

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**March 12, 2024**

**WORKSHOP**

Prior to the meeting a Workshop was held at 5 pm for the purposes of hearing from professionals on the topic of Best Management Practices for hiring a Town Manager. Speakers, Donald J Borut, Mission Square Research Institute, former executive International Cities/Counties Association; Carol Kachadorian, resident and former city clerk of Rockville, MD; and David Deutsche, former manager of Bowie, MD, provided the Commissioners with recommendations and processes for utilizing a professional recruiter for the hiring of a new Town Manager.

The Commissioners Regular Meeting was held in the Oxford Commissioners meeting room on Tuesday, March 12, 2024 at 6 pm.

**PRESENT**

Attending the meeting were Commission President Tom Costigan, Commissioner Susan Delean-Botkin, Commissioner Katrina Greer, Interim Chief Lt. Chris Phillips, Town Manager Cheryl Lewis, and Attorney Lyndsey Ryan. Approximately 65 people were in attendance and approximately 150 virtually. The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Commissioner Delean-Botkin motioned to approve the minutes of February 27, 2024 as distributed, Commissioner Greer seconded the motion, all were in favor, and the motion carried.

Commissioner Greer motioned to approve the report of Disbursements for the month of February 2024 and to file for audit, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

**PUBLIC WORKS REPORT**

Town Manager Lewis provided Wastewater Supervisor Matt Ozman Public Works report, as he was finishing up a class. PW is still working diligently on culvert jetting and drain cleaning. With the high tide over the weekend, they had two employees working during the early morning tide, and have worked for the past few days cleaning up debris that has washed around shorelines and roads. PW employees have completed classes this past week and some are still enrolled in continuing education classes for water and wastewater. These credits are needed to renew all licenses held by each employee. Grass cutting is to start this week as the ground dries out some, they will be able to get to most all parks by the end of the week. Mulching of town properties has started. Public works has started its Oxford Day list. This includes some of the items listed above, but includes a lot more. Yellow curb markings have been extended at the town park crosswalk and are twenty feet on either side so cars cannot park too close to the crossing. This will allow better visibility for motorists to see pedestrians

**POLICE REPORT**

Interim Chief Lt. Phillips presented police statistics for the prior period, attached here. He noted that the last day of the cross walk grace period would be ending, but we also have not had a lot of foot traffic in the area, with this expected to increase as we move into the season. He noted regarding crosswalk enforcement - vehicles are allowed to proceed through the crosswalk if the pedestrian is safely in the other lane of travel and walking away from you. The reverse is not true, if someone is in the opposite lane about to enter your lane in the crosswalk, you must stop. You can also not pass a vehicle stopped at the crosswalk. Over the weekend, a resident was cited for violations of Town Code section 2.2 A: Pets need to be always under the owner's control, either on a leash or at home. and 2.2 B: Owners are responsible for cleaning waste of pets immediately if not on the owner's property. He explained the responsibilities

of pet owners, noting that the infractions carried fines of \$100 and up, and these specific violations were issued due to repetitive calls and numerous warnings over the last 6 months and the issues weren't fixed. Lastly, he stated that in stop sign enforcement with the newly placed sign on Tilghman, there are still residents failing to stop and that we all needed to do better. A question was asked regarding the line item "property checks" to which it was explained that they are simply a means of noting each time an officer stops and observes certain areas of town, like businesses or parks.

### **FIRE COMPANY**

Tim Kearns provided the report with 5 medical calls over the last two weeks. Talbot County Emergency will be providing a CERT Training class in the summer and he recommended residents look into signing up, information will be posted on the town website. 137 people attended the last Breakfast. The Auxiliary will be holding a card part on April 5<sup>th</sup>, reservations required.

