

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
May 28, 2024

The Commissioners Meeting was held in the Oxford Commissioners meeting room on Tuesday, May 28, 2024.

PRESENT

Attending the meeting were Commission President Tom Costigan, Commissioner Susan Delean-Botkin, Commissioner Katrina Greer, Chief Chris Phillips, Deputy Chief Lt. Kellner, Town Manager Cheryl Lewis, Clerk/Treasurer Vickie Sharp, Public Works Supervisor Matt Ozman, Town Planner Marilyn Williams and Attorney Lyndsey Ryan. Approximately 38 people were in attendance and individuals attending virtually. The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

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.

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

ANNOUNCEMENT

The Oxford Commissioners held a special meeting on Thursday, May 23, 2024 at 2:00 pm to hold Closed Sessions for administrative functions, personnel matters, and legal advice.

Chris Phillips joined the Oxford Police Department nearly 5 years ago, he has advanced from Patrol Officer to Lieutenant to Interim Chief. He has served the community honorably. Devoted to keeping the citizens safe. During his time in town, he has saved one life, pulled people out of flood waters, started the Citizen Police Academy, continued Coffee with A Cop in order to communicate with the citizens. He is fully engaged with the Town and fully understands community policing. Commissioner Costigan motioned to appoint Chris Phillips as Oxford Chief of Police. Commissioner Greer seconded the motion, all were in favor, and the motion carried. Chris Phillips took his oath of office as Chief of Police.

PUBLIC WORKS REPORT

Public Works Supervisor Matt Ozman presented the public works report. Tilghman Street stormwater drain box repair is completed. Put in a new 10" line coming down Tilghman Street to accept the flow. Stormwater grating in the same area has been repaired by putting new retaining clips in to hold the grates to the box. Townhouse interior repairs have been completed. Exterior painting will continue pending weather. Report of one sewer backup that was quickly resolved by the public work employees by jetting out the blockage. Jetter needed repairing, parts were at the shop except the oil breather cap, found online, ordered and will finish the repair once received. Monthly preventative maintenance was completed on all equipment. Public work employees have completed water and wastewater training over the past 2 weeks. Two employees sat for the MDE administered test for water and wastewater.

POLICE REPORT

Deputy Chief Kellner presented the police report. Stats report is short May 14-22 due to Chief Phillips being in training. During this time no police reports were taken. There were 8 calls for service, 1 for found property, 1 suspicious circumstance, 1 traffic complaint and 5 miscellaneous complaints. No arrest, 60 property checks, 2 parking citations issued, 6 traffic stops. Talbot County Sheriff's responded to two calls in town, one for an alarm and the other for an animal complaint. Chief Phillips has been busy attending meetings, of the Police Accountability Board and Law Enforcement Steering Committee meeting. Will be doing training with the new firearms, hand guns and long guns. Once trained will be able to use and carry

the guns. Deputy Chief Kellner and PFC Bobbick attended field training school, this is a certification that is needed for when new officers are hired.

Commissioner Costigan reminded the police department that fireworks will be on July 5th and wants to make sure there is enough police coverage for that night.

FIRE COMPANY

Tim Kearns with the Oxford Volunteer Fire Department gave an update on fire calls, 2 local calls, 3 fire calls outside of town and 5 EMS in town. June 9th will be breakfast at the fire house. The fire delegates will be attending the fire convention in Ocean City June 16th – 19th. Fire Fighter 1 class will start on August 27th and an EMS class in June, if interested contact the fire house.

UNFINISHED BUSINESS

Brent Jett with GMB presented the final report of findings and recommendations along with cost for the Tide Gate Improvement Project. Brent has been in the Town frequently when there is high tide with standing water and states that the current tide gates are not working properly. Has suggested to replace the existing tide gates (backflow preventors) with new updated versions that will keep the tidal water out. Next would need to address the stormwater. This process would be done with a pump system that would pump the stormwater back overboard. Brent answered questions from the Commissioner that related to the report, tide gates and pump stations. By looking at the trends the Town is currently in the dress rehearsal for 2040-45, this is planning for the future and now. Town Manager Cheryl Lewis recommended to move forward with the improvements and repairs to the tide gates and stormwater boxes using our current infrastructure in the amount of \$62,250 not to exceed, if approved a contract will be drawn up for the engineering fee and engineer/construction drawings. This process will take about 6 months to complete in order to start construction. Commissioner Greer motioned to approve the engineering fee from GMB not to exceed \$62,250 for the Mills Street and Pier Street combination tide gate/pump stations, and the Bank Street and Caroline Street tide gate/check valve improvement. Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

Town Manager Cheryl Lewis gave an update on the new water meter and software project. Recommendation would be to ask GMB to prepare a bid package for Neptune meters. We looked at software with 4 different vendors, made a decision on 1 and actually went out to a site to view how it actually worked this would be included in the bid as well. Within the bid package would need to be a stipulation that the software would need to be installed by or before December 31, 2024. Commissioner Costigan motioned to approve for GMB to get bids for the Neptune meter and Muni-Link Software. Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

Ordinance 2408 Setting Water and Sewer Rates for FY 2025 will have a public hearing on June 11, 2024 at 6pm.

LETTERS AND REQUEST

A PIA request has been made for lead pipe mapping and lead joint mapping. The Town does not have such a mapping. When the meter update begins data will be gathered that will be used for such mapping. GMB has started gathering of the inventory which is due to the EPA by October 16, 2024.

