

BOARD MEETING:
2ND AND 4TH TUESDAY OF EACH MONTH

(410) 226-5122



101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Commissioners of Oxford

The next COMMISSIONERS OF OXFORD regular meeting will be held in person at
101 Market Street on November 12, 2024 at 6 pm

All are welcome to join the meeting in person or view the meeting virtually at the following link:
https://townhallstreams.com/towns/oxford_md

COMMISSIONERS OF OXFORD ~ November 12, 2024 AGENDA

REGULAR TOWN MEETING – 6 pm

- Pledge of Allegiance

CLOSED SESSION

- The Oxford Commissioners will vote to go into Closed Session following this open session on this 12th day of November 2024 under the Open Meetings Act, General Provision Article Sub-Section 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction

ANNOUNCEMENTS FROM COMMISSIONER

- Commissioners Comments/Announcements

CONSENT AGENDA

- Meeting Minutes are currently behind and will be presented at December Meeting
- Police Report
- Maintenance Report
- Finance Report

UNFINISHED BUSINESS

- Baker Tilly – Town Manager search update
- FEMA Grant Update
- Appointment to Talbot Economic Development Commission
- Update from Public Works ability to install pump stations
- Outsourced Admin services
- Public Information Act
- Ethic Commission – Investigative Hearing Procedures
- MOU – ARPA Funds

NEW BUSINESS

- Oxford Community Center – Donation Request \$15,000
- Oxford Garden Club – Donation Request \$500
- Applicants to serve on the Talbot County Bicycle & Pedestrian Advisory Committee
- Recommendation to advertise for Oxford Planning and Zoning Coordinator
- Recommendation to remove dumpster at Post Office
- Repair cost of sewer line at 101 South Street, Replace or install liner, Mr. Rooter
- Employee Evaluation form
- Public Works uniforms

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- Recommendation to move banking from BayVanguard to Shore United Bank
- Announcement of changes in the Police Department
- Discussion on police vehicles

LEGAL

- Town Attorney, Lyndsey Ryan

LETTERS RECEIVED

- List of Letters received

COMMISSIONERS COMMENTS

PUBLIC COMMENTS

- Public comments are encouraged and can be emailed to oxfordclerktreasurer@goeaston.net, mailed or dropped off at the Town Office by Noon on the Thursday before every meeting

SPECIAL PUBLIC WORKS PICKUP DAYS

- Leaf pickup – Every Wednesday starting October 16, 2024 to December 18, 2024
- Special Brush – For month of November, November 25-27, 2024
- Special Brush – For month of December, December 19, 20 & 23, 2024
- Christmas Tree – Tree pickup will January 15, 2025

COMMUNITY EVENTS

FUTURE COMMISSIONER'S MEETINGS

- December 10, 2024
- January 14, 2025
- January 28, 2025
- February 11, 2025
- February 25, 2025

UPCOMING TOWN CLOSING

- November 28, 2024 – Thanksgiving Holiday
- November 29, 2024 – American Indian Heritage Day
- December 24 & 25, 2024 – Christmas Holiday
- December 26, 2024 thru January 1, 2025 – Offices will be closed, limited staff
- January 1, 2025 – New Year's Day
- January 20, 2025 – Martin Luther King Jr. Day

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ADJOURNMENT OF OPEN SESSION

Vote to go into closed session

ADJOURNMENT OF CLOSED SESSION

The Commissioners of Oxford are governed by the Oxford Charter and are guided by Robert's Rules of Order. The Charter provides that all meetings of the Commissioners shall be open to the public, and the rules of the Commissioners shall provide that residents of the Town shall have a reasonable opportunity to be heard at any meeting in regard to any municipal question. Public Comment is included on all Commissioner regular meeting agendas and affords the public the opportunity to have a voice, and the Commissioners an opportunity to listen. Public Comment is not a Debate. It is not a question-and-answer session or discussion. If, after a public comment, a Commissioner wishes to clarify a matter, they may do so. With that in mind, the Commissioners thank the public for their interest, welcomes the public to speak, and requests that anyone who would like to speak please state your name and address for the record.



Oxford PD – Commissioner’s Report (10/03/24 –11/07/24)

- 10/11 – OPD attended meetings for the CAC & Crisis Services
- 10/12 – OPD attended Evergreen Rd Ceremony
- 10/19 – OPD conducted traffic control for 10k/5k Race Event
- 10/29 – OPD attended RLEC Meeting
- 10/31 – OPD was present for Halloween Event
- 10/31 – OPD attended State Election Meeting
- 11/5 – OPD was present for election and escorted election officials back to Election Board headquarters
- Reminder 11/13 – Active Shooter Training at NOAA
- ***Tesla Discussion ***



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

STAT SHEET: OXFORD PD
 REPORTING PERIOD: 10/03/24 - 11/7/24

REPORTS:	RP	YTD
Accident	1	1
Animal	0	3
Assault	0	2
Domestic	0	0
Property	1	8
Fraud	1	4
Harassment	0	3
Misc./Other	0	12
Suspicious	1	5
Theft	0	3
<u>Total</u>	4	41

ARRESTS:	RP	YTD
Warrant	0	6
On-view	0	0
Summons	0	0
Juvenile	0	0
Emergency Petition	0	0
Other	0	0
<u>Total</u>	0	6

COURT ORDERS:	RP	YTD
Civil Process	0	0
Peace/Protective Order	0	0
<u>Total</u>	0	0

CALLS:	RP	YTD
Alarm	1	16
Animal	0	17
Court off Duty	0	3
Welfare Check	0	4
Property	1	14
Harrassment	0	4
Misc./Other	15	306
MVC	1	3
Noise	1	4
Parking	3	15
Suspicious	4	35
Traffic	0	11
Trespass	0	9
Argument	0	0
911 Hang Up	0	0
Assists	1	43
<u>Total</u>	27	484

COMMUNITY:	RP	YTD
Property Checks	169	2186
Special Events	3	17
Foot Patrol	18	188
Bike Patrol	0	6
<u>Total</u>	190	2397

OTHER ENFORCEMENT:	RP	YTD
Parking Tickets	1	31
Traffic Stops	7	247
Traffic Warnings	6	255
Traffic Citations	2	30
Vehicle Search	0	1
Civil/Criminal Citations	0	5
Field Interview	0	5
<u>Total</u>	16	574



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STAT SHEET: TSO

REPORTING PERIOD: 10/3/24 - 11/07/24

REPORTS:	RP	YTD
Accident	0	0
Animal	1	1
Assault	0	0
Domestic	0	0
Property	0	0
Fraud	0	0
Harassment	0	1
Misc./Other	0	1
Suspicious	0	0
Theft	0	0
<u>Total</u>	1	3

ARRESTS:	RP	YTD
Warrant	0	0
On-view	0	0
Summons	0	0
Juvenile	0	0
Emergency Petition	0	0
Other	0	0
<u>Total</u>	0	0

COURT ORDERS:	RP	YTD
Civil Process	0	2
Peace/Protective Order	1	1
<u>Total</u>	1	3

CALLS:	RP	YTD
Alarm	0	8
Animal	1	3
Court off Duty	0	0
Welfare Check	1	2
Property	1	1
Harrassment	0	1
Misc./Other	0	19
MVC	0	1
Noise	1	2
Parking	0	0
Suspicious	1	5
Traffic	0	2
Trespass	0	0
Argument	0	1
911 Hang Up	0	0
Assists	1	2
<u>Total</u>	6	47

COMMUNITY:	RP	YTD
Property Checks	23	187
Special Events	3	6
Foot Patrol	0	0
Bike Patrol	0	0
<u>Total</u>	26	193

OTHER ENFORCEMENT:	RP	YTD
Parking Tickets	0	0
Traffic Stops	2	4
Traffic Warnings	0	0
Traffic Citations	0	0
Vehicle Search	0	0
Civil/Criminal Citations	0	0
Field Interview	0	0
<u>Total</u>	2	4

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Maintenance Report

11/12/2024

1. New tide gates have been installed at the Causeway in front of the tennis courts, Caroline Street next to the Causeway dock and on Banks Street. Public works installed all with the under direction of the factory representative. We are doing daily inspections per the warranty requirements. So far all are holding as they should.
2. Public Works investigated water leak found at the Oxford Fire Company. Once the pipe was exposed a small pin hole leak was discovered on the main line feeding the fire house. A repair band was used to seal the leak. With a total of 8-man hours and one repair band used, 4 yards of backfill dirt, 2 yards of CR8 stone, and 1 yard of stone dust as cover and compacted down. This will need to settle for at least one month before it can be repaved if paved too soon this can create and sink holes in the roadway.
3. Public Works responded to one sewer back up at a residential home to find a small blockage in the lateral line going to the sewer main. After further inspection, the blockage was removed by way of camera scale found in the line which means this allows solids to be caught and trapped inside the line and creates blockage. The line was scaled by way of jetting out the line with what is called, a whip scaler and the line was returned to service with a recommendation of replacement, and we are awaiting approval to move forward with the repair.
4. Bartlett Tree Service has been in to inspect several trees at Banks Street Park that line the edge of the property. After the inspection two of the trees were found with a very aggressive tree disease. A recommendation has been made to take them down as they have less than a year before they are completely gone. Public Works agrees with the recommendation due to safety concerns for citizens and property. We can further discuss their replacement.

Respectively submitted by:

