

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
May 14, 2024

The Commissioners Meeting was held in the Oxford Commissioners meeting room on Tuesday, May 14, 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, Public Works Supervisor Matt Ozman and Attorney Lyndsey Ryan. Approximately 33 people were in attendance and individuals attending virtually. The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

A correction to the Minutes from March 26, 2023, a sentence was omitted but has been reinserted. Commissioner Greer motioned to approve the corrected minutes of March 26, 2024 as distributed, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

Commissioner Delean-Botkin motioned to approve the minutes of May 14, 2024 as distributed, Commissioner Greer seconded the motion, all were in favor, and the motion carried.

ANNOUNCEMENT

The Oxford Commissioners held special meetings on Thursday, May 2, 2024 at 11 am, Friday, May 3, 2024 at 12:30 pm, and Monday, May 13, 2024 at 3:30 pm to hold Closed Sessions for administrative functions, personnel matters, and legal advice. The Commissioners of Oxford held a Workshop on May 8, 2024 at 3:30 pm to receive information from the contractor regarding metering products and billing software at 101 Market Street.

A Gordon Graves Scholarship was awarded to Robert Norbury, he was present to receive award.

PUBLIC WORKS REPORT

Public Works Supervisor Matt Ozman presented the public works report. He explained the afterhours emergency with the water systems regarding a rupture disk in the arsenic tank that burst. Arrived 30 minutes after notification, quickly got water turned off and found the issues and made a temporary repair. Ordered a new part but it will take about 5 weeks. Had a water main break on the shop grounds, a 2-inch water main, had it repaired same day. Working on replacing the finger piers at the causeway. Working on the Townhouse. All generators and pump stations have been serviced for the year. Completed repairs at the dog park. This past weekend had a high tide of 4.1. Upcoming projects include drain box line repair on Tilghman Street. Traffic direction paint going on the corner of Banks and Market Street. Will be making some sign changes and putting paint down for visibility. Other projects will be drainage ditches on Bonfield, ditch cleaning at the Causeway Park, manhole inspections, and hydro flushing.

POLICE REPORT

Interim Chief Lt. Phillips provide the report of call for April 23 thru May 13, 2024. Started with the Sheriffs department report, then followed by the Oxford Police report. Lt. Kellner instructed a "Stop the Bleed Course." April 27, 2024 Oxford Day was a great turnout. There was a large backup coming into Town for the parade. Later in the evening of April 27, 2024 there was a report of a missing person, there were 2 officers on duty at the time, assistance was requested from the Sheriff's department, DNR and K-9 unit, and reverse 911 calls were sent out in an effort to get everyone to look out for the missing individual. The individual was located by a concerned citizen prior to a full search. Phillips appreciated that everyone came together to help find the individual, the community did a great job of coming together. May 4, 2024 was the rummage sale, for future might be a good idea to have someone direct traffic. May 6, 2024 there

was a fraud that involved the Town. Lt. Kellner and PFC Bobbick were in field training. Phillips expressed concern regarding campaign signs around Town, following comments regarding tampering with signs. No one has brought forward charges, but stealing campaign signs is not a good idea as it is not legal, and it's best to just leave them alone.

Commissioner Costigan mentioned that this coming weekend was going to be busy with an event at the Oxford Community Center and the Tri-County Bike Event. The bike riders who come through Oxford can stop at the Oxford Creamery and get a free scoop of ice cream. Interim Chief Lt. Phillips stated he would be working on Saturday and would look into parking at the creamery for the bikers.

FIRE COMPANY

Tim Kearns with the Oxford Volunteer Fire Department gave an update on fire calls, 11 local calls and 3 EMS in town. EMS and fire have had drills and discussed fire protocols. The rummage sale was a huge success. Mother's Day breakfast was great but lightly attended. Tonight, will be hosting the Board of Elections, come out and vote. July we are expecting a new fire engine. The fire boat is still going through trials.

Commissioner Costigan inquired about the fire department meeting with public works to go over the facility layout, both parties are working on a date.

PUBLIC HEARING

A public hearing for Ordinance 2405 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 the Ordinance 2405 FY2024 General/Enterprise Budget, Commissioner Greer seconded the motion, all were in favor, and the motion carried.

NEW BUSINESS

Ordinance 2408 Setting Water and Sewer Rates for FY2025, increasing water and sewer rates by 3%. Commissioner Greer motioned to introduce Ordinance 2408 Setting Water and Sewer Rates for FY2025, Commissioner Delean-Botkins seconded the motion, all were in favor, and the motion carried. A discussion will be held at a public on June 11, 2024.

LETTERS AND REQUEST

Talbot Goes Purple has made a request for donation, previous years of donation have been, 2023 - \$3,500, 2022 - \$3,000, 2021 - \$3,000, 2020 - \$5,000. It was agreed to send a donation in the amount of \$3,500.

ATTORNEY

Received two proposals for the Request For Qualification from executive search firms, Pracedemic Partners and Raftelis. As the two proposals have different pricing structures, the Town Attorney will review and come back with comments.

