

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
April 9, 2024

The Commissioners Regular Meeting was held in the Oxford Commissioners meeting room on Tuesday, April 9, 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, Wastewater Supervisor Matt Ozman, Town Manager Cheryl Lewis, and Attorney Lyndsey Ryan. Approximately 40 people were in attendance and approximately 60 virtually. The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Delean-Botkin motioned to approve the minutes of March 26, 2024 as distributed, Commissioner Greer seconded the motion, all were in favor, and the motion carried.

Commission President Costigan noted that the Commissioners held a Special Meeting for the purposes of going into a Closed Session for personnel matters and legal advice on April 3, 2024 at 4:00 pm, and the Commissioners held Workshops on April 3, 2024 at 3 pm and April 5, 2024 at 10 am to receive information from the chosen contractors for water metering products.

PUBLIC WORKS REPORT

Wastewater Supervisor Matt Ozman presented the Public Works report. Public works has completed painting the stop bars in front of the new stop signs on Tilghman Street and Banks Street, keeping in mind that these are only painted on at this time and thermoplastic bars have been ordered with an anticipated lead time of 6 weeks. Public works is still working on ditch cleaning throughout town along with culvert jetting. They are now finishing up in the Bonfield area and plan on moving into the Banks and Tilghman area next week. Board replacement for the community gardens is complete for now, they intend to do a total rebuild this fall/winter after these years growing season. Tilghman Street parking lot has been re-striped, which they do yearly. They will be working on outhouse repairs and painting before Oxford Day. The town has experienced a lot of rain so far this year with 32 inches since January 1 and, based on historic data, we are on track for one of our wettest years since 2018. The new public works employee, Caleb Walker, started yesterday.

POLICE REPORT

Interim Chief Lt. Phillips presented police statistics for the prior period, attached here. He noted a letter of recognition for Brandon Bobbick had been received from a resident for going above and beyond. There was an incident with a submerge vehicle on Wilson and Bank Street during recent tidal flooding and Phillips reminded everyone to not drive through flooded streets if you are not familiar with the area. There was an incident of a suspicious person trespassing on April 2, 2024, which in the end was determined to be an accidental entrance at the wrong address by a service provider. A second suspicious person incident was reported to the Sheriffs Dept on the outskirts of town and Phillips is following up on the specifics. Phillips attended a Mid-Shore Behavioral Health Meeting on April 2, 2024.

FIRE COMPANY

It was noted that the next Breakfast would be on April 13, 2024, 8 am to 11 am.

OATH OF OFFICE

Commission President Costigan issued the Oath of Office to Vickie Sharp the town's new Clerk-Treasurer, along with Oath of Offices to Phyliss Rambo and Jodie Ware as Election Supervisors.

UNFINISHED BUSINESS

Manager Lewis stated that she had reviewed the bid for the Dugout Memorial Park improvements with the vendor and felt that the requested quantities of products could easily be scaled to the available funds, noting the elements included chess tables, tennis tables, picnic tables, cooking grills, park benches, lighting, trash cans, etc. She proposed a workshop for anyone that would like to participate on the layout of the park elements, noting the path would also be coordinated with Talbot Thrive as their intended multi use trail is expected to traverse this park.

NEW BUSINESS

Lewis provided an update on the GMB Stormwater/Tidal Water Mitigation project that will utilize the ARPA funds, stating that based on the previous presentation she had requested a cost breakdown for the four areas of concern. Design, permitting, and installation of an upgrade to the tide gate and inclusion of a pump station would be approximately \$200,000 for the Mill Street, Bank Street, and Caroline Street tide gates, and \$250,000 for Pier Street to also address the ponding stormwater in the interior of the Willow/Pier Street block. Discussion ensued as to which areas to address and in what order, with some thought towards the design focus starting on the larger Pier Street tide gate/pumpstation project, with a tide gate improvement in the newer infrastructure located at Caroline Street which does not require design, future designs for Mill Street and Banks Street, development of a contract allocating the ARPA funds for all four locations to meet the federal governments allocation deadline, and then working on the construction of at least one pumpstation combination project to determine effectiveness.

Lewis provided the Commissioners with the adopting ordinance for the FY 2025 Budget and the working draft that was previously discussed in a workshop. She noted some minor changes including additions in the Police Budget to address additional needs with the purchase of a new vehicle, and changes in the Public Works capital purchases at the same dollar amount. Commissioner Greer noted that as presented the budget demonstrates a \$400,000 deficit, funds to be removed from prior year reserves. She would like to remove some items to reduce the deficit, including consideration of eliminating the fourth officer, and some of the capital improvement items, including moving the proposed street paving to the following year. Lewis and new clerk, Vickie Sharp, will look at revisions per the discussion and provide changes prior to the proposed public hearing. In anticipation of these updates, Commissioner Greer motioned to introduce Ordinance 2405 - FY 2025 General/Enterprise Budget and Tax Rate, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried. The ordinance will be posted online. A Public Hearing was scheduled for the May 14, 2024 Commissioners Meeting at 6 pm, with further discussion regarding changes mentioned to be workshopped during the next Commissioners meeting in April.

