

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**January 22, 2019**

The Commissioners Meeting was held in the meeting room of the Community Services Building on January 22, 2019. Commission President Gordon Fronk called the meeting to order at 6:00 p.m.

**PRESENT**

Attending the meeting were Commissioner President Gordon Fronk, Commissioner Gordon Graves, Commissioner John Pepe, Public Works Employee Matt Ozman, Police Chief Patrick Maxwell, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth. Superintendent Delude was out of town.

**APPROVAL OF MINUTES**

Commissioner Graves motioned to adopt the minutes of January 8, 2019 as distributed. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

A motion was made by Commissioner Graves to approve and file for audit the disbursements for the month of December 2018. The motion was seconded by Commissioner Pepe and unanimously carried by all in favor.

**MAINTENANCE REPORT**

Public Works Water/Wastewater Operator Matt Ozman reported the following:

- During this cold front with temperatures dipping into single digits on 1/21/2019 two residential homes reported leaks and frozen pipes both have been addressed at this time.
- The town has also had its first winter storm so far this year with no problems to report.
- Public Works has also been working on storm water and ditch maintenance around town, along with routine general maintenance on equipment, along with the water system, and wastewater collection system.
- Public Works was presented the Trustees award by the Oxford Fire department at their annual banquet. We are very gracious and thankful to receive such an award.
- The Causeway dock electric has been hooked up by Delmarva power.

Commissioner Pepe asked about the high tide the town recently experienced and if it had disrupted the work that the town recently had done to prevent the tidal water problem on the corner of Caroline Street. Administrator Lewis responded that she had been in town over the weekend watching the tides and that they were still tweaking the tide gate, but there was no impact to the brickwork that was currently in progress.

**POLICE REPORT**

Chief Maxwell reported the following:

- 1 - Suspicious vehicle
- 1 - Criminal summons service
- 1 - Emergency petition (transported to hospital)
- 2 - Assist the Fire Department
- 10 - Police information-service calls
- 3 - Alarms
- 2 – Suspicious persons

Chief Maxwell reported that the recent snow event went off without any major issues and that he had kept in contact with Public Works Superintendent Delude regarding the weather and road conditions and that the recent bitter cold brought no major calls for service.

**FIRE COMPANY**

Fire company member Peter Dunbar read aloud the Oxford Fire Company report for the period 1/9/19 - 1/22/19 as follows: FIRE/RESCUE - 6 calls (3 in Oxford including a medevac, 3 mutual aid including a working fire in Cambridge), 113 miles traveled, 31.5 hours worked, and 48 member responses. EMS: 8 calls (1 medevac, 1 fire standby, 2 citizen assists, 3 accidental alarms, 1 deceased) 12 miles traveled, 16.5 hours worked, and 34 member responses.

Mr. Dunbar also reported that the recent fire company banquet was a success and that both the Oxford Public Works Department and Town Administrator received awards for their dedication and service to the Oxford Volunteer Fire Co. Commissioner Graves added that it was a nice event.

## UNFINISHED BUSINESS

President Fronk read **Ordinance No. 1815 – AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 8 OF THE OXFORD TOWN CODE TITLED “VEHICLES AND TRAFFIC” BY REPEALING AND RE-ENACTING SECTION 8.5 TO REGULATE PARKING OF TRAILERS AND OVERSIZED VEHICLES WITHIN THE TOWN** and requested that Attorney Booth explain the ordinance. Booth reminded the Commissioners that they had been discussing this ordinance since November. Easton and St. Michaels’ ordinances on this matter were reviewed to see how they addressed the issue of oversized vehicles parked on streets for long periods of time. She and Administrator Lewis put together an ordinance utilizing the definitions that are set forth in the town’s transportation article so as not to create any new definitions, addressing the needs of the town, and in keeping with neighboring town codes. She note that Ordinance 1815 is a relatively simple ordinance having a section that talks about permits for parking boat trailers when accessing town waterways and also giving the town the authority to designate, when necessary, various areas throughout town where trailers and over-sized vehicles would be permitted – whether for an event or a longer period of time. Booth added that if the Commissioners were comfortable with the ordinance, it could be introduced at tonight’s meeting and a public hearing scheduled for to receive public comment. Commissioner Graves motioned to introduce Ordinance 1815, Commissioner Pepe seconded the motion, all were in favor, and the motion carried. A public hearing was scheduled for the next regular meeting on February 26, 2019.