### **UNFINISHED BUSINESS**

Jason Lytle, George Miles and Buhr Engineering, presented the Commissioners with GMB's analysis of the responses to the Water Meter Replacement RFP. He noted six bid packages, representing four different meter types, were received from Neptune (Core&Main), Metron-Farnier, Zenner, and Ferguson. He explained the line items within the proposal grading spreadsheet provided to the Commissioners, which included system capabilities, RFP compliance, integration capability, vendor history, training & ease of use, equipment lead time, and cost; along with line item pricing on the specified components. With a preference for radio, over cellular due to signal concerns, they focused on the two bids providing radio communications, per the RFP request for radio. Additionally, as an exercise, they reviewed the quoted items in each proposal to be able to determine a realistic price comparison, developing an apples to apples comparison for the two radio systems. Attorney Ryan noted that the RFP requested information with the intent of narrowing down to a short list of candidates who would present further information and answer questions. With all things considered, Core & Main and Zenner presented the most relevant proposals. Commissioner Greer motioned to bring in Neptune (Core & Main) and Zenner, as the most qualified applicants, to do presentations, Commissioner Delean-Botkin seconded the motion, all were in favor and the motion carried. GMB will make the arrangements.

### **NEW BUSINESS**

Discussion began on the Amendment to the FY 2024 General/Enterprise Budget which had been provided at a previous meeting. Commissioner Greer inquired as to the changes in the Grant Miscellaneous line item. Lewis stated that all the grants are in one line item, but she would provide a more detailed breakdown on the grant items and would be updating some of the grant funds that will float between the FY 2024 and FY 2025 Budget. Greer noted there was an increase in interest income. Delean-Botkin noted that legal expenses had increased. Lewis stated that the legal budget is an estimate, dependent on how many legal issues arise in any given year, and in the case of a year with more legal requirements the budget would need to be adjusted. Commissioner Delean-Botkin motioned to introduce Ordinance 2404 Amending the FY 2021 General/Enterprise Budget, Commissioner Greer seconded the motion, all were in favor and the motion carried. A Public Hearing was scheduled for April 23, 2024 at the regular Commissioners Meeting.

The Commissioners moved on to the preliminary draft of the FY 2025 General and Enterprise Budget and Tax Rate. Lewis noted she had drafted the budget utilizing the FY 2024 tax rate and did not incorporate any increases to Water and Sewer rates, allowing the Commissioners to determine how they wanted to move forward. She pointed out the individual line items for grant projects and capital improvement projects, which are outside of the normal operating expenditures, and provided an explanation for each of these, noting that since COVID the town has yet to get back on its normal capital improvement plan and as such she has listed numerous items for consideration from which they will need to decide which to move forward with. Commissioner Delean-Botkin inquired if the state budget deficit could impact the town's revenues. Lewis stated that for the most part, funding is in place, highway user funds are

established, and the larger projects are currently federally funded. Following the over view it was determined a future budget workshop will be scheduled and posted.

### **LETTERS AND REQUEST**

A letter was received from the Oxford Fire Company thanking the town for their recent contribution provided at the banquet. A letter was received from Warren Davis regarding his recommendations for Hiring Practices. Lewis noted that the John Sutton was requesting expansion of their annual 5K Oxford Road Race to a 10K, to be held on October 19, 2024. Lt. Phillips provided additional details regarding the race trail. The Commissioners were agreeable to the proposed expanded event and date.

### **ATTORNEY**

Nothing presented.

### **TOWN MANAGER**

With regards to personnel, the Police Department had several applicants for the Chief position and she was working through the interview process with Lt. Kellner; additionally, there were a few applicants for the recently posted Public Works position and still time to apply. A Clerk-Treasurer has been hired with a start date of April 8<sup>th</sup>. Lewis requested a closed session for personnel discussion and legal advice.

### **ANNOUNCEMENTS**

The next regular Commissioner's Meeting will be on March 26, 2024, which will include a Public Hearing on Ordinance 2403 Amending the Floodplain Management Ordinance, a visit from the GMB Stormwater Engineer to review of storm/tidal water mitigation for the greater Tilghman St and South Morris areas, and bid results for the Dugout Memorial Park RFP are anticipated.

