

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
November 13, 2018

The Commissioners Meeting was held in the meeting room of the Community Services Building on November 13, 2018. 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 Superintendent Scott Delude, Police Chief Patrick Maxwell, and Administrator/Clerk Cheryl Lewis.

APPROVAL OF MINUTES

Commissioner Graves motioned to adopt the minutes of October 23, 2018 as distributed. Commissioner Pepe seconded the motion, all were in favor, and the motion carried.

Commissioner Graves motioned to file the Disbursements for the month of October 2018 for audit, Commissioner Pepe seconded the motion, all were in favor and the motion was approved.

MAINTENANCE REPORT

Superintendent Delude reported the following:

- The bridge between the OCC and the fire house has been installed and is in use. With the help of both organizations, we were able to install a walkway that can serve to help walkers and residents that want to stay off the main road.
- Public Works in cooperation with the Police Department jetted out the sewer line from Pleasant Street to our main lift station. This project required shutting down of the entrance at the Causeway and rerouting traffic through town. Delude also thanked the Police Department for securing a loose manhole cover that became loose after hours.
- Public Works has rebuilt the piping system from the Banks St lift station to the street as the old pipes had rusted free from the cement and needed to be rehabbed. Town cost was about \$2000 in comparison to an estimate from a contractor that came in at \$12,000.
- The Town has purchased sand this year for winter streets instead of salt. The salt shed has been removed for the WWTP construction and we have had citizens request salt free alternatives. The sand will be kept next to the metal lean-to, which was not possible with salt.
- All town exterior plumbing has been shutoff and winterized in preparation for the forecasted freezing temperatures. Residents are reminded to do the same, especially unhooking of outside spigots.

Commissioner Graves inquired as to the progress of the sludge removal component of the WWTP construction. Delude stated the lagoon has been emptied of sludge and removal has been cleared by MDE, with the project being completed well within the timeline provided.

POLICE REPORT

Chief Maxwell reported the following:

- 1 – alarm (malfunction)
- 25 – police information/service
- 4 – assist fire and ambulance
- 10 – patrol checks
- 2 – assist other police agencies
- 1 – deer accident
- 3 – parking violations
- 1 – warrant service

- 1 – civil paper service
- 1 – unwanted person (removed and no further issues)

Halloween went off without any issues and crowds were down this year. Waterfowl weekend was busy with the antique and boat show, and no issues.

Commission President Fronk read a thank you card from a citizen expressing their appreciation for Maxwell's calm and professional assistance during their recent residential fire.

FIRE COMPANY

Fire Company Report for the period 10/24/18 thru 11/13/18 was read by member Peter Dunbar: Fire/Rescue Calls: 10 calls (6 Oxford – 4 mutual aid), 43 miles traveled, 19 hrs worked and 68 member responses. Medical Calls: 6 (4 patients transported, 1 fire standby, 1 vehicle accident, 82 miles traveled, 17 hrs worked and 18 member responses. The fire boat is presently out of service after suffering a catastrophic starboard engine failure. Repair parts are on order and it is anticipated it will be running within a few weeks' time. Tilghman and Cambridge continue to provide coverage should an on-water emergency occur. The Auxiliary's annual Antiques Show was well received and vendors liked the new station floors which had been completed just prior to the show. Breakfast with Santa will be held at the fire house on Sunday December 2 from 8 to 11 am.

GUEST Steve O'Donnell, representing Clarke Semmes, thanked the Commissioners for their support for the Charcott-Marie-Tooth Association summer bike/swim event, explaining that this is their biggest fundraiser and the assistance and courtesy received from the Commissioners, the local businesses, the police department and the residents of Oxford is greatly appreciated. They are requesting approval to hold the event again next summer in coordination with all the same people as prior events. Chief Maxwell stated that organization of the event has improved with time and it is now a finely tuned event that runs very smoothly. The Commissioners were in favor of permitting the event to be held June 2, 2019.

PUBLIC HEARING

The public hearing for Ordinance 1814 AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 8 OF THE OXFORD TOWN CODE TITLED "VEHICLES AND TRAFFIC" BY ADDING SECTION 8.6 TITLED "PARKING/STORAGE OF VEHICLES IN FRONT YARD PROHIBITED" was opened with a brief explanation from Attorney Booth, who added that although the town code addresses dilapidated vehicles, it does not address legally registered vehicles parked in inappropriate places. She stated that the town has received multiple complaints over the years for such situations and this ordinance was drafted with this in mind. Dale Benson asked Booth what a 'Designated Parking Area' was. There was discussion regarding the difference between graveled or paved driveways and grassy front lawns. In addition, it was stated that the question of what constituted a side yard or front yard is addressed in the zoning ordinance definition. Lewis stated, as with all regulations, common sense is used with enforcement. With no further public comments presented the hearing was closed.

UNFINISHED BUSINESS

Ordinance 1814 AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 8 OF THE OXFORD TOWN CODE TITLED "VEHICLES AND TRAFFIC" BY ADDING SECTION 8.6 TITLED "PARKING/STORAGE OF VEHICLES IN FRONT YARD PROHIBITED" was opened for discussion. Commissioner Pepe motioned to approve Ordinance 1814, Commissioner Graves seconded the motion, all were in favor and the motion passed.