President Fronk asked Attorney Booth to explain **Ordinance 1901 – AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 5 OF THE OXFORD TOWN CODE TITLED “TRASH COLLECTION” TO ADD SECTION 5.2 AUTHORIZING THE ESTABLISHMENT OF A TRASH COLLECTION POLICY BY RESOLUTION AND RENUMBERING FORMER 5.2 AS SECTION 5.3, AND INCREASING THE AMOUNT OF A MUNICIPAL INFRACTION FOR A VIOLATION OF CHAPTER 5 TO \$50.00 PER VIOLATION.** Booth noted that at the last meeting of the Commissioners they had discussed putting the trash collection polices together in an organized fashion and giving the policy credence in order to allow for enforcement should the need arise. She added that Lewis had presented a comprehensive trash collection policy that did not change anything other than putting the current practices in one document. The Town Code already has a chapter addressing trash collection and this ordinance would add authorization to establish a trash collection policy by resolution, allowing the Commissioners to make changes to the policy in the future without amending the town code. It would also increase the penalties for trash violations from \$10 to \$50. This ordinance is available for introduction should the Commissioners choose. Booth stated that she had drafted a resolution that would adopt the trash collection policy for discussion, postponing consideration for adoption to a future meeting. Commissioner Graves moved that the Commissioners introduce **Ordinance 1901 - AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 5 OF THE OXFORD TOWN CODE TITLED “TRASH COLLECTION” TO ADD SECTION 5.2 AUTHORIZING THE ESTABLISHMENT OF A TRASH COLLECTION POLICY BY RESOLUTION AND RENUMBERING FORMER 5.2 AS SECTION 5.3, AND INCREASING THE AMOUNT OF A MUNICIPAL INFRACTION FOR A VIOLATION OF CHAPTER 5 TO \$50.00 PER VIOLATION.** The motion was seconded by Commissioner Pepe, all were in favor, and the motion carried. A public hearing was scheduled for February 26, 2019. There was discussion regarding the policies as written and current practice.

Administrator Lewis reported on the MEWS RFP bid results. The two lowest bidders were interviewed by both she and Architect Cameron MacTavish with President Fronk listening by phone and Commissioner Graves sitting in during the interview process. Questions were asked by Lewis and Mr. MacTavish and were assured by both bidders that the proposed phase would result in a building with three refurbished and painted exterior walls and painted plywood on the back where they would have removed the dependencies that were not historic. Both contractors stated they would save any historic wood, but one bidder stood out as being more impressed with the quality and value of the wood, which is appealing to the town. Lewis stated that in the post interview discussion, she and MacTavish agreed that their recommendation would be to award the project to Victor MacSorley based on his very good understanding of historic structures, rehabilitation, experience in this field, and his comments on many historic elements of the MEWS building that MacTavish was surprised and impressed with. She said they were also impressed with MacSorley’s tax credit experience, having shared some information regarding documentation, that having not completed before the project 1could have endangered future tax credits. MacSorley also indicated his quoted price would remain the same regardless of when the project were to start. Lewis stated that based on those elements, her recommendation is that the Commissioners look towards the MacSorley bid noting that the award would be pending, as the town is still waiting on the DHCD for the final grant contract and permitted start date. In the meantime, she could work with Booth and MacSorley in preparing an agreeable contract. Fronk stated he too was impressed with both bidders but much more so with MacSorley, especially with his knowledge of the handling of the materials to be removed. Commissioner Graves agreed, suggesting that Lewis be given more time to work with MacSorely on his proposed approach and methods. Lewis noted that several items came out during the interview including the storage of any salvageable wood and the issue of there being no accommodation for a

staircase, which she would also like to explore further. The Commissioners may want to look at those items as add-ons to the contract. She added that MacSorley mentioned that as he begins work he might be able to find where the original interior staircase was located and possibly incorporate it into the project. Commissioner Graves asked resident and local architect, Timothy Kearns, for his impression of MacSorley. Kearns responded that concerning historic renovation, he is “the best of the best,” as well as being a local expert and reasonably priced.

In other business, Commissioner Graves asked member of the audience Peter Dunbar if he had been able to get in touch with Larry Myers regarding the rails to trails. Mr. Dunbar responded that they had only exchanged notes and that he would let Commissioner Graves know if anything changes.

## **NEW BUSINESS**

President Fronk requested Attorney Booth explain **Ordinance 1902 - Interim Financing and General Bond Issuance**. Booth stated that prior to the start of construction on the upgrade to the WWTP, the town had acquired a line of credit in the amount of eight million, eight hundred, forty-four thousand dollars (\$8,844,000) with Shore United Bank for interim financing for the WWTP. Last summer the town received more grant money in the amount of one million, seven hundred thirty-five thousand dollars (\$1,735,000) from the USDA, along with a four hundred and ninety-three thousand dollar (\$493,000) loan from the USDA. The original interim financing matures on March 10, 2019, and it is necessary to have interim financing in place until construction is complete. The proposed ordinance extends the initial line of credit from March 10, 2019 until December 31, 2020, a year beyond the date the project is scheduled to be completed. The proposed current interest rate will now be 3.35%. The town will only have to draw on the loan if and as needed. Booth continued that with the town incurring bond counsel costs for this extension, she thought it would be appropriate to wrap in the loan from the USDA sharing bond issuance costs.

