

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
March 13, 2018

The Commissioners Meeting was held in the meeting room of the Community Services Building on March 13, 2018. Commission President Gordon Graves called the meeting to order at 6:00 p.m.

PRESENT

Attending the meeting were Commission President Gordon Graves, Commissioner Gordon Fronk, Commissioner John Pepe, Public Works Superintendent Scott Delude, Police Chief Patrick Maxwell, Administrator/Clerk Cheryl Lewis, and Town Attorney Brynja Booth.

The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

President Graves made a motion to adopt the minutes of February 27, 2018 as distributed. Commissioner Fronk seconded the motion, all were in favor, and the motion carried.

MAINTENANCE REPORT

Superintendent Delude reported the following:

- An estimate has been received to install electric to the Tilghman Street docks at a price of \$3,500. Prices are still needed from Delmarva Power and from a contractor for installing electric to the Causeway docks.
- The windstorm on March 2 resulted in two trees coming down in the streets, broken ropes on the flagpoles and multiple wash-ups on the shore.
- The SHA was contacted regarding the need for some patchwork to be done on the state portion of Morris Street. They responded that the repair work would be done once the asphalt plants re-open which will be sometime in April.
- The town purchased a trailer for the wastewater lift station wash downs and for watering the trees for the upcoming bio-sedimentation project. The town's current wash down trailer has met the end of its functional life after 40 years of service.

President Graves asked if all the sediment had been removed from the town's old lagoon in preparation for construction. Superintendent Delude responded that it had and that an inspection has been scheduled with the towns engineers.

POLICE REPORT

Chief Maxwell reported the following:

- 10 – Police information-service
- 1 – Behavioral emergency
- 2 – Medical emergencies
- 23 – Patrol checks
- 2 – Alarms (weather related)
- 2 – Animal complaints
- 3 – Suspicious vehicles (ID and moved on)

Chief Maxwell reminded those present to be on the lookout for suspicious persons in the area along with phone scams.

OXFORD FIRE COMPANY REPORT

The Oxford Fire Company report was given by Fire Chief Graham Norbury, who reported that there had been 4 fire/rescue calls (1 brush fire in first-due, 1 mutual aid, 2 canceled mutual aids) since 2/27/18, resulting in 116 miles traveled, 29 member responses, and 18 hours worked. The EMS has responded to

7 calls (6 patient transports and 1 fire assist), with 134 miles traveled, 26 member responses, and 25 hours worked.

NEW BUSINESS

President Graves presented a resolution for Shore United Bank for Depository Authorization. Attorney Booth explained that when a Commissioner change is made new signature cards are needed and that the resolutions confirm who the Commissioners are and that they have the authority to sign checks. Shore United Bank created its own resolution that Attorney Booth read aloud authorizing R. Gordon Graves, Gordon Fronk, John Pepe, and Chery Lewis to be the authorized signatories. Commissioner Fronk made a motion to approve the Shore United Bank resolution, Commissioner Pepe seconded the motion, all were in favor and the motion carried. Attorney Booth also presented signatory papers for PNC Bank, 1880 Bank, and Innovative Health, none of which came with resolutions. Commissioner Fronk made a motion to approve the Commissioners and Administrator Lewis as signatories on the PNC Bank account, the 1880 Bank accounts, and Innovative Health account, the motion was seconded by Commissioner Pepe, all were in favor and the motion carried.

President Graves read aloud **Ordinance 1801- AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 11 OF THE TOWN CODE TITLED "HARBOR MANAGEMENT ORDINANCE," SECTION 11.12 TO CLARIFY THE STANDARDS FOR DETERMINING USEABLE WATERWAY AREA FOR CONSTRUCTION OF WATERFRONT STRUCTURES.** Attorney Booth explained the reasoning behind the ordinance. The town established a Board of Port Wardens in 1979 and adopted a Harbor Management Ordinance in 1982. The town also produced a Harbor Management Plan in the 1980's to be used as guidelines for the construction of waterfront structures. When the ordinance was codified in 2013 it took language from the harbor management plan and one of the items emphasized in the plan was the process of constructing piers using the lateral line method. She noted that it has been determined that over the years the port wardens typically used lot lines extended because town lots are narrow and there was not a lot of room for the use of lateral lines extended. The port wardens have a variety of means for extended piers but lateral lines are not part of the common approach. In researching other jurisdictions and talking to the board's members, it was recommended to revise the harbor management provisions to reflect that the port wardens can consider four (4) different methods for determining lot line extensions: a) from the side lot line at a 90-degree angle to the shoreline; b) from the extension of the last course of the lot line into the water; c) from the side lines to the center of the cove; or d) from the side lot lines generally parallel with the existing piers located on adjacent lots. This would result in codifying many approaches instead of one not generally used. Attorney Booth recommended that the ordinance be introduced at this meeting and then forwarded to the Board of Port Wardens for input at their next meeting. Commissioner Fronk made a motion to introduce **Ordinance 1801 – AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 11 OF THE TOWN CODE TITLED "HARBOR MANAGEMENT ORDINANCE," SECTION 11.12 TO CLARIFY THE STANDARDS FOR DETERMINING USEABLE WATERWAY AREA FOR CONSTRUCTION OF WATERFRONT STRUCTURES.** The motion was seconded by Commissioner Pepe, who commented that he thought the ordinance would make implementation of the ordinance easier for everyone to understand, including the Board of Port Wardens, all were in favor and the motion. A public hearing was scheduled for April 10, 2018 at the regular Commissioners meeting at 6 pm..

LETTERS AND REQUESTS

A letter was received from David Baker of the Oxford Day Committee, thanking the Commissioners for sponsoring Oxford Day with a donation of \$1000.

Administrator Lewis stated she had forwarded an email to the Commissioners with information regarding Talbot County's intention to announce a new program, the opening of county safe stations – places where someone with a drug addiction can go to ask for help without any ramifications. Talbot

County's safe stations will be the 911 center in Easton and the St. Michaels Police Department. The Sheriff will be looking for other places in the county to set up more safe stations.

ADMINISTRATOR/CLERK COMMENTS

Lewis reported that either at the next meeting of the Commissioners or the first meeting in April, she would propose a mid-year review of the current budget and go over the budget for the next fiscal year.

COMMISSIONER COMMENTS

Commissioner Pepe reported that he had attended a Coast Guard Industry Day meeting for Captains as a representative for Oxford Ferry Captain Thomas Bixler who was away on other business. He noted that he had spoken with the captain of the sailing vessel the ***Maryland Dove***, a re-creation/replica of the *Dove*, an early 17th-century English trading ship which provides educational tours and that the Dove's captain had expressed interest in bringing the boat to Oxford. He is currently scheduled to do a tour to Cambridge in September and Commissioner Pepe thought Oxford might be a nice add-on and asked that the captain stay in touch with him.

PUBLIC COMMENTS

Resident Peter Dunbar asked if anyone had been found to chair Oxford Day. Lewis responded that someone had stepped up and will work under the guidance of David and Pamela Baker.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Cheryl Lewis, Town Administrator