LETTERS AND REQUEST

ATTORNEY

Attorney Ryan provided numerous documents from the town's banking institutions to remove the Town Manager's name and to replace with the new Clerk-Treasurers name. Commissioner Delean-Botkin motioned to approve the resolution from Shore United Bank changing signatories, Commissioner Greer seconded, all were in favor, and the motioned carried. Commissioner Greer motion to approve the authorized signatures for the PNC MLGIP account, Commissioner Delean-Botkin seconded, all were in favor, and the motion carried. Commissioner Delean Botkin motioned to change signatories on the BayVanguard accounts, Commissioner Greer seconded the motion, all were in favor, and the motion carried.

Ryan provided Resolution 2406 Adopting a Special Event application form in response to the prior meeting's discussion regarding a request for approval for an event and street closing following Oxford Day. The resolution would among other things define a special event, identify requested street or sidewalk closing, identify additional town support above and beyond what would normally be provided, and provide for specific requirements like insurance. It was noted that this was a first step and if needed further changes could be made by resolution in the future. Following discussion Commissioner Greer motioned to approve Resolution 2406 Adopting a Special Event Permit Application, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

Ryan stated the RFQ for Executive Search Firms with a proposal due date of May 10th was posted on eMarketplace today, and she would be looking for other opportunities to post the notice, including MML.

TOWN MANAGER

Lewis stated several applications had been received for the R Gordon Graves Scholarship, and asked the Commissioners to consider awarding one or two applications at the next meeting and then consider awarding one or two more in June, having not awarded any in 2023. This would allow for at least one of the scholarships to potentially be awarded at the Easton High School ceremony, thereby providing some recognition for the program potentially influencing future applicants.

The Water Meter acquisition is progressing, following presentations to the Commissioners by vendors, the engineers have requested additional responses to the Commissioners follow up questions, are researching the software options, and would be coming back to the Commissioners with information and recommendations.

Lewis noted that with regards to Ordinance 2404 Amending the FY 2024 General/Enterprise Budget, there would be a Public Hearing held at the April 23, 2024 meeting.

Lastly as an update to the current employee hiring, as noted previously, the Clerk-Treasurer position has been filled, a Public Works employee has been hired, and the position for Town Manager is currently being advertised concurrent with the search for an Executive Search Firm. She requested a closed session for Personnel Discussion and Legal Advice regarding the same.

ANNOUNCEMENTS

Next Commissioner Meeting - April 23, 2024, to include a Public Hearing on 2404 Amendment to the FY 2024 General/Enterprise Budget. Oxford Day will be on April 27, 2024, with info available on the Oxford Day website. The Oxford Library is sponsoring a raffle to support the Oxford Library Scholarship Fund.

COMMISSIONER COMMENTS

Commissioner Delean-Botkin stated the Oxford Auxiliary would be holding their Rummage Day sale on May 5, 2024, with donations accepted at the fire house on May 4th.

PUBLIC COMMENT

Dan Kordell inquired as to whether paving for the stormwater infrastructure could come out of ARPA funds. Robert Bergner expressed concerns regarding the safety of the log and stone components of the new living shoreline, adding that even though there has been skepticism expressed regarding the project, it is not finished yet and his experience with the contractor has been positive. Art Murr noted that dogs should not be using the beach 'off leash' and maybe additional signage was needed. Susan Kordell requested that all logs be removed. Barbara Paca also expressed concerns regarding the logs.

With no further business, Commissioner Delean-Botkin made a motion to close the meeting and enter closed session at 7:35 pm to discuss personnel matters and obtain legal advice, which was seconded by Commissioner Greer and unanimously carried.

Respectfully submitted, Cheryl Lewis, Town Manager

Commissioner Meetings are now live streaming and are archived on townhallstreams.com.



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

Reporting Period: 3/26/24 to 4/08/24

REPORTS	RP	YTD	ARRESTS	RP	YTD
Accident Report	1	1	Drug Arrests	0	0
Animal Complaint	0	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	1	3	Total Arrests	0	2
Suspicious Conditions	0	3	Civil Process	0	0
Theft	0	2	Warrants Serviced	0	4
Total Reports	2	13	Summons Serviced	0	0
CALLS FOR SERVICE	RP	YTD	COMMUNITY POLICING	RP	YTD
Alarm	2	8	Property Checks	122	822
Animal Complaint	0	9	Special Events	1	5
Assist Other Agency	2	10	Foot Patrol	11	68
Check Welfare	0	2	Bike Patrol	0	0
Found/Lost Property	0	0			
Harassment	0	0	ASSISTS	RP	YTD
Misc. / Other	7	122	Other PD	1	1
Motor Vehicle Collision	1	1	Fire/EMS	1	9
Noise Complaint	0	1	Other Agency	0	0
Parking Complaint	2	6			
Rogue and Vagabond	0	0	ENFORCEMENT – NO ARREST	RP	YTD
Suspicious Conditions	0	6	Parking Citations	0	0
Suspicious Person	0	0	Traffic Stops	9	81
Suspicious Vehicle	2	8	Traffic Citations	2	6
Traffic Complaint	0	0	Traffic / Parking Warnings	10	84
Trespassing	1	2	PC Searches	0	1
Verbal Dispute	0	0	Criminal Citations	0	0
911 Hang Up	0	0	Civil Citations	2	3
Total Calls	17	175	Total Enforcement	23	175
TRAFFIC VIOLATIONS	RP	YTD	TRAFFIC VIOLATIONS	RP	YTD
Speeding	5	49	Cell Phone	1	3
Stop Sign	2	21	Wrong Way	0	1
M/A	1	3	Equipment	0	5