### **COMMISSIONER COMMENTS**

Commissioner Greer requested that discussion of using a recruiter for hiring the Town Manager be placed on the agenda for the next meeting. Commissioner Delean-Botkin thanked the public members who showed up to assist with the cleanup of the underbrush at the County Conservation Park; noted that the Easton High School was putting on a production of Footloose this coming Friday and Saturday; and the OCC will be holding their St. Patrick's Day Dinner on Friday evening, please call ahead to reserve your meal.

### **PUBLIC COMMENT**

Commissioner Delean Botkin stated that citizens have expressed concerns regarding public comment protocol and she provided a review of procedure: The Commissioners of Oxford are governed by the Oxford Charter and are guided by Robert's Rules of Order. The Charter provides that all meetings of the Commissioners shall be open to the public, and the rules of the Commissioners shall provide that residents of the Town shall have a reasonable opportunity to be heard at any meeting in regard to any municipal question. Public Comment is included on all Commissioner regular meeting agendas and affords the public the opportunity to have a voice, and the Commissioners an opportunity to listen. Public Comment is not a Debate. It is not a question-and-answer session or discussion. If, after a public comment, a Commissioner wishes to clarify a matter, they may do so. With that in mind, the Commissioners thank the public for their interest, welcomes the public to speak, and requests that anyone who would like to speak please state your name and address for the record. To provide an opportunity for all members of the public speak, she suggested limiting comments to three minutes or less.

Peter Clancy, Myrtle Ave, suggested consideration of banning plastic bags, following discovery of numerous plastic bags found along the shoreline as he was cleaning his shoreline. Commissioner Costigan noted that he would bring up the topic at the next Oxford Business Association meeting. Terry Deiter, Third Street, stated she sees a lot of trash on her walks, and suggested consideration of an Oxford Pickup Day for the Oxford Road. Mary Novack, Tilghman Street, requested signage regarding littering. Lewis

noted that we cannot post signs on the state road, but she could bring back information regarding the state road cleanup adoption policy. Jane McCarthy, Morris Street, inquired as to whether a stop bar/painted line was going to be installed at the Tilghman Street stop sign. Phyllis Rambo, South Street, noted wear already showing in the new crosswalk, which the state installed. Bob Bergner, East Strand, inquired as to whether a handicap ramp would be installed at the beach. It was noted that access would be incorporated into the final project. Jennifer Stanley, South Street, asked if the state was going to add back the bike lane on the Oxford Road; she also noted that the Oxford Kids Camp does perform beach cleanup annually and she supported citizen cleanup. Bob Hyberg inquired as to what the status of the Finance Committee was, as there had been significant interest at one time. Lewis suggested as there was a viable applicant currently, the Commissioners consider allowing for a single advisory opinion.

With no further business, Commissioner Delean-Botkin motioned to adjourn into a Closed Session for Personnel and other Legal Matters, Commissioner Greer seconded the motion, all were in favor, and the meeting was adjourned to go into a closed session at 7:15 pm.

Respectfully submitted, Cheryl Lewis, Town Manager

*Commissioner Meetings are now live streaming and are archived on [townhallstreams.com](http://townhallstreams.com).*