Matthew Ozman

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

Ordinary Income/Expense	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
41000 - Real Property Tax				
41100 - Real Estate	1,063,258.59	1,059,469.85	3,788.74	100.36%
41101 - Real Estate - SMSP Dedicated	(100,000.00)	(100,000.00)	0.00	100.0%
41124 - Real Property Tax - 2024/2025	0.00	0.00	0.00	0.0%
41150 - Tax Discount	(7,577.61)	(7,500.00)	(77.61)	101.04%
41200 - Interest Paid	3,137.11	3,250.00	(112.89)	96.53%
Total 41000 - Real Property Tax	958,818.09	955,219.85	3,598.24	100.38%
42000 - Intergovernmental Revenues				
42100 - Accomodations Tax	58,012.55	65,000.00	(6,987.45)	89.25%
42200 - Amusement Tax	664.32	115.00	549.32	577.67%
42300 - Local Income Tax	237,620.75	240,000.00	(2,379.25)	99.01%
42400 - Highway User Revenue	89,596.22	76,089.00	13,507.22	117.75%
42500 - Traders Licenses	0.00	2,000.00	(2,000.00)	0.0%
42600 - Tax Revenues - Other	2,696.14	0.00	2,696.14	100.0%
Total 42000 - Intergovernmental Revenues	388,589.98	383,204.00	5,385.98	101.41%
43000 - Licenses and Permits				
43100 - Animal Registration	0.00	0.00	0.00	0.0%
43300 - Building Permits	23,419.62	28,000.00	(4,580.38)	83.64%
43400 - Cable Franchise	4,496.00	4,770.00	(274.00)	94.26%
43450 - Port Warden Permits	1,922.50	2,000.00	(77.50)	96.13%
43455 - Long Term Rental Inspections	200.00	0.00	200.00	100.0%
43460 - Short Term Rental	4,185.00	3,885.00	300.00	107.72%
43500 - Licenses and Permits - Other	239.20	0.00	239.20	100.0%
Total 43000 - Licenses and Permits	34,462.32	38,655.00	(4,192.68)	89.15%
44000 - Revenues from Other Agencies				
44100 - Grant - Critical Areas	1,000.00	1,000.00	0.00	100.0%
44200 - Grant - SAPPF Police	10,916.00	10,561.00	355.00	103.36%
44205 - Grant - DHCD Mini/Facade	0.00	0.00	0.00	0.0%
44300 - Grant - DNR - Public Access	2,800.00	2,600.00	200.00	107.69%
44301 - Grant - MD Parks & Playgrounds	0.00	0.00	0.00	0.0%
44302 - Grant - DNR Improv Waterways	0.00	0.00	0.00	0.0%
44400 - Grant - Misc	32,914.80	2,823,000.00	(2,790,085.20)	1.17%
Total 44000 - Revenues from Other Agencies	47,630.80	2,837,161.00	(2,789,530.20)	1.68%
45000 - Revenues from Properties				
45100 - Dock Rentals	24,654.00	25,000.00	(346.00)	98.62%
45200 - Parking Permits	1,590.00	1,500.00	90.00	106.0%
45300 - Land/Property Leases				
45301 - T-Mobile Rent	0.00	0.00	0.00	0.0%
45302 - MEWS Rent	0.00	0.00	0.00	0.0%
45303 - USPS Rent	0.00	0.00	0.00	0.0%
45304 - BayVanguard Bank - Rent	0.00	0.00	0.00	0.0%
45305 - Tred Avon Yacht Club	0.00	0.00	0.00	0.0%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
45300 · Land/Property Leases - Other	90,674.73	90,000.00	674.73	100.75%
Total 45300 · Land/Property Leases	90,674.73	90,000.00	674.73	100.75%
45400 · Town House Rental	2,699.97	3,500.00	(800.03)	77.14%
Total 45000 · Revenues from Properties	119,618.70	120,000.00	(381.30)	99.68%
46000 · Miscellaneous Revenues				
46200 · Hanks Christmas Tree Fund	4,302.23	3,200.00	1,102.23	134.45%
46250 · Artist Group	3.21	0.00	3.21	100.0%
46300 · Parks & Recreation	0.00	0.00	0.00	0.0%
46350 · R Gordon Graves Scholarship	600.00	0.00	600.00	100.0%
46400 · Police Fines and Tickets	1,460.00	2,500.00	(1,040.00)	58.4%
46450 · Police Donations	1,100.00	1,100.00	0.00	100.0%
46451 · Police Report	0.00	0.00	0.00	0.0%
46500 · Reimbursed Appeals Expense	1,500.00	3,000.00	(1,500.00)	50.0%
46700 · Reimbursed Expenses - Other	0.00	0.00	0.00	0.0%
46900 · Misc Revenues - Other	33.62	0.00	33.62	100.0%
46950 · Interest Income	206,068.60	170,000.00	36,068.60	121.22%
46000 · Miscellaneous Revenues - Other	352.29	0.00	352.29	100.0%
Total 46000 · Miscellaneous Revenues	215,419.95	179,800.00	35,619.95	119.81%
47000 · Enterprise Services				
47100 · Water Service				
47110 · Water Service Charge	326,549.93	355,350.00	(28,800.07)	91.9%
47130 · Connection Fees	5,000.00	1,500.00	3,500.00	333.33%
Total 47100 · Water Service	331,549.93	356,850.00	(25,300.07)	92.91%
47500 · Wastewater Services				
47510 · Wastewater Service Charge	517,375.53	524,270.00	(6,894.47)	98.69%
47530 · Connection Fees	2,500.00	1,500.00	1,000.00	166.67%
47550 · BRF O&M Grant	0.00	25,000.00	(25,000.00)	0.0%
Total 47500 · Wastewater Services	519,875.53	550,770.00	(30,894.47)	94.39%
47700 · Stormwater/Shoreline SMSP				
47710 · Real Property Tax SMSP	100,000.00	100,000.00	0.00	100.0%
47720 · Stormwater General Contribution	0.00	0.00	0.00	0.0%
Total 47700 · Stormwater/Shoreline SMSP	100,000.00	100,000.00	0.00	100.0%
47900 · Enterprise Services Other				
47910 · Interest - Water	0.00	0.00	0.00	0.0%
47920 · Interest - Sewer	0.00	0.00	0.00	0.0%
47930 · Plumbing Permits	654.00	1,100.00	(446.00)	59.46%
47940 · Tower Rental	0.00	0.00	0.00	0.0%
Total 47900 · Enterprise Services Other	654.00	1,100.00	(446.00)	59.46%
Total 47000 · Enterprise Services	952,079.46	1,008,720.00	(56,640.54)	94.39%
48000 · Bay Restoration Fund	29,383.73	35,500.00	(6,116.27)	82.77%
73100 · Facade Program	(0.80)	0.00	(0.80)	100.0%
73200 · MEWS	0.00	0.00	0.00	0.0%
74000 · Grant Funds - W/WW/S Upgrades	0.00	0.00	0.00	0.0%
74200 · DNR - Coastal	0.00	0.00	0.00	0.0%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total Income	2,746,002.23	5,558,259.85	(2,812,257.62)	49.4%
Gross Profit	2,746,002.23	5,558,259.85	(2,812,257.62)	49.4%
Expense				
50000 - Legislation				
50100 - Commissioners Salary	9,000.00	9,000.00	0.00	100.0%
50200 - Commissioners Training/Expenses	4,734.11	6,000.00	(1,265.89)	78.9%
50300 - Election Advertising Expenses	752.50	2,000.00	(1,247.50)	37.63%
50400 - Election Salaries	650.00	500.00	150.00	130.0%
Total 50000 - Legislation	15,136.61	17,500.00	(2,363.39)	86.5%
51000 - Financial Administration				
51050 - Accounting & Auditing	60,790.00	40,000.00	20,790.00	151.98%
51100 - Administrative Salaries	170,371.45	197,200.00	(26,828.55)	86.4%
51101 - Advertising				
51150 - General Advertising	1,933.75	1,000.00	933.75	193.38%
51151 - Appeals Board	65.00	1,000.00	(935.00)	6.5%
51152 - Planning Commission	595.00	1,000.00	(405.00)	59.5%
51153 - Ordinances	0.00	0.00	0.00	0.0%
51154 - Port Wardens	210.00	1,000.00	(790.00)	21.0%
Total 51101 - Advertising	2,803.75	4,000.00	(1,196.25)	70.09%
51199 - Bank Fees	167.54	0.00	167.54	100.0%
51200 - Computer Main & Repair	4,050.56	4,000.00	50.56	101.26%
51220 - Communications	4,150.00	3,000.00	1,150.00	138.33%
51250 - Copier Services Main & Supplies	4,880.51	5,500.00	(619.49)	88.74%
51275 - Depreciation Expense	0.00	0.00	0.00	0.0%
51300 - Education and Training	1,842.86	3,000.00	(1,157.14)	61.43%
51350 - Electricity	10,051.40	8,500.00	1,551.40	118.25%
51450 - Legal Fees	71,740.79	65,000.00	6,740.79	110.37%
51451 - Telephone	7,029.93	7,500.00	(470.07)	93.73%
51452 - Internet	1,468.00	1,500.00	(32.00)	97.87%
51453 - Website	0.00	0.00	0.00	0.0%
51500 - Memberships & Dues	4,586.05	5,000.00	(413.95)	91.72%
51550 - Office Supplies & Expenses	12,103.81	6,000.00	6,103.81	201.73%
51600 - Postage	3,878.34	3,200.00	678.34	121.2%
51650 - Planning & Zoning Admin	17,826.55	16,000.00	1,826.55	111.42%
51660 - Search Frim - Town Manager	0.00	0.00	0.00	0.0%
51700 - Miscellaneous - Financial Admin	684.94	2,500.00	(1,815.06)	27.4%
86000 - Administration Capital	81,166.32	140,000.00	(58,833.68)	57.98%
Total 51000 - Financial Administration	459,592.80	511,900.00	(52,307.20)	89.78%
52000 - Government Properties				
52100 - Municipal Bldg Main and Repair				
52110 - Bldg Main and Repair Salaries	4,260.24	4,500.00	(239.76)	94.67%
52100 - Municipal Bldg Main and Repair - Other	14,028.05	18,000.00	(3,971.95)	77.93%
Total 52100 - Municipal Bldg Main and Repair	18,288.29	22,500.00	(4,211.71)	81.28%
52200 - Town Houses Main and Repair				

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
52220 · Town House Electric #B	276.75	0.00	276.75	100.0%
52200 · Town Houses Main and Repair - Other	23,519.87	5,000.00	18,519.87	470.4%
Total 52200 · Town Houses Main and Repair	23,796.62	5,000.00	18,796.62	475.93%
52300 · Customs House Main & Repair	941.51	1,500.00	(558.49)	62.77%
52320 · Tilghman Street Property	2,096.08	2,100.00	(3.92)	99.81%
52350 · Post Office	5,489.45	5,500.00	(10.55)	99.81%
52400 · MEWS	(0.30)	5,000.00	(5,000.30)	(0.01%)
83000 · Municipal Building Capital	6,504.21	10,000.00	(3,495.79)	65.04%
83500 · MEWS Capital	0.00	0.00	0.00	0.0%
83600 · Townhouse Capital Improvements	3,040.00	0.00	3,040.00	100.0%
Total 52000 · Government Properties	60,155.86	51,600.00	8,555.86	116.58%
52500 · General Government Other				
52510 · Historic Distric Commission	75.00	100.00	(25.00)	75.0%
52520 · Planning Commission	625.00	2,000.00	(1,375.00)	31.25%
52530 · Port Wardens	157.50	1,000.00	(842.50)	15.75%
52540 · Appeals Board	2,621.00	3,000.00	(379.00)	87.37%
52550 · Nusiance Property Enforcement	175.00	0.00	175.00	100.0%
52555 · Community Center In Kind	40.94	0.00	40.94	100.0%
52560 · Contributions				
52561 · Community Center	15,000.00	15,000.00	0.00	100.0%
52562 · Hanks Christmas Trees	2,329.57	2,400.00	(70.43)	97.07%
52563 · Talbot County Arts Council	2,000.00	2,000.00	0.00	100.0%
52564 · Oxford Day	162.00	1,000.00	(838.00)	16.2%
52565 · Oxford Museum	3,000.00	3,000.00	0.00	100.0%
52566 · Oxford Library	500.00	500.00	0.00	100.0%
52567 · R Gordon Graves	447.00	2,000.00	(1,553.00)	22.35%
52569 · Miscellaneous Contributions	3,500.00	5,000.00	(1,500.00)	70.0%
55520 · Fireworks	15,000.00	15,000.00	0.00	100.0%
Total 52560 · Contributions	41,938.57	45,900.00	(3,961.43)	91.37%
52570 · Oxford Business Association	16,704.03	18,600.00	(1,895.97)	89.81%
52580 · Government Other Miscellaneous	(80.00)			
Total 52500 · General Government Other	62,257.04	70,600.00	(8,342.96)	88.18%
52600 · Government Shared Expenses				
52610 · Insurance - General	41,254.00	41,000.00	254.00	100.62%
52620 · Insurance - Property/Flood	3,186.00	3,500.00	(314.00)	91.03%
52630 · Workmens Comp	15,249.00	18,000.00	(2,751.00)	84.72%
52640 · Unemployment	400.00	320.00	80.00	125.0%
52655 · Employee Benefits				
52656 · Employee Billing Assistance	(30.45)	0.00	(30.45)	100.0%
52655 · Employee Benefits - Other	256,022.49	265,000.00	(8,977.51)	96.61%
Total 52655 · Employee Benefits	255,992.04	265,000.00	(9,007.96)	96.6%
52660 · Payroll Expenses	73,100.73	59,000.00	14,100.73	123.9%
Total 52600 · Government Shared Expenses	389,181.77	386,820.00	2,361.77	100.61%
53000 · Public Safety				

