

**COMMISSIONERS OF OXFORD**  
**Regular Meeting Minutes**  
**June 11, 2024**

The Commissioners Meeting was held in the Oxford Commissioners meeting room on Tuesday, June 11, 2024.

**PRESENT**

Attending the meeting were Commission President Tom Costigan, Commissioner Susan Delean-Botkin, Commissioner Katrina Greer, Chief Chris Phillips, Town Manager Cheryl Lewis, Town Planner Marilyn Williams, Public Works Supervisor Matt Ozman, and Attorney Lyndsey Ryan. Approximately 70 people were in attendance and approximately 34 individuals attending virtually. The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Commissioner Greer motioned to approve the minutes of May 28, 2024 as distributed, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

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

**ANNOUNCEMENT**

The Oxford Commissioners held a special meeting on Monday, June 4, 2024 at 3:00 pm and on Friday, June 7, 2024 at 9:00 am to hold Closed Sessions for administrative functions, personnel matters, and legal advice.

**SPECIAL PRESENTATION**

Roy Geiser from UHY, LLP presented the Commissioners with the AUP close out audit for the out going Town Manager, Cheryl Lewis and incoming Clerk/Treasurer Vickie Sharp. Mr. Geiser was happy to report that there were no exceptions.

John Martin with MDOT/SHA presented a power point on the Causeway Park Drainage investigation findings regarding tidal flooding in the Causeway. SHA is interested in partnering with The Town of Oxford to evaluate strategies and solutions to the problem. Recommendation is to perform a study to address the conditions on RT. 333. Funding will need to be secured by SHA through the Climate focused funding portal. As of this time there is not a status update on the funding.

**PUBLIC WORKS REPORT**

Public Works Supervisor Matt Ozman presented the public works report. Mike Carroll and Mike Morris completed water and wastewater training earning CEU's for their temporary licenses for 3 years, just waiting on the State license test. Upon investigation of a sink hole on Market Street it was found there was an 8-foot-long section of pipe that separated due to age. This was replaced with ADS plastic pipe and will be replacing the entire section of approximately 60 feet total. A 5<sup>th</sup> trash can was added to Town Park and another will be placed by the museum due to an increase volume of visitors. Moved the trash cans around on the strand. There are a limited number of cans at this time will acquire more in July. Cleaned out ditch on Bonfield it is now flowing correctly will go back to seed and stabilize the area.

**FIRE COMPANY**

Tim Kearns with the Oxford Volunteer Fire Department gave an update for the past 2 weeks on fire calls, 4 local calls, 3 fire calls outside of town and 3 EMS in town. On June 3<sup>rd</sup>, the Company along with St. Michaels presented the flag at the 4<sup>th</sup> Annual First Responders Celebration in Easton, sponsored by Blue Point Hospitality and they generously offered each of the First Responders gift cards. June 16<sup>th</sup> – 19<sup>th</sup>

many will be attending the Ocean City MD State Fireman's Convention. Will also be attending the Trappe Fireman's parade on Saturday, June 29<sup>th</sup>. The bunting on the Firehouse represents the passing of past President and Life Member John Hanes. A memorial will be held on Saturday, June 15<sup>th</sup>, 12-2pm at the Oxford Fire Company.

### **POLICE REPORT**

Chief Phillips presented the police report. Stats report is May 23 to June 10, 2024, during this time the Talbot Sheriff's Department had 4 calls, 11 property checks and 1 assist with other agency. The Oxford Police Department had 3 reports, there were 30 calls for service, 142 property checks, 11 foot patrol, 2 bike patrol, 3 fire/EMS assists, 52 total enforcements and 1 cell phone violation. Extra signage has been placed at the Strand and at the Dunes to help everyone learn the restricted areas. Officers will be in Taser training on Wednesday. There has been an issue with door-to-door salesman in the area, if you are not comfortable with them in your area feel free to call the police. They also need a permit from the Town of Oxford, a vendor/peddler permit. With the Election coming, there are Election Laws that if breach of peace or violation of election laws are determined by the Election Judge then one must be arrested. Going forward to the election lets all keep the peace.