TOWN MANAGER

Town Manager Lewis asked if everyone understood what was just approved regarding the Stormwater Mitigation, Jane McCarthy questioned the original cost of 4 pumping stations that was presented a few months back to what was presented tonight. Lewis clarified the original meeting GMB gave a price for what a pump would cost, we have asked them for a combination package with in ground stormwater infrastructure that will house pumps for pushing stormwater out and also replacement of tide gate/check valves within the same infrastructure to prevent tidal intrusion. The price is for 2 of the pump stations

and 4 tide gates. The previous agreement funded discovery and development of recommended engineering solutions. What is being requested now is complete construction packages, identifying the exact work needed, the necessary equipment, needed paving, and permitting to complete the projects. The contract for GMB is a design build.

Lewis stated that a few months back a representative with State Highway came out and looked at the Causeway with her. As it was a dry day with a low tide, she sent flood pictures of the Causeway to him. They have determined that there is in fact a problem worth looking at. He has developed some preliminary recommendations and long term planning that he would like to submit to the Commissioners at the June 11, 2024 meeting.

The NOAA earmark funds granted to the town for Sea Level Rise Studies, providing a scientist and a liaison at the Oxford Lab along with a tide gate in Town Creek, is now requiring a formal application submittal which is in process.

Lewis noted that the applicants for the position of Town Manager and responses to the RFP for a hiring firm for the same are still under review. She also stated that the FY25 budget included funding for a 4th police office, and requested on behalf of the police department to open up advertising to see if there are available candidates.

The FY25 budget also included funds for a new police vehicle, would like to start paperwork now for purchase on or after July 1, 2024, as one police vehicle is down and needs a new engine. Will get prices on replacing the engine to be able salvage the truck for a spare and get rid of the car.

In the current FY24 budget there are funds to complete a LEOPS Actuary with the State of Maryland to look at the police retirement package. At this time, they haven't sent an invoice for this process but wanted to make everyone aware that it may roll into FY25, \$7,500 has been set aside for this study. The Town owned Townhouse needs some upgrades of about \$20,000 +/- before the new Police Chief and his family moves in. Commissioner Greer motioned to acknowledge that a future budget amendment will be anticipated for the LEOPS Actuary and the not to exceed \$20,000 of improvements to the left side of the townhouse, Commissioner Delean-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. Commissioner Greer also added discussion of a negotiation.

ANNOUNCEMENTS

Next Commissioner Meeting – June 11, 2024

COMMISSIONER COMMENTS

Commissioner Costigan congratulated Dorothy Williams and the Oxford Garden Club for the presentation for the Memorial Day Service. Captain Dial did a masterful job.

Commissioner Delean-Botkin, reminded everyone about the weekly bacterial monitoring by Shore Rivers it is printed in the Star Democrat on Sunday and also available online. This will let everyone know if the strand beaches are open and swimmable. Final sea level rising presentation at Oxford Community Center will be June 5, 2024.

PUBLIC COMMENT

Peter Clancy asked for an up date on the proposal to cease distribution of plastic bags in town, Commissioner Costigan stated this will be at the next meeting. Clancy also asked how the program regarding how residences could obtain a subsidy for raising their homes was publicized and homes selected? Lewis stated in 2022 it was in the Spring Newsletter, everyone had an opportunity to qualify

per FEMA requirements, Lewis also contacted homeowners that were known to need to be elevated based on the requirements. To participate documents had to be signed by the homeowner, then the grant was submitted. Now the Town is just waiting on further information on how to proceed.

Mary Novak stated she would be interested in the process of raising her home, Lewis stated that she thought her name was on the list.

Russ Gray addressed the annexation of the Town and his understanding of Growth Tier Map – Ordinance 2308, this limits the Town on any annexation other than what is stated in the Growth Tier Map, Commissioner Costigan agreed.

With no further business, Commissioner Delean-Botkin motioned to adjourn open session into a Closed Session for personnel matters, to receive legal advice and discussion of a negotiation, Commissioner Greer seconded the motion, all were in favor, and the meeting was adjourned to go into a closed session at 7:31 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



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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			



BARBARA PACA, PH.D., O.B.E.

27 May, 2024

Ms. Cheryl Lewis, Lindsay Ryan, Esq., and the Commissioners of Oxford
Oxford Town Office, Oxford, Maryland 21654
townoffice@goeaston.net

**REQUEST FOR INFORMATION:
LEAD PIPES AND PIPES WITH LEAD JOINTS IN THE TOWN OF OXFORD**

REQUEST: Kindly read aloud at the Oxford Town Meeting, 28 May, 2024

Dear Ms. Lewis, Ms. Ryan, and Oxford Commissioners,

This is a formal request for a map indicating the location of all lead pipes as well as gooseneck pipes in the Town of Oxford. Should you have this information incorporated into the town plan, it would be good to share on the Town website.

If a comprehensive map doesn't exist, please share with us a map indicating those areas you suspect may still have such pipes/joints/goosenecks for the conveyance of water. It has been brought to my attention that some sections remain on Tilghman, Mill, and Pier Streets.

Please share with us your plans of how you intend to prepare such an essential document to protect the health of all citizens of Oxford. Thank you in advance.

With All Good Wishes,
Yours Sincerely,

Barbarapaca.

Barbara Paca, PhD, OBE

cc:

The Honorable Serena C. McIlwain, Maryland Secretary of the Environment
Ms. Aneca Atkinson, Deputy Secretary, Maryland Department of the Environment
Ms. Mariah Davis, Environmental Justice Officer, Office of the Secretary, Maryland
Department of Natural Resources