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
53100 - Police Department				
53150 - Police Salaries	285,288.97	274,000.00	11,288.97	104.12%
51351 - Police Overtime	0.00	0.00	0.00	0.0%
53175 - Park Patrol	0.00	0.00	0.00	0.0%
53200 - Uniforms & Equipment	28,351.23	23,600.00	4,751.23	120.13%
53201 - Applicant Fees	0.00	0.00	0.00	0.0%
53202 - Armory	0.00	0.00	0.00	0.0%
53225 - Legal Fees	0.00	0.00	0.00	0.0%
53300 - Police Vehicle Repairs	8,321.59	14,000.00	(5,678.41)	59.44%
53301 - Police Vehicle Gas	11,099.18	0.00	11,099.18	100.0%
53400 - Education and Training	4,287.45	3,600.00	687.45	119.1%
53401 - Dues/Associations	0.00	0.00	0.00	0.0%
53500 - Utilities	7,390.43	8,000.00	(609.57)	92.38%
53600 - Office Supplies	3,815.55	5,000.00	(1,184.45)	76.31%
84000 - Police Capital	4,229.99	7,500.00	(3,270.01)	56.4%
53100 - Police Department - Other	0.00	0.00	0.00	0.0%
Total 53100 - Police Department	352,784.39	335,700.00	17,084.39	105.09%
53700 - Fire Department				
53800 - Grant to Oxford Fire Department	20,000.00	20,000.00	0.00	100.0%
53850 - Fire Services	0.00	0.00	0.00	0.0%
53900 - Workmens Comp Oxford Fire Dept	2,382.00	6,000.00	(3,618.00)	39.7%
Total 53700 - Fire Department	22,382.00	26,000.00	(3,618.00)	86.09%
Total 53000 - Public Safety	375,166.39	361,700.00	13,466.39	103.72%
54000 - Public Works				
54100 - Operational Cost				
54110 - Shop - Salaries	48,680.09	70,000.00	(21,319.91)	69.54%
54130 - Shop - Telephone and Internet	14,918.38	15,000.00	(81.62)	99.46%
54140 - Shop - Uniforms	17,816.13	20,650.00	(2,833.87)	86.28%
54150 - Shop - Utilities	0.00	0.00	0.00	0.0%
54160 - Shop - Main and Repair	3,907.16	4,000.00	(92.84)	97.68%
54165 - Shop - Miscellaneous	4,088.08	4,000.00	88.08	102.2%
54170 - Education and Training	1,136.51	1,000.00	136.51	113.65%
54180 - Vehicle Operations	12,077.21	23,000.00	(10,922.79)	52.51%
54190 - Vehicle Main and Repairs	20,053.02	18,000.00	2,053.02	111.41%
85000 - Public Works Capital	0.00	0.00	0.00	0.0%
Total 54100 - Operational Cost	122,676.58	155,650.00	(32,973.42)	78.82%
54200 - Roads Department				
54210 - Streets - Salaries	29,477.67	35,000.00	(5,522.33)	84.22%
54215 - Stormwater - Main/Repairs	75.00			
54220 - Streets - Main/Repairs	11,308.68	16,000.00	(4,691.32)	70.68%
54230 - Streets - Lighting	46,178.62	45,000.00	1,178.62	102.62%
54240 - Streets - Repaving	0.00	0.00	0.00	0.0%
54250 - Snow Removal	599.70	1,000.00	(400.30)	59.97%
54200 - Roads Department - Other	0.00	0.00	0.00	0.0%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total 54200 · Roads Department	87,639.67	97,000.00	(9,360.33)	90.35%
54300 · Trash Collection				
54310 · Trash Collection Salaries	25,634.15	35,000.00	(9,365.85)	73.24%
54320 · Trash Collection Other Expenses	0.00	0.00	0.00	0.0%
54330 · Trash Pick up - Contractors	77,054.05	80,000.00	(2,945.95)	96.32%
Total 54300 · Trash Collection	102,688.20	115,000.00	(12,311.80)	89.29%
54400 · Miscellaneous Public Works				
54410 · Mosquito Control	1,757.33	2,000.00	(242.67)	87.87%
54420 · Weed and Pest Control	0.00	500.00	(500.00)	0.0%
54430 · Sidewalk Repair	2,575.00	10,000.00	(7,425.00)	25.75%
54440 · Public Works Other Expenses	0.00	0.00	0.00	0.0%
Total 54400 · Miscellaneous Public Works	4,332.33	12,500.00	(8,167.67)	34.66%
Total 54000 · Public Works	317,336.78	380,150.00	(62,813.22)	83.48%
55000 · Parks and Recreation				
55100 · Parks/Mowing - Salaries	52,703.44	65,000.00	(12,296.56)	81.08%
55200 · Parks/Mowing - Main & Repair	5,054.01	5,000.00	54.01	101.08%
55300 · Parks and Recreation Electric	3,104.21	3,000.00	104.21	103.47%
55400 · Docks/Shoreline - Main & Repair	1,708.83	3,000.00	(1,291.17)	56.96%
55500 · Parks & Recreation Expenses	45,605.27	40,000.00	5,605.27	114.01%
55600 · Parks and Recreation Committee	361.57	500.00	(138.43)	72.31%
87000 · Parks Capital	18,875.00	122,000.00	(103,125.00)	15.47%
87002 · Oyster Trail - Design&Permit	12,860.50	0.00	12,860.50	100.0%
87011 · Grant - MD Parks & Playgrounds	0.00	0.00	0.00	0.0%
87012 · Grant - DNR Improv Waterways	0.00	0.00	0.00	0.0%
55000 · Parks and Recreation - Other	0.00	0.00	0.00	0.0%
Total 55000 · Parks and Recreation	140,272.83	238,500.00	(98,227.17)	58.82%
56000 · Grant Projects				
56115 · USDA Water System Upgrade	49,250.75	0.00	49,250.75	100.0%
56100 · FEMA House Raising	0.00	0.00	0.00	0.0%
56110 · FEMA House Raising - Salaries	0.00	0.00	0.00	0.0%
Total 56000 · Grant Projects	49,250.75	0.00	49,250.75	100.0%
57000 · Enterprise Fund Expenditures				
57100 · Water System Admin Cost				
57110 · Administrative Salaries	54,979.82	45,000.00	9,979.82	122.18%
57120 · Administrative Expenses	1,733.50	5,000.00	(3,266.50)	34.67%
57140 · Depreciation	168,067.73	180,000.00	(11,932.27)	93.37%
57160 · Interest on Debt	3,650.76	2,000.00	1,650.76	182.54%
57100 · Water System Admin Cost - Other	0.00	0.00	0.00	0.0%
Total 57100 · Water System Admin Cost	228,431.81	232,000.00	(3,568.19)	98.46%
57200 · Water System Operations				
57201 · Water - Salaries	70,970.75	55,000.00	15,970.75	129.04%
57210 · Electricity	35,619.74	30,000.00	5,619.74	118.73%
57220 · Utilities	470.79	500.00	(29.21)	94.16%
57225 · Chemicals	4,932.00	3,000.00	1,932.00	164.4%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
57230 - Lab Expenses	3,842.41	3,000.00	842.41	128.08%
57240 - Maintenance Contracts	1,917.15	0.00	1,917.15	100.0%
57250 - Materials, Tools and Equipment	246.50	8,000.00	(7,753.50)	3.08%
57260 - Testing Expenses	0.00	750.00	(750.00)	0.0%
57270 - Education and Training	2,011.50	1,500.00	511.50	134.1%
57280 - Maintenance & Repairs	10,778.42	20,000.00	(9,221.58)	53.89%
57290 - Water Expenses - Other	245.00	0.00	245.00	100.0%
57295 - Water Well #2 Repairs	0.00	0.00	0.00	0.0%
82001 - Water Capital	0.00	0.00	0.00	0.0%
57200 - Water System Operations - Other	0.00	0.00	0.00	0.0%
Total 57200 - Water System Operations	131,034.26	121,750.00	9,284.26	107.63%
57500 - Wastewater System Admin Cost				
57510 - Administrative Salaries	55,729.57	50,000.00	5,729.57	111.46%
57520 - Administrative Expenses	944.13	5,000.00	(4,055.87)	18.88%
57535 - Consulting/Legal Fees	12,565.71	8,000.00	4,565.71	157.07%
57540 - Depreciation	480,334.68	480,500.00	(165.32)	99.97%
57560 - Interest on Debt	50,357.15	50,000.00	357.15	100.71%
57500 - Wastewater System Admin Cost - Other	0.00	0.00	0.00	0.0%
Total 57500 - Wastewater System Admin Cost	599,931.24	593,500.00	6,431.24	101.08%
57600 - Wastewater System Operations				
57601 - Wastewater Salaries	61,966.56	60,000.00	1,966.56	103.28%
57610 - Electricity	71,897.52	80,000.00	(8,102.48)	89.87%
57620 - Utilities	1,216.54	5,000.00	(3,783.46)	24.33%
57625 - Chemicals	24,383.60	30,000.00	(5,616.40)	81.28%
57630 - Lab Expenses	10,868.89	10,000.00	868.89	108.69%
57635 - Materials, Tools and Equipment	4,688.54	4,000.00	688.54	117.21%
57640 - Maintenance Contracts	6,925.00	9,000.00	(2,075.00)	76.94%
57670 - Education and Training	825.00	2,000.00	(1,175.00)	41.25%
57680 - Maintenance & Repairs	30,416.07	20,000.00	10,416.07	152.08%
82003 - Wastewater Capital	0.00	0.00	0.00	0.0%
Total 57600 - Wastewater System Operations	213,187.72	220,000.00	(6,812.28)	96.9%
57700 - Stormwater/Shoreline SMSP				
57710 - Stormwater Salaries	73,695.79	55,000.00	18,695.79	133.99%
57715 - Shoreline Salaries	0.00	0.00	0.00	0.0%
57720 - Administrative Salaries	43,378.39	45,000.00	(1,621.61)	96.4%
57725 - Training and Education	301.79	500.00	(198.21)	60.36%
57730 - Stormwater Main & Repair	10,211.16	20,000.00	(9,788.84)	51.06%
57740 - Stormwater Improvements	362.80	0.00	362.80	100.0%
57750 - Shoreline Main & Repair	600.81	0.00	600.81	100.0%
57770 - Stormwater/Shoreline Trash	25,156.28	20,000.00	5,156.28	125.78%
81500 - SMSP Improvement Capital	173,383.97	3,075,000.00	(2,901,616.03)	5.64%
57700 - Stormwater/Shoreline SMSP - Other	0.00	0.00	0.00	0.0%
Total 57700 - Stormwater/Shoreline SMSP	327,090.99	3,215,500.00	(2,888,409.01)	10.17%
Total 57000 - Enterprise Fund Expenditures	1,499,676.02	4,382,750.00	(2,883,073.98)	34.22%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
58000 - Bay Restoration				
58100 - Bay Restoration Payment	33,072.59	34,800.00	(1,727.41)	95.04%
Total 58000 - Bay Restoration	33,072.59	34,800.00	(1,727.41)	95.04%
59000 - Bad Debt	4,234.99	0.00	4,234.99	100.0%
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	3,405,334.43	6,436,320.00	(3,030,985.57)	52.91%
Net Ordinary Income	(659,332.20)	(878,060.15)	218,727.95	75.09%
Other Income/Expense				
Other Expense				
90000 - Other Expenses				
90000EF - Transfers	0.00	0.00	0.00	0.0%
90000GF - GF Transfers	(877.76)	0.00	(877.76)	100.0%
90000 - Other Expenses - Other	0.00	0.00	0.00	0.0%
Total 90000 - Other Expenses	(877.76)	0.00	(877.76)	100.0%
Total Other Expense	(877.76)	0.00	(877.76)	100.0%
Net Other Income	877.76	0.00	877.76	100.0%
Net Income	(658,454.44)	(878,060.15)	219,605.71	74.99%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2024 through June 2025

Ordinary Income/Expense	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
41000 - Real Property Tax				
41100 - Real Estate	0.00	0.00	0.00	0.0%
41101 - Real Estate - SMSP Dedicated	(100,000.00)	(100,000.00)	0.00	100.0%
41124 - Real Property Tax - 2024/2025	1,121,400.56	1,060,475.00	60,925.56	105.75%
41150 - Tax Discount	0.00	(7,500.00)	7,500.00	0.0%
41200 - Interest Paid	42.57	3,250.00	(3,207.43)	1.31%
Total 41000 - Real Property Tax	1,021,443.13	956,225.00	65,218.13	106.82%
42000 - Intergovernmental Revenues				
42100 - Accomodations Tax	0.00	65,000.00	(65,000.00)	0.0%
42200 - Amusement Tax	0.00	200.00	(200.00)	0.0%
42300 - Local Income Tax	1,554.48	300,000.00	(298,445.52)	0.52%
42400 - Highway User Revenue	0.00	85,437.75	(85,437.75)	0.0%
42500 - Traders Licenses	0.00	2,000.00	(2,000.00)	0.0%
42600 - Tax Revenues - Other	0.00	1,000.00	(1,000.00)	0.0%
Total 42000 - Intergovernmental Revenues	1,554.48	453,637.75	(452,083.27)	0.34%
43000 - Licenses and Permits				
43100 - Animal Registration	0.00	0.00	0.00	0.0%
43300 - Building Permits	7,020.60	28,000.00	(20,979.40)	25.07%
43400 - Cable Franchise	0.00	4,770.00	(4,770.00)	0.0%
43450 - Port Warden Permits	350.00	2,000.00	(1,650.00)	17.5%
43455 - Long Term Rental Inspections	100.00	4,000.00	(3,900.00)	2.5%
43460 - Short Term Rental	4,750.00	0.00	4,750.00	100.0%
Total 43000 - Licenses and Permits	12,220.60	38,770.00	(26,549.40)	31.52%
44000 - Revenues from Other Agencies				
44100 - Grant - Critical Areas	0.00	1,000.00	(1,000.00)	0.0%
44200 - Grant - SAPPF Police	1,592.00	10,913.00	(9,321.00)	14.59%
44205 - Grant - DHCD Mini/Facade	0.00	0.00	0.00	0.0%
44300 - Grant - DNR - Public Access	0.00	526,755.00	(526,755.00)	0.0%
44301 - Grant - MD Parks & Playgrounds	0.00	40,000.00	(40,000.00)	0.0%
44302 - Grant - DNR Improv Waterways	0.00	50,000.00	(50,000.00)	0.0%
44400 - Grant - Misc	0.00	0.00	0.00	0.0%
44500 - Grant - ARPA Funds	0.00	0.00	0.00	0.0%
44600 - Grant - USDA	0.00	0.00	0.00	0.0%
Total 44000 - Revenues from Other Agencies	1,592.00	628,668.00	(627,076.00)	0.25%
45000 - Revenues from Properties				
45100 - Dock Rentals	23,366.00	25,000.00	(1,634.00)	93.46%
45200 - Parking Permits	245.00	1,500.00	(1,255.00)	16.33%
45300 - Land/Property Leases				
45301 - T-Mobile Rent	10,056.80	24,136.32	(14,079.52)	41.67%
45302 - MEWS Rent	4,000.00	12,000.00	(8,000.00)	33.33%
45303 - USPS Rent	6,333.32	18,999.96	(12,666.64)	33.33%
45304 - BayVanguard Bank - Rent	2,100.00	8,400.00	(6,300.00)	25.0%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
45305 · Tred Avon Yacht Club	0.00	26,463.72	(26,463.72)	0.0%
45300 · Land/Property Leases - Other	0.00	0.00	0.00	0.0%
Total 45300 · Land/Property Leases	22,490.12	90,000.00	(67,509.88)	24.99%
45400 · Town House Rental	650.00	3,500.00	(2,850.00)	18.57%
Total 45000 · Revenues from Properties	46,751.12	120,000.00	(73,248.88)	38.96%
46000 · Miscellaneous Revenues				
46853 · Water Well #2 Repairs	33,521.11			
46200 · Hanks Christmas Tree Fund	0.71	2,000.00	(1,999.29)	0.04%
46250 · Artist Group	0.35	0.00	0.35	100.0%
46350 · R Gordon Graves Scholarship	500.00	0.00	500.00	100.0%
46400 · Police Fines and Tickets	1,150.00	2,500.00	(1,350.00)	46.0%
46450 · Police Donations	1,000.00			
46451 · Police Report	5.00	0.00	5.00	100.0%
46500 · Reimbursed Appeals Expense	0.00	0.00	0.00	0.0%
46700 · Reimbursed Expenses - Other	0.00	0.00	0.00	0.0%
46900 · Misc Revenues - Other	1,670.10	0.00	1,670.10	100.0%
46950 · Interest Income	64,656.77	170,000.00	(105,343.23)	38.03%
Total 46000 · Miscellaneous Revenues	102,504.04	174,500.00	(71,995.96)	58.74%
47000 · Enterprise Services				
47100 · Water Service				
47110 · Water Service Charge	102,657.02	365,800.00	(263,142.98)	28.06%
47130 · Connection Fees	0.00	1,500.00	(1,500.00)	0.0%
Total 47100 · Water Service	102,657.02	367,300.00	(264,642.98)	27.95%
47500 · Wastewater Services				
47510 · Wastewater Service Charge	158,727.36	550,700.00	(391,972.64)	28.82%
47530 · Connection Fees	0.00	1,500.00	(1,500.00)	0.0%
47550 · BRF O&M Grant	30,000.00	25,000.00	5,000.00	120.0%
Total 47500 · Wastewater Services	188,727.36	577,200.00	(388,472.64)	32.7%
47700 · Stormwater/Shoreline SMSP				
47710 · Real Property Tax SMSP	100,000.00	100,000.00	0.00	100.0%
47720 · Stormwater General Contribution	0.00	0.00	0.00	0.0%
Total 47700 · Stormwater/Shoreline SMSP	100,000.00	100,000.00	0.00	100.0%
47900 · Enterprise Services Other				
47910 · Interest - Water	0.00	0.00	0.00	0.0%
47930 · Plumbing Permits	304.00	1,100.00	(796.00)	27.64%
Total 47900 · Enterprise Services Other	304.00	1,100.00	(796.00)	27.64%
Total 47000 · Enterprise Services	391,688.38	1,045,600.00	(653,911.62)	37.46%
48000 · Bay Restoration Fund	8,791.65	35,500.00	(26,708.35)	24.77%
48150 · Excess Lease Revenue	0.00	0.00	0.00	0.0%
73200 · MEWS	0.00	0.00	0.00	0.0%
Total Income	1,586,545.40	3,452,900.75	(1,866,355.35)	45.95%
Gross Profit	1,586,545.40	3,452,900.75	(1,866,355.35)	45.95%
Expense				
50000 · Legislation				