President Fronk made a motion to introduce **Ordinance 1902 – AN ORDINANCE of the Commissioners of the Town of Oxford** (the “Town”) concerning an increase of the maximum aggregate principal amount of that certain non-revolving line of credit provided by Shore United Bank, previously known as The Talbot Bank of Easton, Maryland (the “Bank”), to the Town (the “Original Line of Credit”), and an increase in the interest rate borne under the Original Line of Credit, as well an extension of the maturity date of the Original Line of Credit pursuant to a certain Loan Agreement between the Town and the Bank (the “Loan Agreement”), which Original Line of Credit is evidenced by a certain general obligation note of the Town issued and authorized under Ordinance No. 1516 of the Town (the “Original Note”), by amending the Loan Agreement with respect to the Original Line of Credit and by replacing the Original Note with the issuance, upon the full faith and credit of the Town, of a general obligation note in a principal amount not to exceed Thirteen Million Eight Hundred and Eighty Thousand Dollars (\$13,880,000), with an interest rate not to exceed three point three five (3.35%) per annum, under the authority of Sections 19-207 and 19-301, *et seq.* of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume, as amended) and Section C6-20 of the Charter of the Town, to be designated “Town of Oxford General Obligation Note (Wastewater Treatment Plant Project),” as further designated by the Town in its discretion (the “Replacement Note”); authorizing the issuance, upon the full faith and credit of the Town, of a general obligation installment bond in the principal amount not to exceed Four Hundred Ninety Three Thousand and 00/100 Dollars (\$493,000), under the authority of Sections 19-207 and 19-301, *et seq.* of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume, as amended) and Section C6-20 of the Charter of the Town, to be designated “Town of Oxford General Obligation Bond (Wastewater Treatment Plant Project),” as further designated by the Town in its discretion (the “Bond”); the net proceeds of the sale of the Replacement Note and the Bond to be used and applied for the public purpose of financing and refinancing, respectively, a portion of the cost of construction, rehabilitation and upgrade of the Town’s wastewater treatment plant facility, together with the acquisition of all necessary property rights and equipment, together with any related construction, architectural, financial, fiscal, legal, design, planning and engineering expenses; prescribing the form and tenor of the Bond and of the Replacement Note and the terms and conditions for the issuance and sale of the Bond and the Replacement Note; providing for the levy and collection of any taxes necessary for the prompt payment of the maturing principal of and interest on the Bond and the Replacement Note and that the full faith and credit and taxing power of the Town be irrevocably and unconditionally pledged to the payment of the principal and interest on the Bond and the Replacement Note. Commissioner Graves asked if the difference in the interest rate was because the feds had raised the rate, to which Booth responded affirmatively. Administrator Lewis noted that she did not draw from the interim financing unless and until it was necessary and that she has been very conservative in her use of it. The motion was seconded by Commissioner Pepe, all were in favor, and the motion to introduce carried. Attorney Booth stated the public hearing would be held at the next regular meeting on February 26, 2019.

Commissioner Pepe reported he was in Easton recently at the Fred Frederick car dealership and that Jeff Frederick has asked him if he would deliver a donation check to the Oxford Fire Company in the amount

of \$3,000. Pepe asked audience member and Oxford Fire Co President Tim Kearns to come forward and presented the check to him. Lewis added that the Oxford Fire Company was gracious in acknowledging the staff of the Town of Oxford at their recent banquet and that she was wonderfully surprised with the plaque that was presented to her that evening.

#### **ATTORNEY**

Booth requested a closed session for legal advice on a matter in litigation and two personnel matters.

#### **CLERK COMMENTS**

Lewis reported that there were a few members whose terms on various boards needed to be updated, adding that she tries to reappoint any members that are in the 3 month span on either side of the months of January and August. At this time, Lewis asked for the reappointments of Thomas Campbell and Larry Murray on the Board of Port Wardens, and Karen Livingston on the Parks and Recreation Committee. President Fronk made a motion to reappoint Thomas Campbell, Larry Murray, and Karen Livingston, the motion was seconded by Commissioner Graves, all were in favor, and the motion carried.

#### **COMMISSIONERS COMMENTS**

Commissioner Graves mentioned the recent government shut down had affected many government workers and wanted to bring to everyone's attention what Rev. Kevin Cross is doing to help the town's local Coast Guard unit. President Fronk added that he was happy to report that through Rev. Cross' efforts and with coordination from the Ethics Division of the Coast Guard, Holy Trinity Church had raised \$4,000 in cash and has been providing breakfast, lunch, and dinner meals to the Coast Guard members and their families daily and Rev. Cross is in the process of acquiring fuel cards and bank cards for those Coast Guard members in need. This project is being coordinated by local residents Bill and Susie Dial along with Rev. Cross. Fronk added that the response from the community has been very heartwarming and that the Coast Guard has been most appreciative.

There being no further business, a motion to adjourn the regular meeting to go into closed session for legal advice on a matter in litigation and two personnel matters was made by President Fronk, seconded by Commissioner Graves, all were in favor and the meeting adjourn to closed session at 7:06 p.m.

Respectfully submitted,  
Cheryl Lewis, Town Administrator-Clerk/Treasurer