

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**April 23, 2024**

The Commissioners Meeting was held in the Oxford Commissioners meeting room on Tuesday, April 23, 2024.

**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, Clerk/Treasurer Vickie Sharp and Attorney Lyndsey Ryan. Approximately 40 people were in attendance and approximately 30 virtually. The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Commissioner Greer motioned to approve the minutes of April 9, 2024 as distributed, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

Commission Delean-Botkin motioned to approve disbursements for the month of March 2024 to be filed for audit, Commissioner Greer seconded the motion, all were in favor, and the motion carried.

**PUBLIC WORKS REPORT**

Town Manager Cheryl Lewis presented the public works report on behalf of Wastewater Supervisor Matt Ozman. Public works will have special brush pickup from April 23 thru April 26, 2024 in preparation for Oxford Day. The Oxford Community Center driveway and parking area has been repaired. The walking track has been scraped and repaired due to the damage caused by heavy rainfall. This week, we will continue to focus on Oxford Day by getting traffic control devices and signs out. Last high tide was April 12<sup>th</sup>, Public Works had several employees on duty and reported at 4:00am to observe and shut down roads as needed. Peak point of the tide was 4.5 ft for our area. Tide Prediction for April 24, 2024 is to be about 3.6 ft and will crest high around 6:00 am.

**POLICE REPORT**

Chief Kellner provided the report of calls for April 9 thru April 22, 2024, attached here. Last week Lt. Kellner and Chief Lt. Phillips were in training with the MML Association, which was a great networking opportunity and provided information, including a speaker who updated on possible legislation that may be passed; noted the State lost over 500 officers last year, not a good trend; and provided advice to all, to take care of your officers, it is hard to hire and retain officers. Prepping for Oxford Day, with help from the Sheriff's department and two crossing guards. Went over the list of road closures for Oxford Day.

**FIRE COMPANY**

Tim Kearns with the Oxford Volunteer Fire Department gave an update on fire calls, including 2 local calls and 2 mutual aid; along with 6 EMS in town. He announced that the rummage sale will be held on May 4<sup>th</sup>; the fire boat is undergoing sea trail; and Oxford Day BBQ will begin at Noon right after the parade.

**PUBLIC HEARING**

Public hearing for Ordinance 2404 Amendment to the FY 2024 General/Enterprise Budget was opened for public comment, no comments were made therefore the public hearing was closed.

**UNFINISHED BUSINESS**

Commissioner Delean-Botkin motioned to approve Ordinance 2404 Amendment to the FY 2024 General/Enterprise Budget as presented, Commissioner Greer seconded the motion, all were in favor, and

the motion carried. Continued discussion on Ordinance 2405 FY 2025 General/Enterprise Budget and Tax Rate, Clerk/Treasurer Vickie Sharp presented the budget and reviewed changes in an effort to balance the budget. The property tax rate will remain at \$.32 per \$100 of real property value, the water and wastewater will be increased by 3% across the board. Ordinance 2405 is scheduled for Public Hearing on May 14, 2024.

Town Manager Cheryl Lewis continued conversation on the tide gate improvement projects and after speaking with GMB has proposed the following improvements using the remaining ARPA Funds. Step 1 – Proceed immediately with installation of check valves at the Bank, Mill and Caroline Street tide gates. Step 2 – Design for Pier Street tide gate check valve and pump station package, along with considerations for conveyance system. Step 3 – Design for Mill Street tide gate check valve and pump station package with considerations for conveyance system, see attached for detail of the processes. Commissioner Delean-Botkin reminded everyone that this needs to move forward, important to look at cost but needs to expedite. GMB can start working on design so the project can continue moving forward. Commissioner Costigan motioned to approve Step 1 – to proceed immediately with installation of check valves (sleeves) at the Bank Street, Mill Street and Caroline Street tide gates and move forward with the Step 2 & 3 design, as presented, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

#### **NEW BUSINESS**

Resolution 2407 - Commissioner Greer motioned to approve Resolution 2407 recognizing Eagle Scout Robert Norbury, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

#### **LETTERS AND REQUEST**

Request from the Oxford Museum to have Market Street closed on Thursday, April 25, 2024 from 5-7pm for the Member Opening party. Expecting a large number of participants and concerned about the people that will be moving between the museum and garden area. Request was approved.

River keepers have reached out regarding monitoring the bacteria in the water/beach area for the 2024 Summer season (16 weeks), this information will be posted by the water via a QR code. Commissioners recommended continuing monitoring annually for the foreseeable future.

#### **ATTORNEY**

No comment at this time.

#### **TOWN MANAGER**

Town Manager Lewis announced, in reference to the request to FEMA to elevate approximately 14 residential homes to the Flood Protection Elevation, the Town has been awarded approximately \$2.6m with a 90% federal funding and 10% from the homeowner for the effort. Once further information is available details will be made available on the timeline and process. The Town was also awarded \$143,000 to go toward the cost of the Town managing the elevation project.

Lewis also announced the town has been awarded \$1,060,000 for Sea Level Rise Adaption Efforts to build Eastern Shore's capacity to plan for and mitigate impacts of coastal flooding and tidal inundation. Oxford is ground zero for sea level flooding and there is a NOAA Lab in Oxford. Funds are to support additional staff at the Lab, including two scientists to specifically study sea level rise, along with mitigation efforts, and two liaison specialists to work with the town and also communities on the broader Eastern Shore who are facing similar impacts.