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	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
50100 · Commissioners Salary	2,250.00	9,000.00	(6,750.00)	25.0%
50200 · Commissioners Training/Expenses	384.39	9,000.00	(8,615.61)	4.27%
50300 · Election Advertising Expenses	0.00	2,000.00	(2,000.00)	0.0%
50400 · Election Salaries	0.00	500.00	(500.00)	0.0%
Total 50000 · Legislation	2,634.39	20,500.00	(17,865.61)	12.85%
51000 · Financial Administration				
51050 · Accounting & Auditing	3,000.00	40,000.00	(37,000.00)	7.5%
51100 · Administrative Salaries	76,991.65	200,000.00	(123,008.35)	38.5%
51101 · Advertising				
51150 · General Advertising	1,690.81	1,000.00	690.81	169.08%
51151 · Appeals Board	140.00	1,000.00	(860.00)	14.0%
51152 · Planning Commission	0.00	1,000.00	(1,000.00)	0.0%
51153 · Ordinances	551.26	0.00	551.26	100.0%
51154 · Port Wardens	0.00	1,000.00	(1,000.00)	0.0%
Total 51101 · Advertising	2,382.07	4,000.00	(1,617.93)	59.55%
51199 · Bank Fees	154.10			
51200 · Computer Main & Repair	3,050.00	4,000.00	(950.00)	76.25%
51220 · Communications	3,750.00	3,000.00	750.00	125.0%
51250 · Copier Services Main & Supplies	1,685.08	5,500.00	(3,814.92)	30.64%
51300 · Education and Training	0.00	3,000.00	(3,000.00)	0.0%
51350 · Electricity	2,751.87	8,500.00	(5,748.13)	32.38%
51450 · Legal Fees	25,158.00	65,000.00	(39,842.00)	38.71%
51451 · Telephone	2,633.56	7,500.00	(4,866.44)	35.11%
51452 · Internet	492.00	1,500.00	(1,008.00)	32.8%
51500 · Memberships & Dues	1,295.20	5,000.00	(3,704.80)	25.9%
51550 · Office Supplies & Expenses	1,692.90	6,000.00	(4,307.10)	28.22%
51600 · Postage	1,386.95	3,200.00	(1,813.05)	43.34%
51650 · Planning & Zoning Admin	2,529.42	16,000.00	(13,470.58)	15.81%
51660 · Search Frim - Town Manager	19,020.00	0.00	19,020.00	100.0%
51700 · Miscellaneous - Financial Admin	0.00	2,500.00	(2,500.00)	0.0%
86000 · Administration Capital	0.00	0.00	0.00	0.0%
Total 51000 · Financial Administration	147,972.80	374,700.00	(226,727.20)	39.49%
52000 · Government Properties				
52100 · Municipal Bldg Main and Repair				
52110 · Bldg Main and Repair Salaries	1,699.17	4,500.00	(2,800.83)	37.76%
52100 · Municipal Bldg Main and Repair - Other	10,514.57	25,000.00	(14,485.43)	42.06%
Total 52100 · Municipal Bldg Main and Repair	12,213.74	29,500.00	(17,286.26)	41.4%
52200 · Town Houses Main and Repair				
52220 · Town House Electric #B	659.70	0.00	659.70	100.0%
52200 · Town Houses Main and Repair - Other	3,895.75	5,000.00	(1,104.25)	77.92%
Total 52200 · Town Houses Main and Repair	4,555.45	5,000.00	(444.55)	91.11%
52300 · Customs House Main & Repair	159.94	1,500.00	(1,340.06)	10.66%
52320 · Tilghman Street Property	2,210.00	2,100.00	110.00	105.24%
52350 · Post Office	1,139.00	5,500.00	(4,361.00)	20.71%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
52400 · MEWS	(22.56)	5,000.00	(5,022.56)	(0.45%)
83000 · Municipal Building Capital	0.00	20,000.00	(20,000.00)	0.0%
Total 52000 · Government Properties	20,255.57	68,600.00	(48,344.43)	29.53%
52500 · General Government Other				
52510 · Historic Distric Commission	0.00	100.00	(100.00)	0.0%
52520 · Planning Commission	0.00	2,000.00	(2,000.00)	0.0%
52530 · Port Wardens	70.00	1,000.00	(930.00)	7.0%
52540 · Appeals Board	0.00	3,000.00	(3,000.00)	0.0%
52556 · DHCD Mini/Facade	0.00	0.00	0.00	0.0%
52560 · Contributions				
52561 · Community Center	0.00	15,000.00	(15,000.00)	0.0%
52562 · Hanks Christmas Trees	0.00	2,500.00	(2,500.00)	0.0%
52563 · Talbot County Arts Council	0.00	2,000.00	(2,000.00)	0.0%
52564 · Oxford Day	0.00	1,000.00	(1,000.00)	0.0%
52565 · Oxford Museum	3,000.00	3,000.00	0.00	100.0%
52566 · Oxford Library	0.00	500.00	(500.00)	0.0%
52567 · R Gordon Graves	1,000.00	2,000.00	(1,000.00)	50.0%
52569 · Miscellaneous Contributions	3,500.00	5,000.00	(1,500.00)	70.0%
55520 · Fireworks	0.00	15,000.00	(15,000.00)	0.0%
Total 52560 · Contributions	7,500.00	46,000.00	(38,500.00)	16.3%
52570 · Oxford Business Association	0.00	18,600.00	(18,600.00)	0.0%
52580 · Government Other Miscellaneous	0.00	0.00	0.00	0.0%
Total 52500 · General Government Other	7,570.00	70,700.00	(63,130.00)	10.71%
52600 · Government Shared Expenses				
52610 · Insurance - General	44,621.00	41,000.00	3,621.00	108.83%
52620 · Insurance - Property/Flood	0.00	3,500.00	(3,500.00)	0.0%
52630 · Workmens Comp	14,508.00	18,000.00	(3,492.00)	80.6%
52640 · Unemployment	80.00	320.00	(240.00)	25.0%
52655 · Employee Benefits				
52656 · Employee Billing Assistance	0.00	0.00	0.00	0.0%
52655 · Employee Benefits - Other	36,090.31	275,500.00	(239,409.69)	13.1%
Total 52655 · Employee Benefits	36,090.31	275,500.00	(239,409.69)	13.1%
52660 · Payroll Expenses	29,960.93	80,000.00	(50,039.07)	37.45%
Total 52600 · Government Shared Expenses	125,260.24	418,320.00	(293,059.76)	29.94%
53000 · Public Safety				
53100 · Police Department				
53150 · Police Salaries	100,494.31	346,000.00	(245,505.69)	29.05%
51351 · Police Overtime	0.00	0.00	0.00	0.0%
53175 · Park Patrol	0.00	0.00	0.00	0.0%
53200 · Uniforms & Equipment	157.48	7,000.00	(6,842.52)	2.25%
53201 · Applicant Fees	0.00	2,500.00	(2,500.00)	0.0%
53202 · Armory	0.00	4,000.00	(4,000.00)	0.0%
53225 · Legal Fees	0.00	0.00	0.00	0.0%
53300 · Police Vehicle Repairs	816.26	4,000.00	(3,183.74)	20.41%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
53301 · Police Vehicle Gas	0.00	6,000.00	(6,000.00)	0.0%
53400 · Education and Training	1,262.07	2,400.00	(1,137.93)	52.59%
53401 · Dues/Associations	0.00	2,000.00	(2,000.00)	0.0%
53500 · Utilities	4,065.69	17,300.00	(13,234.31)	23.5%
53600 · Office Supplies	409.24	5,000.00	(4,590.76)	8.19%
84000 · Police Capital	0.00	68,000.00	(68,000.00)	0.0%
53100 · Police Department - Other	0.00	0.00	0.00	0.0%
Total 53100 · Police Department	107,205.05	464,200.00	(356,994.95)	23.1%
53700 · Fire Department				
53800 · Grant to Oxford Fire Department	0.00	20,000.00	(20,000.00)	0.0%
53850 · Fire Services	0.00	10,000.00	(10,000.00)	0.0%
53900 · Workmens Comp Oxford Fire Dept	2,720.00	5,000.00	(2,280.00)	54.4%
Total 53700 · Fire Department	2,720.00	35,000.00	(32,280.00)	7.77%
Total 53000 · Public Safety	109,925.05	499,200.00	(389,274.95)	22.02%
54000 · Public Works				
54100 · Operational Cost				
54110 · Shop - Salaries	22,714.16	60,000.00	(37,285.84)	37.86%
54130 · Shop - Telephone and Internet	4,998.85	15,000.00	(10,001.15)	33.33%
54140 · Shop - Uniforms	4,680.39	20,650.00	(15,969.61)	22.67%
54150 · Shop - Utilities	0.00	0.00	0.00	0.0%
54160 · Shop - Main and Repair	769.29	4,000.00	(3,230.71)	19.23%
54165 · Shop - Miscellaneous	1,017.58	4,000.00	(2,982.42)	25.44%
54170 · Education and Training	1,262.07	1,000.00	262.07	126.21%
54180 · Vehicle Operations	5,763.73	23,000.00	(17,236.27)	25.06%
54190 · Vehicle Main and Repairs	1,071.99	18,000.00	(16,928.01)	5.96%
85000 · Public Works Capital	0.00	55,000.00	(55,000.00)	0.0%
Total 54100 · Operational Cost	42,278.06	200,650.00	(158,371.94)	21.07%
54200 · Roads Department				
54210 · Streets - Salaries	9,955.93	35,000.00	(25,044.07)	28.45%
54220 · Streets - Main/Repairs	696.53	16,000.00	(15,303.47)	4.35%
54230 · Streets - Lighting	15,377.61	45,000.00	(29,622.39)	34.17%
54240 · Streets - Repaving	0.00	30,000.00	(30,000.00)	0.0%
54250 · Snow Removal	0.00	1,000.00	(1,000.00)	0.0%
54200 · Roads Department - Other	0.00	3,100.00	(3,100.00)	0.0%
Total 54200 · Roads Department	26,030.07	130,100.00	(104,069.93)	20.01%
54300 · Trash Collection				
54310 · Trash Collection Salaries	15,667.43	30,000.00	(14,332.57)	52.23%
54330 · Trash Pick up - Contractors	22,375.83	80,000.00	(57,624.17)	27.97%
Total 54300 · Trash Collection	38,043.26	110,000.00	(71,956.74)	34.59%
54400 · Miscellaneous Public Works				
54410 · Mosquito Control	0.00	2,000.00	(2,000.00)	0.0%
54420 · Weed and Pest Control	84.52	500.00	(415.48)	16.9%
54430 · Sidewalk Repair	1,000.00	5,000.00	(4,000.00)	20.0%
54440 · Public Works Other Expenses	399.24	0.00	399.24	100.0%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Total 54400 · Miscellaneous Public Works	1,483.76	7,500.00	(6,016.24)	19.78%
Total 54000 · Public Works	107,835.15	448,250.00	(340,414.85)	24.06%
55000 · Parks and Recreation				
55100 · Parks/Mowing - Salaries	18,484.37	65,000.00	(46,515.63)	28.44%
55200 · Parks/Mowing - Main & Repair	1,801.30	5,000.00	(3,198.70)	36.03%
55300 · Parks and Recreation Electric	1,192.18	3,000.00	(1,807.82)	39.74%
55400 · Docks/Shoreline - Main & Repair	116.61	3,000.00	(2,883.39)	3.89%
55500 · Parks & Recreation Expenses	14,333.94	40,000.00	(25,666.06)	35.84%
55600 · Parks and Recreation Committee	141.04	500.00	(358.96)	28.21%
87000 · Parks Capital	0.00	0.00	0.00	0.0%
87011 · Grant - MD Parks & Playgrounds	0.00	40,000.00	(40,000.00)	0.0%
87012 · Grant - DNR Improv Waterways	0.00	50,000.00	(50,000.00)	0.0%
Total 55000 · Parks and Recreation	36,069.44	206,500.00	(170,430.56)	17.47%
56000 · Grant Projects				
56115 · USDA Water System Upgrade	43,518.41	0.00	43,518.41	100.0%
56100 · FEMA House Raising	1,050.51	0.00	1,050.51	100.0%
56110 · FEMA House Raising - Salaries	0.00	0.00	0.00	0.0%
Total 56000 · Grant Projects	44,568.92	0.00	44,568.92	100.0%
57000 · Enterprise Fund Expenditures				
57100 · Water System Admin Cost				
57110 · Administrative Salaries	4,742.94	45,000.00	(40,257.06)	10.54%
57120 · Administrative Expenses	431.50	3,000.00	(2,568.50)	14.38%
57140 · Depreciation	11,580.53	0.00	11,580.53	100.0%
57160 · Interest on Debt	0.00	2,000.00	(2,000.00)	0.0%
Total 57100 · Water System Admin Cost	16,754.97	50,000.00	(33,245.03)	33.51%
57200 · Water System Operations				
57201 · Water - Salaries	18,760.52	60,000.00	(41,239.48)	31.27%
57210 · Electricity	12,177.83	30,000.00	(17,822.17)	40.59%
57220 · Utilities	160.04	500.00	(339.96)	32.01%
57225 · Chemicals	1,166.00	4,000.00	(2,834.00)	29.15%
57230 · Lab Expenses	944.00	3,000.00	(2,056.00)	31.47%
57250 · Materials, Tools and Equipment	2,643.16	5,000.00	(2,356.84)	52.86%
57260 · Testing Expenses	0.00	750.00	(750.00)	0.0%
57270 · Education and Training	100.00	1,500.00	(1,400.00)	6.67%
57280 · Maintenance & Repairs	8,200.95	15,000.00	(6,799.05)	54.67%
57290 · Water Expenses - Other	0.00	0.00	0.00	0.0%
57295 · Water Well #2 Repairs	45,719.11	0.00	45,719.11	100.0%
57200 · Water System Operations - Other	46.99	0.00	46.99	100.0%
Total 57200 · Water System Operations	89,918.60	119,750.00	(29,831.40)	75.09%
57500 · Wastewater System Admin Cost				
57510 · Administrative Salaries	4,742.94	45,000.00	(40,257.06)	10.54%
57520 · Administrative Expenses	409.50	5,000.00	(4,590.50)	8.19%
57535 · Consulting/Legal Fees	1,275.00	8,000.00	(6,725.00)	15.94%
57540 · Depreciation	0.00	0.00	0.00	0.0%