Commissioner Costigan mentioned again that the Police Department will be bringing in extra help for July 4<sup>th</sup> & 5<sup>th</sup>.

### **PUBLIC HEARING**

Ordinance 2408 – **AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUBER 2305 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2024.** Public hearing was opened for public comment, no comments, public hearing closed.

### **UNFINISHED BUSINESS**

Ordinance 2408 - **AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUBER 2305 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2024.** There were no comments from the Commissioners. Commissioner Delean-Botkin motioned to approve Ordinance 2408 - **AN ORDINANCE OF THE TOWN OF OXFORD TO REPEAL ORDINANCE NUBER 2305 AND TO SET NEW WATER AND SEWER RATES FOR THE TOWN, COMMENCING JULY 1, 2024,** Commissioner Greer seconded the motion, all were in favor, and the motion carried.

Town Manager Cheryl Lewis announced that there was only one bidder for the Dugout Memorial Park Elements at the reduced cost of \$106,330, asked for Commissioners approval to award. The Grant money needs to be spent by the end of August she will then reach out to the Grantor and let them know it has been awarded and that we will potentially need an extension. There will be a meeting on June 21<sup>st</sup> at 10:00 am out at the Dugout Memorial Park to review, anyone can attend. Commissioner Greer motioned to award the Dugout Memorial Park to Unity Landscaping in the amount of \$106,330. Commissioners Delean-Botkin seconded the motion, all were in favor, and the motion carried.

Town Manager Lewis, presented the GMB contract for the Design-Build Flood Remediation Project. Commissioner Delean-Botkin motioned to approve the contract with GMB, Proposal for Oxford Design-Build Flood Remediation Project, Phase 2. Commissioner Greet seconded the motion, all were in favor and the motion carried.

### **NEW BUSINESS**

Resolution 2410 – **A RESOLUTION OF THE COMMISSIONERS OF OXFORD REPEALING THE OXFORD EMPLOYEE MANUAL ADOPTED BY RESOLUTION 2303, AND ADOPTING A REVISED TOWN OF OXFORD EMPLOYEE MANUAL DATED JULY 1, 2024.** Commissioner Costigan motioned to approve Resolution 2410 – **A RESOLUTION OF THE COMMISSIONERS OF OXFORD REPEALING THE OXFORD EMPLOYEE MANUAL ADOPTED BY RESOLUTION 2303, AND ADOPTING A REVISED TOWN OF OXFORD EMPLOYEE MANUAL**

**DATED JULY 1, 2024**, Commissioner Delean-Botkin seconded the motion, all were in favor and the motion carried.

### **LETTERS AND REQUEST**

Josh Coder submitted a letter requesting Election Poll Watchers for the upcoming election on June 18, 2024. Town Attorney gave a legal opinion that if the Charter is silent on something within the Election Process it means silence is the same as no. Town Attorney suggested, that during COVID, Talbot County Board of Election could not allow Poll Watchers in the room during election so it was streamed. Therefore it is recommended that the Town of Oxford stream the election process. Starting at 8:00am to 8:00pm and watch the process live. There would no sound just watch the process until 8:00pm then the sound would be turned on for the counting process. Live election with live counting. This process does not change the process of the Election Board. Recommendation would need to be made to the Board of Elections. Commissioner Greer motioned to recommended to the Board of Election to use live streaming for the June 18, 2024 election, Commissioner Delean-Botkin seconded the motion, all were in favor and the motion carried.

A thank you letter was received from Dorothy Williams of the Oxford Garden Club for the Memorial Day Service. Also, a thank you note from Autumn Redman, she was a recipient for the R. Gordon Graves Community Scholarship.

