes known.

Respectively submitted by:
Matthew Ozman



Oxford Police Department
101 Market Street
P.O. Box 339
Oxford, Maryland 21654
“Maryland’s First Port”

Eric M. Kellner, Chief of Police

Dates: 4/1/23 – 4/25/23

REPORTS	MONTH	YTD	ARRESTS	MONTH	YTD
Theft	0	0	Drug Arrests	0	0
Burglary	0	0	Traffic Arrests	0	0
Drug	0	0	Criminal Arrests	0	0
Fraud / ID Theft	1	1	Warrant Arrests	0	0
Assault	1	1	Other Arrests	0	0
Other	1	2	Total Arrests	0	0
CALLS FOR SERVICE	MONTH	YTD	COMMUNITY POLICING	MONTH	YTD
Alarm	3	9	Property Checks	50	300
Animal Complaints	3	9	Special Events	4	4
Check Welfare	1	1	Foot Patrol	4	26
Disable Vehicle	1	1	Bike Patrol	0	0
Suspicious Condition	1	1			
911 – Hang-up	1	1	ASSISTS	MONTH	YTD
Assault/Fight	1	1	Other PD	0	0
Liquor Law Violation	0	1	Fire/EMS	1	2
Noise Complaint	0	1	Other Agency	0	0
Parking Violation	1	2			
Suspicious Person	0	1	ENFORCEMENT	MONTH	YTD
Suspicious Vehicle	1	3	Parking Citations	0	0
Verbal Dispute	0	1	Traffic Stops	15	15
Found Property	2	2	Traffic Citations	0	0
Identity Theft	1	1	Traffic Warnings	15	15
Traffic Complaint	1	1	PC Searches	0	0
			Criminal Citations	0	0
			Civil Citations	0	0

Cheryl Lewis

From: Daniel Kordell <dank20879@yahoo.com>
Sent: Wednesday, March 22, 2023 4:17 PM
To: oxfordclerk@goeaston.net; Susan
Subject: Question for next of the commissioners

Please include this question to the commissioners in the next commissioners meeting, and have it included in the minutes:

I have looked at the listing on indeed.com for a town police officer, and there is no mention in the advertisement under benefits or any part of the listing for possible subsidized housing. This is a great hiring incentive worth thousands of dollars annually to potential candidates. Why is this benefit not included in the listing?

Also, can you please provide a copy of the listing specifically for the Chief of Police position that was said to have been posted, as I was not able to find a copy of that specific listing.

Thank you
Dan Kordell
510 Strand



Barbara Paca, Ph.D., O.B.E.
101 and 103 Mill Street, Oxford 21654

29 March, 2023

Ms. Cheryl Lewis and the Commissioners of Oxford
Oxford Town Office
Oxford, Maryland 21654
(410) 226-5122
townoffice@goeaston.net

Dear Ms. Lewis and Oxford Commissioners,

It has come to my attention that Philip was verbally assaulted by former Commissioner Mr. John Pepe, and also Commissioner Jaramillo after last night's town meeting. Philip was accused of reading "rude" letters, one of which was written by me. Given the gravity of accounts by others who were astonished by their aggression—witnessing what sounds like bullying to me, I require information from you regarding best procedure for making a formal statement about this verbal assault. I am currently in Paris, and prepared to do whatever it takes to register this concern.

Also, a gentle and final reminder that I'm still awaiting information from you regarding your grant applications focusing on sustainability and environmental stabilization in which you mention our small Oxford-based business. As you know from my letter written last week, this came as a surprise to me because we have always been excluded from the process when we have offered to you our assistance to serve on a *pro bono* basis. I continue to await full details of all grants that you submitted on behalf of my business, citizens of Oxford, and the Town of Oxford and require that information no later than 30 March.

I write to you as member of the Oxford community, property owner, taxpayer, small business person, and member of a family who has called the Eastern Shore home for over three centuries, and sincerely hope that you will consider this respectful submission and recognize the fact that I shall always consider it a privilege and a duty to respond accordingly to any form of injustice.

Thank you in advance for acknowledging receipt of this letter and in following through.

Sincerely,
Dr. Barbara Paca, O.B.E. barbara@preservationgreenllc.com

N.B. – In an email, you had stated that you would read letters at the meeting for the Minutes, but for some reason didn't do so—as there was another person who had gone to the trouble of submitting his concerns in writing, which were not voiced. It would appear that this oversight is

NOT in accordance with the Open Meetings Act. I am glad that Philip read our letters, and that they are now a part of the Town record.



Barbara Paca, Ph.D., O.B.E.
101 and 103 Mill Street, Oxford 21654

24 April, 2023

Ms. Cheryl Lewis and the Commissioners of Oxford
Oxford Town Office, Oxford, Maryland 21654 (410) 226-5122
townoffice@goeaston.net

Dear Ms. Lewis and Oxford Commissioners,

Please read this at the town meeting. I'm still awaiting information from you regarding financial details re. your grant applications focusing on sustainability and environmental stabilization in which you mention our small Oxford-based business. As is clear from previous correspondence, this information came as a surprise because we have always been excluded from the process when we have offered to you our assistance to serve on a *pro bono* basis. I continue to await FULL details of all grants that you submitted on behalf of my business no later than 30 April.

After being informed by you that it may be “costly” to obtain details, I requested full disclosure on specific grants in which you inserted my company as a partner. After repeating my request for full budgetary details in several emails, you finally sent only general information (provided in red at the end of this letter). Please allow me to express the need for specifics. Here are a few questions that indicate standard/customary protocol in transparent practices: Is there a PI on this project? Who is that person? How is she/he remunerated? To whom does the PI report? What are the budget categories? Are there contractors, and if so, what is the process for selection?

I write to you as member of the Oxford community, property owner, taxpayer, small business person, and member of a family who has called the Eastern Shore home for over three centuries. Thank you in advance for acknowledging receipt of this letter and in following through in a professional manner.

Sincerely, Dr. Barbara Paca, O.B.E. barbara@preservationgreenllc.com

General grant information email from Cheryl Lewis Friday April 21, 11:46 am:

National Wildlife Federation – This funding of \$1,437,736.02 was awarded by the National Fish and Wildlife Foundation to the National Wildlife Federation. The National Wildlife Federation will be providing the Town of Oxford \$1,176,921.39 in grant funding for the Strand project. All funding will be utilized for contracted efforts for the project construction. Payments will be made to the town through a Request for Reimbursement to NWF with evidence of payments made to the awarded contractor.

Oxford's Maryland Sustainable Community application is an application for renewal of the town's Sustainable Community status. All details for the application are found within the application document as published by MD DHCD: <https://dhcd.maryland.gov/Communities/Approved%20Sustainable%20Communities/Oxford.pdf> No funding to the town is requested or awarded based on this application for designation.