TOWN OF OXFORD

Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
57560 · Interest on Debt	12,510.50	48,000.00	(35,489.50)	26.06%
Total 57500 · Wastewater System Admin Cost	18,937.94	106,000.00	(87,062.06)	17.87%
57600 · Wastewater System Operations				
57601 · Wastewater Salaries	21,430.78	60,000.00	(38,569.22)	35.72%
57610 · Electricity	15,970.16	80,000.00	(64,029.84)	19.96%
57620 · Utilities	1,590.94	5,000.00	(3,409.06)	31.82%
57625 · Chemicals	9,627.20	25,000.00	(15,372.80)	38.51%
57630 · Lab Expenses	4,622.26	10,000.00	(5,377.74)	46.22%
57635 · Materials, Tools and Equipment	1,546.30	4,000.00	(2,453.70)	38.66%
57640 · Maintenance Contracts	6,925.00	9,000.00	(2,075.00)	76.94%
57670 · Education and Training	0.00	2,000.00	(2,000.00)	0.0%
57680 · Maintenance & Repairs	9,545.47	20,000.00	(10,454.53)	47.73%
Total 57600 · Wastewater System Operations	71,258.11	215,000.00	(143,741.89)	33.14%
57700 · Stormwater/Shoreline SMSP				
57710 · Stormwater Salaries	27,768.81	60,000.00	(32,231.19)	46.28%
57715 · Shoreline Salaries	0.00	0.00	0.00	0.0%
57720 · Administrative Salaries	2,355.50	40,000.00	(37,644.50)	5.89%
57725 · Training and Education	0.00	0.00	0.00	0.0%
57730 · Stormwater Main & Repair	6,802.03	20,000.00	(13,197.97)	34.01%
57740 · Stormwater Improvements	224.32	0.00	224.32	100.0%
57750 · Shoreline Main & Repair	0.00	0.00	0.00	0.0%
57770 · Stormwater/Shoreline Trash	6,644.63	20,000.00	(13,355.37)	33.22%
81500 · SMSP Improvement Capital	0.00	824,155.00	(824,155.00)	0.0%
Total 57700 · Stormwater/Shoreline SMSP	43,795.29	964,155.00	(920,359.71)	4.54%
Total 57000 · Enterprise Fund Expenditures	240,664.91	1,454,905.00	(1,214,240.09)	16.54%
58000 · Bay Restoration				
58100 · Bay Restoration Payment	8,296.30	34,800.00	(26,503.70)	23.84%
Total 58000 · Bay Restoration	8,296.30	34,800.00	(26,503.70)	23.84%
59000 · Bad Debt	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	851,052.77	3,596,475.00	(2,745,422.23)	23.66%
Net Ordinary Income	735,492.63	(143,574.25)	879,066.88	(512.27%)
Other Income/Expense				
Other Income				
49000 · Loan Proceeds	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
90000 · Other Expenses				
90000EF · Transfers	0.00	0.00	0.00	0.0%
90000GF · GF Transfers	0.00	0.00	0.00	0.0%
90000 · Other Expenses - Other	0.00	0.00	0.00	0.0%
Total 90000 · Other Expenses	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%

TOWN OF OXFORD
Profit & Loss Budget vs. Actual
July 2024 through June 2025

Net Income

Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
735,492.63	(143,574.25)	879,066.88	(512.27%)

TOWN OF OXFORD Check Detail

October 2024
Memo

Num	Date	Name	Account	Paid Amount
25515	10/02/2024	A-1 Sanitation	11302 · BayVanguard 302 General Acct	
449046	09/20/2024	tilghman - August 24, 2024 - September 20, 2024	55500 · Parks & Recreation Expenses	-183.00
449042	09/20/2024	causeway prk - August 24, 2024 - September 20, 2024	55500 · Parks & Recreation Expenses	-297.00
449044	09/20/2024	ferry dock - August 24, 2024 - September 20, 2024	55500 · Parks & Recreation Expenses	-228.00
449045	09/20/2024	ballfield - August 24, 2024 - September 20, 2024	55500 · Parks & Recreation Expenses	-183.00
449043	09/20/2024	strand - August 24, 2024 - September 20, 2024	55500 · Parks & Recreation Expenses	-297.00
				-1,188.00
25516	10/02/2024	Baker Tilly Advisory Group LP	Search Firm	11302 · BayVanguard 302 General Acct
BT2927338	09/26/2024	Search Firm - Town Manager Phase I & Survey	51660 · Search Frim - Town Manager	-10,335.00
				-10,335.00
25517	10/02/2024	Breezeline 1	For Period of 9/22-10/21/24	11302 · BayVanguard 302 General Acct
September 2024	09/16/2024	For Period of 9/22-10/21/24	51452 · Internet	-123.00
		For Period of 9/22-10/21/24	53500 · Utilities	-123.55
				-246.55
25518	10/02/2024	Breezeline 2	8335 30 016 0090158	11302 · BayVanguard 302 General Acct
9182024	09/18/2024	September 28, 2024 To October 27, 2024	54130 · Shop - Telephone and Internet	-170.56
				-170.56
25519	10/02/2024	Cousins Property Management	106 N. Morris Street	11302 · BayVanguard 302 General Acct
154	09/26/2024	106 N. Morris Street	54430 · Sidewalk Repair	-1,000.00
				-1,000.00
25520	10/02/2024	Dodge Overhead Door	Door Out of Track	11302 · BayVanguard 302 General Acct

TOWN OF OXFORD
Check Detail

October 2024

5058	07/05/2024	Door Out of Track	52100 · Municipal Bldg Main and Repair	-296.18
				<u>-296.18</u>
25521	10/02/2024	Intercoastal Trading, Inc.	Aluminum Sulfate	11302 · BayVanguard 302 General Acct
243954	09/23/2024	aluminum sulfate	57625 · Chemicals	-1,161.60
				<u>-1,161.60</u>
25522	10/02/2024	Lowe's Companies, Inc.		11302 · BayVanguard 302 General Acct
Statement Sept24	10/02/2024	Inv#970480 Soap/Poly Tubing/Tee/valves/Union	57680 · Maintenance & Repairs	-147.61
		Inv#978478 Hose/Tube/Ext Tube/Nozzle	54165 · Shop - Miscellaneous	-76.02
		Inv#999744 Valve/Tee/Pipe	57280 · Maintenance & Repairs	-20.41
		Inv #973307 Pipe/Tee/Coupling	57280 · Maintenance & Repairs	-13.65
		Inv#985118 Racks/Valves/Sealer/SprinklerBrushes/Spray Tips	54165 · Shop - Miscellaneous	-332.88
				<u>-590.57</u>
25523	10/02/2024	Maryland Municipal League		11302 · BayVanguard 302 General Acct
4417	07/01/2024	annual dues	51500 · Memberships & Dues	-1,000.00
				<u>-1,000.00</u>
25524	10/02/2024	McMaster-Carr		11302 · BayVanguard 302 General Acct
29680952	07/05/2024	Signs	54220 · Streets - Main/Repairs	-516.54
33995277	09/26/2024	Mounting Hardware for New Tide Gate	57740 · Stormwater Improvements	-224.32
				<u>-740.86</u>
25525	10/02/2024	Republic Services		11302 · BayVanguard 302 General Acct
001105612	09/20/2024	jl thompson	54330 · Trash Pick up - Contractors	-347.00
		causeway	54330 · Trash Pick up - Contractors	-200.92
		tilghman	54330 · Trash Pick up - Contractors	-200.92
		fees	54330 · Trash Pick up - Contractors	-301.57
				<u>-301.57</u>

TOWN OF OXFORD
Check Detail
October 2024

-1,050.41

25526	10/02/2024 Republic Services 2	JI Thompson - 2 Containers	11302 · BayVanguard 302 General Acct	
001105616	09/20/2024	9/12 3.2	57770 · Stormwater/Shoreline Trash	-109.44
		9/12 3.52	57770 · Stormwater/Shoreline Trash	-120.38
		9/12	57770 · Stormwater/Shoreline Trash	-240.34
		9/12	57770 · Stormwater/Shoreline Trash	-240.34
				<hr/>
				-710.50
25527	10/02/2024 Verizon main		11302 · BayVanguard 302 General Acct	
September 21 2024	09/21/2024	police	53500 · Utilities	-100.00
		office emerg equip	51451 · Telephone	-419.95
				<hr/>
				-519.95
25528	10/02/2024 Verizon Wireless		11302 · BayVanguard 302 General Acct	
9974224307	09/19/2024	car cell x1	53500 · Utilities	-40.01
		ipad service	57220 · Utilities	-40.01
		ipad service	51451 · Telephone	-40.01
		police oncall	53500 · Utilities	-42.43
		police sim	53500 · Utilities	-40.01
		police sim	53500 · Utilities	-40.01
		fee	53500 · Utilities	-0.05
		Town Manager Cell Phone 410-463-5895	51451 · Telephone	-42.43
				<hr/>
				-284.96
25529	10/09/2024 Bob Jackson Landscapes, Inc.		11302 · BayVanguard 302 General Acct	
86404	10/04/2024	September Horticultural Visit and Spring Mulch	55200 · Parks/Mowing - Main & Repair	-375.00
				<hr/>
				-375.00
25530	10/09/2024 Easton Utilities	WWTP Lab Testing	11302 · BayVanguard 302 General Acct	

TOWN OF OXFORD
Check Detail
October 2024

26597	10/02/2024	August 2024 - WWTP Lab Testing	57630 · Lab Expenses	-485.00 <u>-485.00</u>
25531	10/09/2024	George, Miles & Buhr, LLC	Oxford Design-Build Flood Remediation	11302 · BayVanguard 302 General Acct
0082323	10/07/2024	Oxford Design-Build Flood Remediation	12271 · DHCD-ARPA	-6,000.00 <u>-6,000.00</u>
25532	10/09/2024	Maryland Environmental Service	11302 · BayVanguard 302 General Acct	
336921	10/01/2024	9/17 Ticket #1047375 1.15 tons	54330 · Trash Pick up - Contractors	-92.00
		9/17 Ticket #1047451 .79 tons	54330 · Trash Pick up - Contractors	-63.20
		9/18 Ticket #1047469 .88 tons	54330 · Trash Pick up - Contractors	-70.40
		9/23 Ticket #1047862 .74 tons	54330 · Trash Pick up - Contractors	-59.20
		9/30 Ticket 1048450 .81 tons	54330 · Trash Pick up - Contractors	-64.80 <u>-349.60</u>
25533	10/09/2024	Middle Department Inspection Agency MD64001612	11302 · BayVanguard 302 General Acct	
SI015959	09/26/2024	100 Riverview Avenue/Foundation Approved	51650 · Planning & Zoning Admin	-212.70 <u>-212.70</u>
25534	10/09/2024	NAPA Auto Parts	11302 · BayVanguard 302 General Acct	
541002	10/04/2024	Fuel Cap/Car Wash/Tire Shine	54165 · Shop - Miscellaneous	-61.06 <u>-61.06</u>
25535	10/09/2024	Pep-Up	acct # 402582	11302 · BayVanguard 302 General Acct
7281416	10/02/2024	239 Gal @ \$2.5128	54180 · Vehicle Operations	-758.72 <u>-758.72</u>
25536	10/09/2024	Response Computer Group Inc.	11302 · BayVanguard 302 General Acct	

TOWN OF OXFORD
Check Detail
October 2024

00229442	10/01/2024	support	57120 · Administrative Expenses	-25.00
		support	57520 · Administrative Expenses	-25.00
				<u>-50.00</u>
25537	10/09/2024 UniFirst Corporation		11302 · BayVanguard 302 General Acct	
1430147484	09/25/2024	PW Uniforms	54140 · Shop - Uniforms	-254.91
1430148522	10/02/2024	PW Uniforms	54140 · Shop - Uniforms	-254.91
				<u>-509.82</u>
25538	10/09/2024 Verizon Wireless Office		11302 · BayVanguard 302 General Acct	
9974626943	09/23/2024	office phones	51451 · Telephone	-154.15
		vehicles	53500 · Utilities	-120.03
				<u>-274.18</u>
25539	10/16/2024 APG Media of Chesapeake LLC	Ordinance No. 2416	11302 · BayVanguard 302 General Acct	
3065556	10/16/2024	Ordinance No. 2416	51153 · Ordinances	-236.26
				<u>-236.26</u>
25540	10/16/2024 Chesapeake Environmental Lab	Water testing	11302 · BayVanguard 302 General Acct	
409461	10/16/2024	bacteria - 10/2/2024	57230 · Lab Expenses	-66.00
		Arsenic - 10/2/2024	57230 · Lab Expenses	-105.00
				<u>-171.00</u>
25541	10/16/2024 Crystal Springs		11302 · BayVanguard 302 General Acct	
23190374 100524	10/05/2024	water	54165 · Shop - Miscellaneous	-47.24
		water	51550 · Office Supplies & Expenses	-58.99
				<u>-106.23</u>

TOWN OF OXFORD
Check Detail

October 2024

25542	10/16/2024	George, Miles & Buhr, LLC	Project - R190209 On Call Support	11302 - BayVanguard 302 General Acct	
12-82438	10/09/2024		on call	57535 - Consulting/Legal Fees	-165.00
					<u>-165.00</u>
25543	10/16/2024	George, Miles & Buhr, LLC W	Project - R230114.A0 Water Meter and Billing	11302 - BayVanguard 302 General Acct	
16-82445	10/09/2024		16th Invoice	12272 - USDA Water System Upgrade	-2,164.59
					<u>-2,164.59</u>
25544	10/16/2024	Maryland Bay Restoration		11302 - BayVanguard 302 General Acct	
3rd Qtr 2024	09/30/2024		3rd Qtr 2024	58100 - Bay Restoration Payment	-8,296.30
					<u>-8,296.30</u>
25545	10/16/2024	Middle Department Inspection Agency		11302 - BayVanguard 302 General Acct	
SI016083	09/30/2024		104 N Morris Street - Rough Approved	51650 - Planning & Zoning Admin	-60.35
SI016078	09/30/2024		104 N Morris Street - Rough Approved HVAS	51650 - Planning & Zoning Admin	-85.00
SI016163	10/02/2024		104 Richardson Street Final/Complete	51650 - Planning & Zoning Admin	-35.00
					<u>-180.35</u>
25546	10/16/2024	Mr. Rooter, Mid-Shore	101 South Street	11302 - BayVanguard 302 General Acct	
167790	10/09/2024		101 South Street	57680 - Maintenance & Repairs	-225.00
					<u>-225.00</u>
25547	10/16/2024	NAPA Auto Parts		11302 - BayVanguard 302 General Acct	
541295	10/09/2024		Battery	54190 - Vehicle Main and Repairs	-219.99
					<u>-219.99</u>
25548	10/16/2024	Pep-Up		11302 - BayVanguard 302 General Acct	