### **TOWN ATTORNEY**

There were no comments for the Town Attorney as she was not in attendance. Commissioner Costigan stated that he would be working with Town Attorney to bring forward an ordinance for a single use plastic bag ban. Hopefully will have an ordinance to introduce at next meeting.

### **TOWN MANAGER**

Town Manager Lewis stated that there are two more R. Gordan Graves Community Scholarship that will be awarded at the July 9, 2024 meeting.

Lewis clarified how funds were spent on grants that were received about 5 to 10 years ago. How was the \$52,000 spent on renovating the tennis courts? Tennis Courts were completely resurfaced in 2017 this surface should be good for 5 to 7 years with some patching. New nets, new lines and work done at basket ball court. Has been long enough that is does not look brand new and fresh, will need to look at doing something in the future. \$43,000 that was received for the dog park in 2015 was spent to build the dog park which included a new fence and items to build the dog park. \$40,000 approved grant for the basketball courts has not been spent nor has the Town received the funds. Why a delay in the 2016 flood study, 2 pages of recommendations. 12 of the recommendation have been completed, 7 have just been agreed to complete. The MEWS building was purchased by the Town with a grant in the amount of \$300,000 and the Town had to match \$200,000. Additional grants were received to stabilize the building in an effort to rent or sell the building. Mr. Legget stepped up by renovating and adding 4 apartments to the building with his money. Currently there is a low rent lease, at the end of the lease there a lot of options and the Town can do something different if they chose.

Lewis handed out a spread sheet to the Commissioners regarding grants that are still open. Some of the grants are complete while others are still open.

Lewis recommended that the Historic Commission move their meeting from 5:00pm to 3:30pm. Commissioner Costigan motioned to move the Historic Commission meeting to 3:30pm, Commissioner Delean-Botkin seconded the motion, all were in favor and the motion carried. Barbara Ranson feels the new time will adversely affect potential new Commission Members from being able to serve.

Lewis announced that the Planning Commission will be back on the Comprehensive Plan Update, starting on the 4<sup>th</sup> Thursday of July at 10:00am.

Lewis requested moving Brandon Bobbick to the rank of Sergeant, Chief Phillips approved this change. Commissioner Delean-Botkin made the motion to promote Brandon Bobbick to Sergeant, Commissioner Greer seconded the motion, all were in favor and the motion carried.

Lewis has requested \$20,000 for repairs on the right side of the townhouse, Commissioner Greer motioned to approve the \$20,000 for repairs on the right side of the townhouse, Commissioner Delean-Botkin seconded the motion, all were in favor and the motion carried.

### **ANNOUNCEMENTS**

Election Day – June 18, 2024

Fourth of July Fireworks – July 5, 2024

Next Commissioner Meeting – July 9, 2024

### **COMMISSIONER COMMENTS**

Retiring Town Manager Cheryl Lewis was issued a citation from the State of Maryland, this was presented by Judge Sidney Campen. Campen also spoke a few kind words about Cheryl Lewis. Commissioner Costigan presented Cheryl with a Proclamation and presented a painting of the El Galeon replica. Commissioners thanked Cheryl for her 12 years of service.

### **PUBLIC COMMENT**

Letters from Dr. Barbara Paca and Mr. Coder will be attached to the meeting minutes. Robert Hyberg asked that when the public speaks to announce their name and where they live. Art Muir wants that once the plastic bags are banned, any fee to purchase a bag should go back to environmental purposes and not the merchant. Bob Bergner stated the signs at the Strand are helping but he also stated kids are regularly getting hurt on the logs which cannot be seen during high tide and are there any plans to put a camera at the Strand. Dan Kordell wants clarification on the work left to be completed on the Strand Project. Barbara Paca wanted to know if there are any plans for a recycling program in Oxford parks.

With no further business, Commissioner Delean-Botkin motioned to adjourn open session, Commissioner Greer seconded the motion, all were in favor, and the meeting was adjourned at 7:43 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](http://townhallstreams.com).*