TOWN MANAGER

Town Manager Lewis provided a copy of Resolution 2409, "A Resolution of the Town of Oxford, Maryland to approved a Maryland Department of Housing and Community Development, Community Legacy Grant Application for Funds to Provide Grants to Businesses Owners and Tourism Entities Located in Sustainable Communities Designated Areas for Façade and Interior Improvements". This request is for \$100,000, although Lewis noted, the DHCD will often determine the amount to be awarded. Commissioner Tom Costigan introduced Resolution 2409 "A Resolution of the Town of Oxford, Maryland to approved a Maryland Department of Housing and Community Development, Community Legacy Grant Application

for Funds to Provide Grants to Businesses Owners and Tourism Entities Located in Sustainable Communities Designated Areas for Façade and Interior Improvements”, Commissioner Delean-Botkin motioned to approve, Commissioner Greer seconded the motion, all were in favor, and the motion carried.

Lewis stated that there was an opening on the Board of Appeals and requested to move Peter Clancy from alternate position to a full position. This will now create a position for an alternate. Commissioner Greer motioned to move Peter Clancy from alternate to full position on the Board of Appeals, Commissioner Delan-Botkin seconded the motion, all were in favor, and the motion carried.

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

ANNOUNCEMENTS

40th Anniversary of the Fine Arts Fair – May 17-19, 2024

The 3rd OCC Sea Level Rise Series at 5:30 pm - June 5, 2024

Memorial Day Ceremony at 11:30 am – May 27, 2024

Next Commissioner Meeting – May 28, 2024

COMMISSIONER COMMENTS

On May 2, 2024 Commissioner Costigan, Commissioner Delan-Botkin, Commissioner Greer, Town Manager Cheryl Lewis, Former Commissioner Pepe, Rich Leggett and some of his staff attended the Business Appreciation Summit, the Town and Rich were presented with the 2024 Talbot County Community Impact Award for The Oxford Mews Project.

Commissioner Delean-Botkin commented that there should be a protocol when it comes to a missing person with memory issues, will work with Interim Chief Lt. Phillips. Commissioner Greer stated there is a memory specialist that has offered to come and do a talk regarding memory issues.

Commissioner Costigan offered a job well done to Skip and Kathleen Case and all the volunteers on a wonderful Oxford Day. Commissioner Costigan mentioned that Vickie Sharp will be setting up a Constant Contact service for Town communications. Commissioner Costigan stated at the next meeting he will propose that the Town proceed with the recommendation of GMB for installation of all 4 pump stations and check valves/sleeves that the engineers have outlined. Let’s get moving and finish this project by year end.

PUBLIC COMMENT

Jim Wilcox stated that the Historic District Commission will be having a workshop tomorrow to discuss fences modifications and clarifications to the existing guidelines. Jane McCarthy asked were the tide gates still broken, Commissioner Costigan stated that we don’t know that they are necessarily broken, but we also don’t know that they are fully functioning. Lewis stated that the project will look at both the infrastructure that prevents the tide from coming in and the infrastructure use to remove stormwater in the four noted locations.

With no further business, Commissioner Delean-Botkin motioned to adjourn open session 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 7:02 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: 5/14/24 to 5/22/24

REPORTS	RP	YTD	ARRESTS	RP	YTD
Accident Report	0	1	Drug Arrests	0	0
Animal Complaint	0	2	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	2	Juvenile Referrals	0	0
Harassment	0	0	Other Arrests	0	0
Misc. / Other	0	8	Total Arrests	0	2
Suspicious Conditions	0	3	Civil Process	0	0
Theft	0	2	Warrants Serviced	0	4
Total Reports	0	18	Summons Serviced	0	0
CALLS FOR SERVICE	RP	YTD	COMMUNITY POLICING	RP	YTD
Alarm	0	10	Property Checks	60	1122
Animal Complaint	0	11	Special Events	0	7
Court Off Duty	0	2	Foot Patrol	0	92
Check Welfare	0	3	Bike Patrol	0	3
Found/Lost Property	1	3			
Harassment	0	1	ASSISTS	RP	YTD
Misc. / Other	5	166	Other PD	0	3
Motor Vehicle Collision	0	1	Fire/EMS	0	11
Noise Complaint	0	1	Other Agency	0	0
Parking Complaint	0	9			
Rogue and Vagabond	0	0	ENFORCEMENT – NO ARREST	RP	YTD
Suspicious Conditions	1	10	Parking Citations	2	3
Suspicious Person	0	0	Traffic Stops	6	116
Suspicious Vehicle	0	9	Traffic Citations	1	7
Traffic Complaint	1	3	Traffic / Parking Warnings	5	122
Trespassing	0	2	PC Searches	0	1
Verbal Dispute	0	0	Criminal Citations	0	0
911 Hang Up	0	0	Civil Citations	0	3
Total Calls	8	231	Total Enforcement	14	252
TRAFFIC VIOLATIONS	RP	YTD	TRAFFIC VIOLATIONS	RP	YTD
Speeding	3	51	Cell Phone	1	3
Stop Sign	2	25	Wrong Way	0	2
M/A	0	3	Equipment	0	6



*Oxford Police Department
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Reporting Period: 5/14/24 to 5/22/24

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
			Total Arrests	0	0
			Civil Process	0	2
			Warrant Service	0	0
			Summons Service	0	0
Total Reports	0	1			
CALLS FOR SERVICE	RP	YTD	COMMUNITY POLICING	RP	YTD
Alarm	1	3	Property Checks	7	81
Animal Complaints	1	1	Special Events	0	2
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	5
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	0	1	Traffic Citations	0	0
Traffic Complaint	0	1	Traffic / Parking Warnings	0	0
Harassment	0	0	PC Searches	0	0
Rogue and Vagabond	0	0	Criminal Citations	0	0
Misc. Calls	0	10	Civil Citations	0	0
Total Calls	2	21			