10:04 AM
11/08/24

TOWN OF OXFORD Check Detail

October 2024

7302188	10/09/2024	jl thompson	57620 · Utilities	-1,060.11
7302190	10/09/2024	Bachelor Point	57620 · Utilities	-16.50
7302191	10/09/2024	Bonfield Street	57620 · Utilities	-9.00
7302189	10/09/2024	Banks Street	57620 · Utilities	-40.12
7302192	10/09/2024	Main Street	57620 · Utilities	-187.66
				<hr/>
				-1,313.39

25549 **10/16/2024 Staples**

11302 · BayVanguard 302 General Acct

6013952873	10/05/2024	Coffee	53600 · Office Supplies	-54.58
		Copy Paper/HP 83A Black	51550 · Office Supplies & Expenses	-115.98
6013952872	10/05/2024	11x17 copy paper	51550 · Office Supplies & Expenses	-66.59
				<hr/>
				-237.15

25550 **10/16/2024 UniFirst Corporation**

11302 · BayVanguard 302 General Acct

1430149580	10/09/2024	PW Uniforms	54140 · Shop - Uniforms	-254.91
1430150517	10/16/2024	PW Uniforms	54140 · Shop - Uniforms	-254.91
				<hr/>
				-509.82

25551 **10/16/2024 Xerox Corporation**

9/30 - 10/29/2024

11302 · BayVanguard 302 General Acct

6334353	10/10/2024	9/30 - 10/29/2024	51250 · Copier Services Main & Supplies	-347.78
				<hr/>
				-347.78

25552 **10/17/2024 Vickie Sharp**

FY25 Volunteer/Employee Dinner

11302 · BayVanguard 302 General Acct

FY25 Vol Dinner	10/17/2024	FY25 Volunteer/Employee Dinner	52655 · Employee Benefits	-2,225.65
				<hr/>
				-2,225.65

25553 **10/17/2024 Vickie Sharp**

Rommels Ticket #085398

11302 · BayVanguard 302 General Acct

Rommels	10/17/2024	Items from Rommels for the Check Valve Installation	57730 · Stormwater Main & Repair	-105.76
				<hr/>
				-105.76

TOWN OF OXFORD
Check Detail
October 2024

25554	10/23/2024 Aflac	PN296-933459	11302 · BayVanguard 302 General Acct	
664698	10/22/2024	M. Bell	21000 · Payroll Liabilities	-137.86
				<u>-137.86</u>
25555	10/23/2024 Breezeline 1	For Period of 10/22-11/21/24	11302 · BayVanguard 302 General Acct	
October 2024	10/16/2024	For Period of 10/22-11/21/24	51452 · Internet	-123.00
		For Period of 10/22-11/21/24	53500 · Utilities	-123.55
				<u>-246.55</u>
25556	10/23/2024 Core & Main LP	149440	11302 · BayVanguard 302 General Acct	
V772724	10/09/2024	25 New Water Meters	57280 · Maintenance & Repairs	-6,642.00
				<u>-6,642.00</u>
25557	10/23/2024 Easton Utilities	WWTP Lab Testing	11302 · BayVanguard 302 General Acct	
26968	10/15/2024	September 2024 - WWTP Lab Testing	57630 · Lab Expenses	-485.00
				<u>-485.00</u>
25558	10/23/2024 Farmington Transfer Station		11302 · BayVanguard 302 General Acct	
4355-000004129	09/30/2024	9/19 1.84	54330 · Trash Pick up - Contractors	-180.32
		9/26 1.87	54330 · Trash Pick up - Contractors	-183.26
4355-000004138	10/15/2024	10/03 1.91	54330 · Trash Pick up - Contractors	-187.18
		10/10 1.81	54330 · Trash Pick up - Contractors	-177.38
				<u>-728.14</u>
25559	10/23/2024 Intercoastal Trading, Inc.		11302 · BayVanguard 302 General Acct	
244068	09/30/2024	aluminum sulfate	57625 · Chemicals	-580.80
244323	10/17/2024	aluminum sulfate	57625 · Chemicals	-1,161.60
				<u>-1,161.60</u>

TOWN OF OXFORD
Check Detail
October 2024

-1,742.40

25560	10/23/2024 Kelly & Associates	121780	11302 · BayVanguard 302 General Acct	
Nov 2024	10/03/2024	November 2024 Benefits	52655 · Employee Benefits	-5,692.63
				<u>-5,692.63</u>
25561	10/23/2024 Maryland Environmental Service		11302 · BayVanguard 302 General Acct	
336987	10/16/2024	10/01 Ticket #1048639 1.42 tons	54330 · Trash Pick up - Contractors	-113.60
		10/15 Ticket #1049987 0.76 tons	54330 · Trash Pick up - Contractors	-60.80
		10/15 Ticket #1050039 0.83 tons	54330 · Trash Pick up - Contractors	-66.40
		10/15 Ticket #1050100 1.20 tons	54330 · Trash Pick up - Contractors	-96.00
				<u>-336.80</u>
25562	10/23/2024 Middle Department Inspection Agency	MD64001612	11302 · BayVanguard 302 General Acct	
SI016484	10/08/2024	100 Riverview Avenue/Footer Approved	51650 · Planning & Zoning Admin	-260.84
				<u>-260.84</u>
25563	10/23/2024 Mr. Rooter, Mid-Shore	Pump Station Maintenance	11302 · BayVanguard 302 General Acct	
54786	10/16/2024	Pump Station Maintenance	57680 · Maintenance & Repairs	-750.00
				<u>-750.00</u>
25564	10/23/2024 NAPA Auto Parts	Rocker switch	11302 · BayVanguard 302 General Acct	
541905	10/16/2024	Rocker Switch	54190 · Vehicle Main and Repairs	-47.98
				<u>-47.98</u>
25565	10/23/2024 North/East Technical Sales Inc		11302 · BayVanguard 302 General Acct	
52665	09/30/2024	Sensolyt/Probes etc	57680 · Maintenance & Repairs	-3,888.20
				<u>-3,888.20</u>

TOWN OF OXFORD
Check Detail
October 2024

25566	10/23/2024 Oxford Museum, Inc.	Annual Donation	11302 - BayVanguard 302 General Acct	
2024 Donation	10/22/2024	annual donation	52565 · Oxford Museum	-3,000.00
				<u>-3,000.00</u>
25567	10/23/2024 Paul T Ewing, Inc.	Hose & Fittings	11302 - BayVanguard 302 General Acct	
0526921	10/16/2024	Hose & Fittings	54165 · Shop - Miscellaneous	-59.99
				<u>-59.99</u>
25568	10/23/2024 Selective Insurance - Flood	FLD1107937	11302 - BayVanguard 302 General Acct	
Flood Policy 2024	10/11/2024	201 pier flood insurance 12/9/24	52200 · Town Houses Main and Repair	-693.00
				<u>-693.00</u>
25569	10/23/2024 Shore United Bank	Monthly Statement	11302 - BayVanguard 302 General Acct	
Sept-Oct 2024	10/10/2024	Business Cards	53600 · Office Supplies	-56.86
		Indeed - Ad for Administrative Clerk	51150 · General Advertising	-404.49
		Microsoft	53600 · Office Supplies	-8.25
		Timer for Commissioner Meetings	51550 · Office Supplies & Expenses	-15.46
		Input Error Previous Bill	51150 · General Advertising	-1.18
				<u>-486.24</u>
25570	10/23/2024 Verizon	For Period of 10/16/24 - 11/15/24	11302 - BayVanguard 302 General Acct	
4102265740 Oct 15	10/22/2024	For Period of 10/16/24 - 11/15/24	54130 · Shop - Telephone and Internet	-1,080.06
				<u>-1,080.06</u>
25571	10/23/2024 Vickie Sharp	Halloween 2024 Candy	11302 - BayVanguard 302 General Acct	
Halloween 2024 Candy	10/17/2024	Halloween 2024 Candy	55600 · Parks and Recreation Committee	-97.03
				<u>-97.03</u>

TOWN OF OXFORD
Check Detail
October 2024

25572	10/31/2024 A-1 Sanitation		11302 - BayVanguard 302 General Acct	
451123	10/18/2024	tilghman - Sept 21 - Oct 18, 2024	55500 · Parks & Recreation Expenses	-183.00
451119	10/18/2024	causeway prk - Sept 21 - Oct 18, 2024	55500 · Parks & Recreation Expenses	-297.00
451121	10/18/2024	ferry dock - Sept 21 - Oct 18, 2024	55500 · Parks & Recreation Expenses	-228.00
451122	10/18/2024	ballfield - Sept 21 - Oct 18, 2024	55500 · Parks & Recreation Expenses	-183.00
451120	10/30/2024	Strand - Sept 21 - Oct 18, 2024	55500 · Parks & Recreation Expenses	-297.00
				<u>-1,188.00</u>
25573	10/31/2024 APG Media of Chesapeake LLC	Admin Clerk Ad	11302 - BayVanguard 302 General Acct	
3066589	10/29/2024	Admin Clerk Ad	51150 · General Advertising	-1,182.00
				<u>-1,182.00</u>
25574	10/31/2024 BDK, Inc.	Retainer	11302 - BayVanguard 302 General Acct	
224-06939	10/28/2024	it retainer	51200 · Computer Main & Repair	-1,000.00
				<u>-1,000.00</u>
25575	10/31/2024 Board of Waterworks & Wastewater	Water 1	11302 - BayVanguard 302 General Acct	
Water 1 - MO	10/30/2024	Matt Ozman Water 1	57270 · Education and Training	-50.00
				<u>-50.00</u>
25576	10/31/2024 Breezeline 2	8335 30 016 0090158	11302 - BayVanguard 302 General Acct	
10182024	10/18/2024	October 28 - November 27, 2024	54130 · Shop - Telephone and Internet	-170.56
				<u>-170.56</u>
25577	10/31/2024 Delmarva Power		11302 - BayVanguard 302 General Acct	
Sept 12 - Oct , 2024	10/11/2024	5001 7616 736- 102 Oxford Town Dock - Sept 12 - Oct 9, 2024	55300 · Parks and Recreation Electric	-33.99
		5500 5154 020- 102 Oxford Rd Car Charger - Sept 12 - Oct 9, 2024	55300 · Parks and Recreation Electric	-155.78

TOWN OF OXFORD

Check Detail

October 2024

		5501 1958 182 - Street Lights - Sept 12 - Oct 9, 2024	54230 · Streets - Lighting	-3,799.09
		5001 7876 561- 103 JL Thompson/water - Sept 12 - Oct 9, 2024	57210 · Electricity	-3,000.00
		5001 7876 561- 103 JL Thompson/sewer - Sept 12 - Oct 9, 2024	57610 · Electricity	-2,853.13
		5500 2079 121- 100 Lovers lane - Sept 12 - Oct 9, 2024	52300 · Customs House Main & Repair	-43.26
		5500 3384 785- Banks Street - Sept 12 - Oct 9, 2024	57610 · Electricity	-160.73
		5500 5273 390- 400 Tilghman Street - Sept 12 - Oct 9, 2024	57210 · Electricity	-45.38
		5500 3892 548- 26110 Bachelors Point - Sept 12 - Oct 9, 2024	57610 · Electricity	-48.15
		5500 5273 713- 100 Morris Street office - Sept 12 - Oct 9, 2024	51350 · Electricity	-567.99
		5500 5298 207- 101 1/2 Townpark- Sept 12 - Oct 9, 2024	55300 · Parks and Recreation Electric	-34.24
		5500 3382 847- 102 1/2 Bonfield - Sept 12 - Oct 9, 2024	57610 · Electricity	-75.29
		5500 3340 167- 211 E Pier Street/docks - Sept 12 - Oct 9, 2024	55400 · Docks/Shoreline - Main & Repair	-29.05
		5503 6907 487 - 203 E Pier St. B - Sept 12 - Oct 9, 2024	52220 · Town House Electric #B	-41.04
				<hr/>
				-10,887.12
25578	10/31/2024 Kelly & Associates	121780	11302 · BayVanguard 302 General Acct	
Nov 24- LGW	10/28/2024	November 2024 Benefits - Lisa George-Willoughby	52655 · Employee Benefits	-1,181.23
				<hr/>
				-1,181.23
25579	10/31/2024 Key One Inc.	Repair front door key pad	11302 · BayVanguard 302 General Acct	
i4680	10/21/2024	Repair front door key pad	52100 · Municipal Bldg Main and Repair	-175.00
				<hr/>
				-175.00
25580	10/31/2024 Link Computer Corporation	Customer ID C-101797	11302 · BayVanguard 302 General Acct	
220865	09/30/2024	New Water Billing Software - Second 1/2	56115 · USDA Water System Upgrade	-7,500.00
				<hr/>
				-7,500.00
25581	10/31/2024 NAPA Auto Parts	Serpentine Belt	11302 · BayVanguard 302 General Acct	
542583	10/24/2024	Serpentine Belt	54220 · Streets - Main/Repairs	-20.99
				<hr/>
				-20.99