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

**Reporting Period: 2/27/24 to 3/11/24**

<b>REPORTS</b>	<b>RP</b>	<b>YTD</b>	<b>ARRESTS</b>	<b>RP</b>	<b>YTD</b>
Accident Report	0	0	Drug Arrests	0	0
Animal Complaint	1	3	DUI Arrests	0	0
Assault	0	0	On-View Arrests	0	0
Domestic	0	0	Warrant Arrests	0	2
Found/Lost Property	0	0	Criminal Summons	0	0
Fraud / ID Theft	0	1	Juvenile Referrals	0	0
Harassment	0	0	Other Arrests	0	0
Misc. / Other	0	1	<b>Total Arrests</b>	<b>0</b>	<b>2</b>
Suspicious Conditions	0	1	Civil Process	0	0
Theft	0	2	Warrants Serviced	0	4
<b>Total Reports</b>	<b>1</b>	<b>8</b>	Summons Serviced	0	0
<b>CALLS FOR SERVICE</b>	<b>RP</b>	<b>YTD</b>	<b>COMMUNITY POLICING</b>	<b>RP</b>	<b>YTD</b>
Alarm	2	4	Property Checks	110	580
Animal Complaint	1	8	Special Events	0	4
Assist Other Agency	1	8	Foot Patrol	8	45
Check Welfare	1	2	Bike Patrol	0	0
Found/Lost Property	0	0			
Harassment	0	0	<b>ASSISTS</b>	<b>RP</b>	<b>YTD</b>
Misc. / Other	19	85	Other PD	0	0
Motor Vehicle Collision	0	0	Fire/EMS	1	8
Noise Complaint	0	1	Other Agency	0	0
Parking Complaint	1	2			
Rogue and Vagabond	0	0	<b>ENFORCEMENT</b>	<b>RP</b>	<b>YTD</b>
Suspicious Conditions	1	4	Parking Citations	0	0
Suspicious Person	0	0	Traffic Stops	12	55
Suspicious Vehicle	2	3	Traffic Citations	0	3
Traffic Complaint	0	0	Traffic / Parking Warnings	14	57
Trespassing	0	1	PC Searches	0	1
Verbal Dispute	0	0	Criminal Citations	0	0
911 Hang Up	0	0	Civil Citations	1	1
<b>Total Calls</b>	<b>28</b>	<b>118</b>			
<b>TRAFFIC VIOLATIONS</b>	<b>RP</b>	<b>YTD</b>	<b>TRAFFIC VIOLATIONS</b>	<b>RP</b>	<b>YTD</b>
Speeding	5	30	Cell Phone	0	2
Stop Sign	6	15	Wrong Way	0	1
Driving w/o License	0	1	Equipment	2	5



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***Talbot County Sheriff's Office Response Statistics***

REPORTS	RP	YTD	ARRESTS	RP	YTD
			Drug Arrests	0	0
			DUI Arrests	0	0
			On-View Arrests	0	0
			Warrant Arrests	0	0
			Criminal Summons	0	0
			Juvenile Referrals	0	0
			Other Arrests	0	0
			<b>Total Arrests</b>	<b>0</b>	<b>0</b>
			Civil Process	0	2
			Warrant Service	0	0
			Summons Service	0	0
<b>Total Reports</b>	<b>0</b>	<b>0</b>			
CALLS FOR SERVICE	RP	YTD	COMMUNITY POLICING	RP	YTD
Alarm	0	0	Property Checks	6	37
Animal Complaints	0	0	Special Events	0	0
Check Welfare	0	1	Foot Patrol	0	0
Suspicious Condition	0	0	Bike Patrol	0	0
911 – Hang-up	0	0			
Trespassing	0	0	ASSISTS	RP	YTD
Liquor Law Violation	0	0	Assist Oxford PD	1	2
Noise Complaint	0	1	Fire/EMS	0	0
Parking Violation	0	0	Other Agency	0	0
Suspicious Person	0	0			
Suspicious Vehicle	1	2	ENFORCEMENT	RP	YTD
Verbal Dispute	0	0	Parking Citations	0	0
Found Property	0	0	Traffic Stops	0	1
Motor Vehicle Collision	0	0	Traffic Citations	0	0
Traffic Complaint	0	0	Traffic / Parking Warnings	0	0
Harassment	0	0	PC Searches	0	0
Rogue and Vagabond	0	0	Criminal Citations	0	0
Misc. Calls	0	1	Civil Citations	0	0
<b>Total Calls</b>	<b>1</b>	<b>4</b>			