President Fronk asked Lewis for an update on the MEWS project. Lewis stated that an RFP has been prepared for phase one of the MEWS rehabilitation, funding for which the town is anticipating from a recently announced DHCD grant, and she is waiting for a response from the architect. She will place the

advertisement on eMarketplace as soon as she has confirmation on availability of the architect for the prebid meeting.

Commissioner Pepe inquired as to the status of the incorporation of electricity at the Causeway and Tilghman docks. Delude stated they had an estimate from Delmarva Power for adding electricity to the Causeway parking lot and was working with an electrician on pricing for adding the actual boxes at both locations. Lewis stated that they were also clarifying the most recent requirements for electricity at docks in the floodplain. The intent is to add enough power for emergency repairs, etc., not to provide electricity for every boat slip. Delude and Lewis will continue gathering information for completing the project in the current budget year.

NEW BUSINESS

Attorney Booth present the drafted Ordinance 1815 AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND CHAPTER 8 OF THE OXFORD TOWN CODE TITLED "VEHICLES AND TRAFFIC" TO AMEND SECTION 8.5 TO REGULATE PARKING OF TRAILERS AND OVERSIZED VEHICLES ON PUBLIC PROPERTY, AS WELL AS PARKING ON TOWN STREETS. Booth reminded the Commissioners that it had been discussed at a prior meeting that there was a need to address parking of large vehicles on town streets and they had requested she research and draft an ordinance for their review. After researching regulations in neighboring towns, she prepared this ordinance, which includes new definitions to be added to the town code regarding what constitutes an oversized vehicle, and also adds clarification of the use of boat trailer permits for accessing town waterways. Booth stated that she and Lewis worked through the language after discussing multiple scenarios that are unique to Oxford and feels that they have attempted to provide useful language for review. It was decided to table the draft to give the Commissioners time to review the language and also time to drive around town with the proposed regulations in mind.

Booth stated that it was time to renew the 1880 Bank property lease, which is currently a two-year lease expiring at the end of 2018. The lease renewal provided continues the previously negotiated language in order to continue to provide bank services to town residents. The Commissioners agreed that the continuation of this lease was important to the town. Commissioner Pepe motioned for President Fronk to sign the lease as presented, Commissioner Graves seconded the motion, all were in favor and the motion carried.

CLERK COMMENTS

Lewis stated that, as Maxwell mentioned earlier, the annual Halloween parade which is held the weekend before Halloween has been very poorly attended in recent years. She would like to propose moving the annual event to Halloween night, offering some type of festivities in the Town Park during Trick or Treat time, when there are in fact numerous children in town. She added the many towns hold some type of event that evening, giving children a place to stop and partake in cookies and drinks. Booth, whose children have always trick or treated in Oxford, agreed that an event in the park would be a great addition to Halloween. The Commissioners were in favor of the recommendation, which Lewis will relay to the Parks and Rec Committee. The Commissioners stated that the events Parks and Rec produce are very nice and expressed a desire to better promote them in order to increase attendance.

LETTERS

President Fronk read a letter from the Tred Avon Yacht Club thanking all for the generous volunteerism and contributions which made 2018 Star World Championship such a successful event.

Lewis stated that, as an announcement, the Social Coffee shop next to Town Park was planning a soft opening the next weekend, offering coffee and baked goods, with a grand opening planned in the spring.

President Fronk read a letter from Larry Myers seeking the Commissioner's support for a possible 'rails to trails' connection from Easton. Commissioner Graves suggested, with fellow Commissioner's blessing, that Myers pursue his idea with the County, as the trail would lie within the County. All were in agreement that it was a worth while suggestion.

ATTORNEY COMMENTS

Booth stated that, as mentioned at a prior meeting, she was anticipating a second change order for the WWTP project related to the removal of the sludge, but had not received the final order yet. She was alerting the Commissioners to a possible need for a second meeting in November. It was decided to leave the meeting open for November 27, 2018 in the event the change order was available to be addressed.

Booth requested a closed session to give legal advice regarding a contract and inquired as to whether the Commissioners also had a personnel issue that wanted to address. President Fronk requested a closed session to address a personnel issue.

PUBLIC COMMENT

Peter Dunbar stated that at one time the Oxford Fire Co held an annual Halloween parade and costume party that was very successful. Dunbar asked if there had been any progress with regards to the speed reduction on the Oxford Road. Delude stated that it had been a couple of months since the town had approached the state with the county's blessing, but would have to defer to Lewis, who had left the meeting, on any response. Dunbar also expressed his willingness to work with Myers on the rails to trails initiative.

Dale Benson inquired as to how the time frame of four hours proposed in the drafted oversized vehicle ordinance would affect the lawn care service industry who moved trailers around town regularly. Fronk stated it was something to take in to consideration while reviewing the ordinance.

There being no further business, a motion to adjourn and go into Closed Session for legal advice on a contract and a personnel matter was made by Commissioner Graves, seconded by Commissioner Pepe, all were in favor and the meeting adjourned into closed session.

Respectfully submitted,

Cheryl Lewis, Town Administrator-Clerk/Treasurer

"In accordance with Section 10-508(d) of the State Government Article of the Maryland Annotated Code, a written statement of the closed session is attached to the official minutes of the Commissioners of Oxford and maintained in the minute book in the Town Office".