TOWN OF OXFORD Check Detail

25582	10/31/2024 Pep-Up	acct # 402582	October 2024	11302 · BayVanguard 302 General Acct
7324622	10/22/2024	150 gallons	\$2.3528	54180 · Vehicle Operations
				-453.67
				<u>-453.67</u>
25583	10/31/2024 Republic Services			11302 · BayVanguard 302 General Acct
001110880	10/20/2024	jl thompson		54330 · Trash Pick up - Contractors
		causeway		54330 · Trash Pick up - Contractors
		tilghman		54330 · Trash Pick up - Contractors
		fees		54330 · Trash Pick up - Contractors
				-347.00
				-200.92
				-200.92
				-298.11
				<u>-1,046.95</u>
25584	10/31/2024 Republic Services 2	JI Thompson - 2 Containers		11302 · BayVanguard 302 General Acct
001110884	10/20/2024	10/01	2.78	57770 · Stormwater/Shoreline Trash
		10/01	2.74	57770 · Stormwater/Shoreline Trash
		10/01		57770 · Stormwater/Shoreline Trash
		10/01		57770 · Stormwater/Shoreline Trash
		10/03	3.01	57770 · Stormwater/Shoreline Trash
		10/03	4.94	57770 · Stormwater/Shoreline Trash
		10/03		57770 · Stormwater/Shoreline Trash
		10/03		57770 · Stormwater/Shoreline Trash
				-95.08
				-93.71
				-240.34
				-240.34
				-102.94
				-168.95
				-240.34
				-240.34
				<u>-1,422.04</u>
25585	10/31/2024 Staples			11302 · BayVanguard 302 General Acct
6015467227	10/26/2024	Line Note Paper/Manila Folders		51550 · Office Supplies & Expenses
6015467228	10/26/2024	Exp Pocket Folders		51550 · Office Supplies & Expenses
				-26.78
				-21.49
				<u>-48.27</u>
25586	10/31/2024 UniFirst Corporation	Uniforms		11302 · BayVanguard 302 General Acct
1430151519	10/23/2024	PW Uniforms		54140 · Shop - Uniforms
				-224.97
				<u>-224.97</u>

TOWN OF OXFORD
Check Detail
October 2024

-224.97

25587	10/31/2024 USA Blue Book	Ammonia Test kit	11302 · BayVanguard 302 General Acct	
54313	10/30/2024	Test Kit	57630 · Lab Expenses	-426.92
				<hr/>
				-426.92
25588	10/31/2024 Verizon main		11302 · BayVanguard 302 General Acct	
Oct 21, 2024	10/21/2024	police	53500 · Utilities	-100.00
		office emerg equip	51451 · Telephone	-425.25
				<hr/>
				-525.25
25589	10/31/2024 Verizon Wireless		11302 · BayVanguard 302 General Acct	
9976657679	10/19/2024	car cell x1	53500 · Utilities	-40.01
		ipad service	57220 · Utilities	-40.01
		ipad service	51451 · Telephone	-40.03
		police oncall	53500 · Utilities	-42.69
		police sim	53500 · Utilities	-40.01
		police sim	53500 · Utilities	-40.01
		fee	53500 · Utilities	-0.05
		Town Manager Cell Phone 410-463-5895	51451 · Telephone	-42.69
				<hr/>
				-285.50



TALBOT COUNTY MARYLAND

COURT HOUSE
11 N. WASHINGTON STREET
EASTON, MARYLAND 21601-3178
PHONE: 410-770-8010
www.talbotcountymd.gov

CLAY B. STAMP
County Manager

FAX: 410-770-8007
TTY: 410-822-8735
cbstamp@talbotcountymd.gov

September 17, 2024

Commissioners
Town of Oxford, Maryland
P.O. Box 339
Oxford, MD 21654


Re.: Talbot County Economic Development Commission

Dear Commissioners:

On or about June 6, 2024, my office forwarded you a letter advising that the term of James Jaramillo, representative from the Town of Oxford on the Talbot County Economic Development Commission, would expire on June 30, 2024 (copy attached).

The Town notified my office that once the new Commissioner had assumed office, the Commissioners would take the matter under advisement and forward a recommendation to the County. If the Commissioners are ready to forward a recommendation to the County at this time, kindly submit the name of that individual to my office. As always, Economic Development Commission meetings remain open to the public, should other members of your organization wish to attend.

The County Council appreciates your timely consideration of this matter.

Sincerely,

Clay B. Stamp
County Manager

CBS:swm

cc: Debbie Walsworth, Chair, Economic Development Commission
Cassandra Vanhooser, Director, Department of Economic Development and Tourism

Investigative Hearing Procedures
of the Commissioners of Oxford

I. Commissioner Responsibilities

A.Md Code, Local Government Article 5-206 gives the Commissioners the authority to remove or temporarily suspend from office and appointed municipal officer for:

- a. Inefficiency;
- b. Malfeasance;
- c. Misfeasance;
- d. Nonfeasance;
- e. Misconduct in office; or
- f. Insubordination

II. Preliminary Matters

A. *Complaint.* All complaints must be filed in writing. Complaints may be filed with the President of the Commissioners, the Town Clerk, or the Town Attorney. Upon receipt of a Complaint, the Commissioners shall acknowledge receipt of the Complaint and forward a copy of the Complaint to the other Commissioners and the Town Attorney, or attorney engaged by the Commissioners.

1. The Commissioners shall meet within 10 business days to determine whether the Complaint should be summarily dismissed for lack of jurisdiction or failure to state a claim upon which relief may be granted. A decision to summarily dismiss a complaint must be unanimous.
2. Within seven (7) days of the dismissal of the Complaint, the Commissioners shall notify the Complainant in writing of the Commissioners' action with the grounds for doing so. The notice to the Complainant shall specify the right to appeal the decision to the Circuit Court for Talbot County. Commissioners will make every effort to forward complaints outside of their jurisdiction to the proper investigative authority.
3. If the Commissioners determine there are no grounds to summarily dismiss the Complaint, the Commissioners shall schedule a hearing to investigate and adjudicate the Complaint. The Commissioners shall set the date of the hearing within 10 days of making this determination.

B. *Notice.* Notice of a hearing should be sent to the Complainant and Respondent within a reasonable time, typically at least 21 days before the hearing date.

C. *Contents of Notice.* The Notice should inform the Complainant and Respondent of the date, time, and location of the hearing. The Notice should identify the subject of the investigation and issues to be discussed at the hearing, which shall be limited to the

scope of the Complaint which were not summarily dismissed. Notice shall include the Complainant and Respondent's right to call witnesses, submit documents or other evidence, and be represented by counsel.

- D. *Closed Hearing.* The hearing may be designated as closed to the public as an administrative matter pursuant to the investigative hearing procedures set forth herein and LG § 5-206, or may be closed pursuant to authority pursuant to the Open Meetings Act.
- E. *Representation.* The Complainant and Respondent may be represented by counsel.
- F. *Evidence.* The Complainant and Respondent may bring witnesses or offer documentary evidence. A majority of the Commissioners may vote to exclude incompetent, unreliable, irrelevant, or unduly repetitious evidence.
- G. *Witnesses.* Only witnesses having direct knowledge of the facts on which the complaint is based will be heard. Witnesses may be called to testify during the hearing but will not be permitted to remain in the hearing room prior to or after their testimony.
- H. *Confidentiality.* Following the receipt of a complaint, the proceedings, meetings, and activities of the Commissioners and its agents or employees in connection with the complaint shall be conducted in a confidential manner, to the extent permitted by the Public Information Act and Open Meetings Act.
- I. *Motions.* Preliminary matters requiring a formal ruling shall be raised by the Complainant or Respondent by motion at least 15 working days before the hearing. Motions shall be filed with the President of the Commissioners, shall be in writing, and briefly state the relief applied for and the grounds for the motion. The Commissioners will rule on the motion at least 5 days prior to the hearing.

III. Hearing Procedure:

- A. Convening statement by President of the Commissioners of Oxford or authorized representative and placement of the Complaint, hearing notices, and other appropriate documents in the record.
- B. Opening statement by Complainant, or complainants authorized representative.
- C. Testimony by Complainant and Complainant's witnesses. The Complainant shall have the right to:
 - 1. Call witnesses and present evidence relevant to the matters at issue set forth in the hearing notice;
 - 2. Cross-examine every witness called by the Commissioners or any other party;

3. Impeach any witness; and
 4. Rebut all evidence presented.
- D.
- E. Opening statement by Respondent or Respondent's Counsel.
- F. Testimony by Respondent and Respondent's witnesses. The Respondent shall have the right to:
 1. Call witnesses and present relevant evidence;
 2. Cross-examine every witness called by the Commissioners or any other party;
 3. Impeach any witness; and
 4. Rebut all evidence presented.
- G. Questioning by the Commissioners.
- H. Testimony of witnesses called by the Commissioners.
- I.
- J. Closing statement by Respondent or Respondent's Counsel.
- K. Closing statement by the Complainant or Complainant counsel.
- L. The Commissioners may close the hearing or may stay the hearing for the purpose of gathering additional information or obtaining legal advice.
- M. If the Respondent fails to attend or participate in the hearing, after receiving proper notice, the Respondent shall be considered in default and the hearing may be conducted and the issues finally determined in the party's absence.
- N. A verbatim record shall be taken of the entire hearing. When a verbatim record is not kept, the minutes of the proceeding shall be kept which shall, at a minimum, identify the witnesses, list all exhibits, and record all rulings by the President, as well as any final determination. The verbatim record need not be transcribed, unless requested by the Respondent or Complainant. The party requesting the transcript shall pay for the cost of transcription.

- O. The standard of evidence in hearing conducted shall be clear and convincing evidence admitted at the hearing.

IV. Post-Hearing Procedure:

- A. The Commissioners shall deliberate in closed session as an administrative matter pursuant to the investigative hearing procedures set forth herein and LG § 5-206, or may be closed pursuant to authority pursuant to the Open Meetings Act. may convene a closed session to deliberate.
- B.
- C. Within 5 days of the closing of the hearing, the Commissioners shall submit to the Respondent in writing a summary of their findings and actions. When there is a finding of a violation as to any allegation of the complaint, the written finding shall be a public record. If the Commissioners conclude that the Respondent has not violated any provision, the Commissioners shall enter an order dismissing the Complaint, which order shall be a public record.

V. Right to appeal.

- A. Any party aggrieved by a final decision of the Commissioners may, within thirty (30) days from the date of such decision, file an appeal to the Circuit Court for Talbot County. The procedures for any appeal shall be governed by Title 7, Section 200 (Judicial Review of Administrative Agency Decisions) of the Maryland Rules, as amended from time to time.

Town of Oxford
American Rescue Plan Act of 2021
Interagency Transfer Memorandum of Understanding

This Interagency Transfer Memorandum of Understanding (the “MOU”) dated this day of _____ 2024, is by and between the Town of Oxford, a municipal corporation of the State of Maryland (the “Town”) and the Town of Oxford Public Works Department, (the “DPW”).

WHEREAS, the Town of Oxford received federal funding from the American Rescue Plan Act of 2021 (“ARPA”);

WHEREAS, ARPA authorizes the Town to expend ARPA funds awarded to the Town to respond to the COVID-19 public health emergency or its negative economic impacts, including water and sewer infrastructure, transportation, public safety, etc.;

WHEREAS, ARPA funds need to be obligated by December 31, 2024 and expended by December 31, 2026;

WHEREAS, some of the ARPA projects have been completed or will be completed for less than the initial amount budgeted;

WHEREAS, some of the ARPA projects will be completed by DPW;

WHEREAS, the Town wishes to allocate, reallocate and obligate any remaining funds including excess funds from various projects up to a maximum of \$ _____ to DPW to be used for allowable ARPA purposes; and

WHEREAS, DPW will be responsible for complying with all ARPA procurement and reporting requirements established by the US Department of the Treasury.

NOW, THEREFORE, in consideration of the foregoing recitals, which are not merely prefatory but are a substantive part of this MOU, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto covenant and agree as follows:

1. Incorporation of ARPA Requirements. The Town’s award of funds pursuant to this MOU is subject to requirements of ARPA. DPW shall comply with, and assist the Town in complying with, all requirement of ARPA, including all US Department of Treasury Guidance. DPW shall not use, directly or indirectly, or permit others to use, directly or indirectly, any funds supplied by this MOU for any purpose that would violate any requirements regarding the use of ARPA funds. DPW agrees to assist the Town, to cooperate with the Town and to assume responsibility with the Town in fulfilling the terms and conditions of the use of ARPA funds.

2. Funds Provided. The Town agrees to provide DPW with ARPA funds in the amount of \$ _____ (the “DPW Grant”) subject to the terms and conditions set forth herein

and as more particularly shown on the attached Exhibit A.

3. Scope of Work. DPW shall use the funds for the following projects: construct flood improvements to include purchasing installation of check valve backflow preventers, stormwater station pumps, tide gates, and appurtenant infrastructure and projects which may include road paving and repair work.

4. Compliance with Federal and State Laws and Regulations. DPW shall comply with all of the applicable federal and state laws, regulations, circulars, and guidelines related to the use of the DPW Grant.

5. Records and Reports. DPW shall maintain all records pertaining to this MOU, regardless of the form (e.g. paper, film, recording, electronic), including but not limited to financial records, supporting documents, statistical records, and any other documents (hereinafter referred to as "Records") for a period of five State fiscal years after all reporting requirements are satisfied and final payments have been received.

6. Further Assurances and Corrective Instruments. The parties hereto agree that they will, from time to time, execute and deliver, or cause to be executed and delivered, such amendment hereto and such further instruments as may be required by the Town to comply with any existing or future State or federal regulations, policies, directives, procedures or other requirements or to further the general purposes of this MOU.

7. No Assignment. This MOU shall not be assigned by DPW to another party without the written approval of the Town.

8. Severability. The invalidity of any articles, section, subsection, paragraph, clause or provision of this MOU shall not affect the validity of the remaining articles, sections, subsections, paragraphs, clauses or provisions hereof.

WITNESS our hands and seals, all as of the date first written above.