Lewis recommended that Robert Hyberg be reappointed to the Board of Port Wardens, Commissioner Costigan motioned to appoint Robert Hyberg to the Board of Port Wardens, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried. Lewis recommended Eva Smorzaniuk for the Ethics Commission, Commissioner Delean-Botkin motioned to appoint Eva Smorzaniuk to the Ethics Commission, Commissioner Greer seconded the motion, all were in favor, and the motion carried. Eva Smorzaniuk took her oath for the Ethics Board. Lewis recommended Margaret Munsch and Karen Saum be appointed to the Election Board. Commissioner Costigan motioned to appoint Margaret Munsch and Karen Saum to the Election Board, Commissioner Delean-Botkin seconded the motion, all we in favor, and the motion carried.

Lewis recommended 2 students to receive the R. Gordon Graves Scholarship, Autumn Redmond, Easton High School and Robert Norbury, Sts. Peter & Paul High School. The Commissioners who had reviewed the applicant submittals received so far approved award to the recommended students. There will be a second review of the remaining applicants on June 1<sup>st</sup>.

Lewis recommended the Commissioners have another workshop with regard to the RFP responses for the water meter project.

Lewis requested a closed session regarding personnel discussion and to obtain legal advice.

#### **ANNOUNCEMENTS**

Oxford Day – April 27, 2024

Oxford Museum will open on April 27, 2024 for the season

Wednesday, April 24, 2024 the Oxford Lab will be featured on PBS at 7:30pm

Blessing of the Ferry and the Coast Guard Vessel will be Friday, April 26, 2024 at 6:00pm

Next Commissioner Meeting – May 14, 2024

#### **COMMISSIONER COMMENTS**

##### **PUBLIC COMMENT**

Bob Burgner while in the park noticed there are limbs that are low and may cause harm to the public, suggested getting a tree company to review. Russ Gray wanted to know when things were going to move along with the Tide Gate projects. Warren Davis wanted to know if any of the funds received were going to fix Banks Street. Lewis stated that one of the check valves that was requested is for Banks Street.

Jane stated GMB said this was a band-aid solution to the stormwater problem and that maybe we should have someone else look at the problem. Art Murr noted that the discussion regarding the ARPA stormwater mitigation projects had reached analysis paralysis and they needed to spend the money now. Town Manager Cheryl Lewis was commended for getting the grant to raise the houses.

With no further business, Commissioner Delean-Botkin motioned to adjourn into a Closed Session for personnel matters and to receive legal advice, Commissioner Greer seconded the motion, all were in favor, and the meeting was adjourned to go into a closed session at 7:18 pm.

Respectfully submitted, Vickie Sharp, Clerk/Treasurer

*Citizen letters discussed in these minutes are available on the town website.  
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: 4/09/24 to 4/22/24**

<b>REPORTS</b>	<b>RP</b>	<b>YTD</b>	<b>ARRESTS</b>	<b>RP</b>	<b>YTD</b>
Accident Report	0	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	<b>Total Arrests</b>	<b>0</b>	<b>2</b>
Suspicious Conditions	1	3	Civil Process	0	0
Theft	0	2	Warrants Serviced	0	4
<b>Total Reports</b>	<b>2</b>	<b>15</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	10	Property Checks	80	902
Animal Complaint	1	10	Special Events	0	5
Assist Other Agency	2	12	Foot Patrol	11	79
Check Welfare	1	3	Bike Patrol	0	0
Found/Lost Property	1	1			
Harassment	1	1	<b>ASSISTS</b>	<b>RP</b>	<b>YTD</b>
Misc. / Other	17	139	Other PD	2	3
Motor Vehicle Collision	0	1	Fire/EMS	0	9
Noise Complaint	0	1	Other Agency	0	0
Parking Complaint	0	6			
Rogue and Vagabond	0	0	<b>ENFORCEMENT – NO ARREST</b>	<b>RP</b>	<b>YTD</b>
Suspicious Conditions	1	7	Parking Citations	0	0
Suspicious Person	0	0	Traffic Stops	0	81
Suspicious Vehicle	1	9	Traffic Citations	0	6
Traffic Complaint	0	0	Traffic / Parking Warnings	0	84
Trespassing	0	2	PC Searches	0	1
Verbal Dispute	0	0	Criminal Citations	0	0
911 Hang Up	0	0	Civil Citations	0	3
<b>Total Calls</b>	<b>27</b>	<b>202</b>	Total Enforcement	0	175
<b>TRAFFIC VIOLATIONS</b>	<b>RP</b>	<b>YTD</b>	<b>TRAFFIC VIOLATIONS</b>	<b>RP</b>	<b>YTD</b>
Speeding	2	51	Cell Phone	0	3
Stop Sign	4	25	Wrong Way	1	2
M/A	0	3	Equipment	1	6



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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	1	Property Checks	9	60
Animal Complaints	0	0	Special Events	0	1
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	0	4
Noise Complaint	0	1	Fire/EMS	0	0
Parking Violation	0	0	Other Agency	0	0
Suspicious Person	0	1			
Suspicious Vehicle	0	2	ENFORCEMENT	RP	YTD
Verbal Dispute	0	0	Parking Citations	0	0
Found Property	0	0	Traffic Stops	0	1
Motor Vehicle Collision	1	1	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	4	5	Civil Citations	0	0
<b>Total Calls</b>	<b>5</b>	<b>12</b>			