WITNESS

TOWN OF OXFORD

By: _____ (SEAL)
Norman Bell, President

WITNESS/ATTEST

TOWN OF OXFORD PUBLIC WORKS
DEPARTMENT

By: _____ (SEAL)
Matthew Ozman

EXHIBIT A TO MOU



PROPOSAL FOR ENGINEERING SERVICES

Oxford Design-Build Flood Remediation Project: South Morris Street / Historic District



Town of Oxford, Maryland

Presented by:
George, Miles & Buhr, LLC

March 23, 2023

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GEORGE, MILES & BUHR, LLC



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ENGINEERS

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SALISBURY
BALTIMORE
SEAFORD
LEWES
OCEAN VIEW

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CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
STEPHEN L. MARSH, P.E.
DAVID A. VANDERBEEK, P.E.
ROLAND E. HOLLAND, P.E.
JASON M. LYTLE, P.E.
CHRIS B. DERBYSHIRE, P.E.
MORGAN H. HELFRICH, AIA
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W. MARK GARDOCKY, P.E.
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PETER A. BOZICK, JR., P.E.
JUDY A. SCHWARTZ, P.E.
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.
VINCENT A. LUCIANI, P.E.
AUTUMN J. WILLIS
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

March 23, 2023

Town of Oxford
101 Market St
P.O. Box 339
Oxford, MD 21654

Attn: Cheryl Lewis, Town Manager

Re: Proposal for Oxford Design-Build Flood Remediation Project
Phase 1: Analysis and Development of Alternatives
South Morris St and Historic District
Oxford, Talbot County, Maryland

Dear Ms. Lewis:

George, Miles & Buhr, LLC (GMB) is pleased to present this proposal for the first phase of the design-build contract to implement flood remediation strategies for the areas that have seen frequent inundation due to tidal flooding around South Morris Street as well as the Historic District. We understand that understanding the problems and providing a manageable solution(s) to the Town will be key to ensure the areas are more resilient moving forward in the face of sea level rise and more frequent flooding in those areas.

Our engineers live and work on Delmarva, and as such are immersed in the technical concerns facing communities in the low-lying areas of the Eastern Shore of Maryland. This framework will allow GMB to approach the project with the proper perspective about the experiences in Oxford. We are headquartered in the heart of downtown Salisbury at 206 West Main Street and licensed in Maryland, Delaware, and Virginia. Our location and local familiarity, combined with our expertise and experience, uniquely qualifies us for this critical project. GMB has vast knowledge of Oxford after being involved with the Stormwater Master Planning, various water projects, and the upgrades to the WWTP just to name a few over the past decade.

We understand there is a balance between living near the water and keeping it at bay, away from negatively impacting private property and daily lives. As such, making Oxford more resilient in the face of sea level rise and increased storm intensities is paramount to the Town and its residents. Maintaining accessibility to the residences and keeping flood waters off their property are key success metrics for this project.

As requested in the RFP, we have included information on our firm and extended team to show we are extremely qualified for this project. We appreciate your consideration of this proposal. We look forward to working with Oxford once again to make this project a success. Please do not hesitate to contact us with any questions or comments.

Sincerely,

Stephen L. Marsh, P.E., LEED AP, CPSWQ
Sr. Vice President
Director of Operations - East Region
Phone: (410) 742-3115
Email: smarsh@gmbnet.com

Brent R. Jett, P.E., CFM, CC-P
Project Manager
Coastal Resiliency Group Leader
Phone: (302) 628-1421
Email: bjett@gmbnet.com

FIRM OVERVIEW

George, Miles & Buhr, LLC (GMB) is a client-focused firm that provides comprehensive engineering, architectural, planning, and coastal resiliency services across the Mid-Atlantic region. Founded in 1960, GMB provides quality designs that enhance our communities and safeguard the environment. Our headquarters is in Salisbury, Md., and we have additional offices in Lewes, Del., Seaford, Del., and Ocean View, Del., as well as a Sparks, Md. Office serving the Baltimore area. GMB has a comprehensive team of over 90 professional employees dedicated to producing exceptional, cost-effective solutions for clients.



COASTAL RESILIENCY:

GMB strives to be the leader in design and stewardship of sustainable communities in the Chesapeake Bay and Delaware, Maryland and Virginia coastal environments. We are committed to applying sustainable design principles to every GMB project aside from their mandate by design review agencies. We have several Leadership in Energy and Environmental Design (LEED) accredited professionals on staff, as well as a Certified Floodplain Manager (CFM) and a Certified Climate Change Professional (CC-P). GMB has served multiple clients in identifying and addressing their vulnerable infrastructure and community assets.

We have developed a reputation for being experts in the design of coastal resiliency, flood mitigation solutions, hydraulic and hydrologic (H & H) modeling, storm drainage systems, and stormwater management facilities. We understand the difficulties of achieving appropriate storm surge protection and stormwater management/conveyance in low-lying, tidally influenced municipalities in the mid-Atlantic Coastal Plain. Our experience includes projects that address surge flooding, stormwater quality and quantity control issues.

We have designed projects that incorporate surge flooding removal solutions, living shoreline stabilization, structural shoreline protection, environmental site design and low impact development (LID) practices for a more integrated and sustainable approach. Our recent designs include vegetated, edged, and silled living shorelines, revetments and various bulkhead types, step pool conveyance systems, submerged gravel wetlands, permeable pavement with infiltration, bio-swales, bio-retention, level spreaders with filter strips and enhanced floodplain development.

Our analysis often includes, where appropriate, a more global, holistic evaluation of the tidal watershed and drainage system where stormwater management efforts can be integrated into channel, wetland, and floodplain restoration projects. These solutions provide a successful project to the client that minimizes maintenance needs, which is ideal for small communities with limited capacity. In addition, the low maintenance solutions are budget friendly to communities that are already strapped for funding.



Accepting the DE Governor's Conservation Award



Elimination of "duckwalk" to solve flooding issues on Water Street, Cambridge, MD



Town Hall Bioretention, Betterton, MD



Wetland Restoration Bayside, Selbyville, DE

SERVICES PROVIDED

In addition to our Coastal Resiliency expertise, GMB serves as the Engineers for several municipalities; offering code review and compliance checks as well as review for engineering submissions to ensure they meet requirements of the engineering guidelines. The list of other services provided by GMB includes:

- **Consultation:** Capital Improvement Planning Assistance, State and Federal Loan/Grant Application and Administration Assistance, Proposed Land Development Preliminary, Final and Construction Phase Review, Trusted Advisor Relationships, Permit Acquisition Assistance, Asset Management Plans, Utility Rate Structures, Long Term Reserve Studies, Feasibility Studies, GIS Mapping, Preparation of Cost Estimates, Hydraulic Studies, Bid Assistance, and On-call Consultation
- **Civil / Municipal Services:** Site Design, Site Grading, Stormwater Management, Streetscapes, Pavement Design, ADA Compliant Sidewalks and Street Designs, Water & Sewer Extensions, Sustainable “Green” Design, Landscape Architecture
- **Water / Wastewater Services:** Wastewater Treatment Facilities & Improvements, Sewage Collection Systems, Sewage Pumping Stations, Water Treatment Facilities & Upgrades, Wells, Water Distribution & Storage, Operational Services
- **Building Services (Architectural & Structural):** Architectural Design, Programming and Concept Design, Renovations, Structural Engineering, Marine / Waterfront Engineering, Bridge Design, LEED Buildings, Building Revitalization Services
- **Contract Administration / Construction Inspection Services:** Site observation, contract preparation, resident project representative services (RPR), requisition review, change order evaluation, punch list and final inspection, closeout documentation.

Our innovative solutions, our adaptability to change, our commitment to design within budget and time restraints, and our ability to communicate project specifics to various stakeholders have produced many outstanding projects.

We are proud to have recently been awarded a **2023 Engineering Excellence Honor Award** from the Maryland American Council of Engineering Companies (ACEC-MD) for our Hampstead WWTP ENR Upgrade project, as well as a **2021 Engineering Excellence Honor Award** from the Delaware American Council of Engineering Companies (ACEC-DE) for our Front Street/Savannah Road Water & Sewer Improvements project in Lewes, Delaware. These awards join numerous other honors we have received in over six decades in business.



CONSULTING



CIVIL / MUNICIPAL



WATER / WASTEWATER



STRUCTURAL / MARINE



LAND DEVELOPMENT



CONSTRUCTION SERVICES



SITE / SUSTAINABLE DESIGN



AEROSPACE SUPPORT



ARCHITECTURE

PROJECT UNDERSTANDING

GMB understands the purpose of the Flood Remediation Project is to reduce flooding due to tidal surges and increased rainfall intensities in two (2) general study areas. As sea levels rise and rainfall intensities increase, low lying areas around Delmarva and the region are more susceptible to flooding than ever before. Each community faces their own unique challenges which require a tailored approach to resiliency now and into the future. GMB recognizes that there is not a one-size-fits-all solution and will work with Oxford on an individualized approach. Oxford wishes to maintain viability and livability for its residents and visitors by investigating the issues and causes of localized flooding, providing manageable solutions, and implementing these strategies within this design-build effort.

GMB is deeply familiar with Oxford as well as the issues at hand. Having completed several investigations similar to this project, we feel that impacts from flooding within the Town will be reduced at the conclusion of this effort. With support from our project partners, a viable solution will be delivered to the Town to ensure the area becomes more resilient into the future.

Looking at the current conditions, it appears there is tidal intrusion onto the upland residential areas through the existing stormwater drainage network. Some of the causes could be tidal gates that don't seal properly, ground water tables higher than normal due to subsurface conditions, additional unknown infrastructure in the vicinity, or aging stormwater piping that is not watertight, among others. These issues will provide a starting point for the analysis of the flooding issues. GMB is also aware of the low-laying nature of the study areas and will investigate solutions to limit flooding on private property that negatively impacts the livability of the residents.

The scope of work will be divided into three phases: (1) analysis and development of alternatives, (2) design and permitting, and (3) construction. GMB will be lead on the first two phases, with Barkers Landing Excavation taking the lead (and being contract holder) for the third phase inclusive of construction.

The first phase will heavily involve analysis of the existing conditions. We are proposing to team with professional subcontractors for borings, ground penetrating radar, and survey work needed to compile as much data as possible. The gathered data will allow GMB, Barkers Landing, and the Town of Oxford stakeholders to properly analyze the causes and potential solutions to the flooding in Town.

GMB brings local knowledge of regulations applicable to various solutions offered to combat the flooding. This understanding will guide any approaches to ensure they are feasible and able to be implemented in real-world conditions. Barkers Landing will assist with constructability issues. Town stakeholders will have input on costs, maintenance needs, and intrusion on private property for installation and maintenance.



PHASE 1:

GMB understands the following is the desired scope of work for the Flood Remediation project in Oxford for Phase 1:

A. Analysis and Development of Alternatives

- a. *Delineate the drainage areas and determine the volume of runoff for various storm events.*
- b. *Surveying to create a basemap and identify drainage patterns.*
- c. *Perform a geotechnical analysis in the Study Areas and determine infiltration rates.*
- d. *Perform a geotechnical analysis and borings on West Pier Street to determine porosity of subbase under the road and identify the source of tidal intrusion.*
- e. *Perform a CCTV investigation of the storm drain pipes and culverts in each study area to determine condition. Note that the pipe may be partially to fully submerged during the investigation.*
- f. *Evaluate alternatives that include at a minimum:*
 - i. *Redirecting flow entering Study Area 1 from the south through the installation of an additional outfall.*
 - ii. *Remove phragmites in Study Area 1 and install a stormwater BMP in the area that includes storage volume.*
 - iii. *Install a stormwater pump station in Study Area 1 and pump to either the stormwater pond near 2nd Street or to the outfall.*
 - iv. *Determine the effectiveness of the infrastructure leading up to and including the tide gates in Study Area 1 and 2.*
- g. *Develop a budgetary construction cost estimate for the recommended alternative in each Study Area.*
- h. *Determine what, if any, easements are required to implement the recommended alternatives.*
- i. *Hold a meeting with the Town to discuss the recommended alternatives.*



Low laying area in rear yards in Study Area 1

PHASE 2:

Once Phase 1 is complete, it is anticipated that a contract amendment will be negotiated and authorized for Phase 2 to consist of:

B. Design and Permitting

- a. *The Design and Permitting phase begins with the execution of the Change order for the Design and Permitting contract amount.*
- b. *The goal of the design drawings is to provide a set of plans to be used for permitting and with enough detail that the Contractor can construct the project. Since this RFP is for a design-build team, the plans do not need to have the level of detail of plans that would be bid separately. The Contractor should have input during the design phase and advise on the level of detail needed to construct the project.*
- c. *Manage the design phase including site survey and preparation of drawings. Provide subcontractors on the team as needed to perform the design, which may include Architectural, Civil/Site Engineering, Structural Engineering and Geotechnical services. Design services shall include code and life safety input.*
- d. *Submittals shall be made to the Town for review at 75% and 100% design. Submittals shall include the plans and an update to the construction estimate.*
- e. *The Vendor will be responsible for any necessary permits, including Sediment & Erosion Control, Stormwater Management, and Critical Areas. State Highway Administration would only be needed if impacting Rt. 333.*
- f. *Vendor will work with the Contractor in the Design-Build team to Value Engineer the design to stay within the construction budget.*



Ditch adjacent to a house in Study Area 2.

PHASE 3:

Upon completion of Phase 2 and successful permit issuance, another change order will be negotiated and authorized with the Contractor already on-board with the team. Phase 3 to consist of:

C. Construction Phase

- a. *The Construction Phase begins with execution of the Change order for the Construction Phase contract amount.*
- b. *The Contractor is solely responsible for site safety. Immediately notify the Town of any site accidents, emergencies or damage to property.*
- c. *Furnish and install all labor and materials to construct the permitted design.*
- d. *Maintain, monitor and update schedule, and enforce compliance of the schedule.*
- e. *Hold, manage and coordinate all trade subcontracts and ensure compliance with project documents and requirements.*
- f. *Provide supervision while any work is occurring on site.*
- g. *Chair the pre-construction meeting and progress meetings. Issue minutes. Progress meetings will be held as necessary.*
- h. *Provide a monthly report to the Town including progress photographs, updated schedule and identification of constraints.*
- i. *Review monthly partial payment applications, including quantities and provide a recommendation to the Town for payment.*
- j. *At the appropriate time, recommend in writing, final payment and Final Acceptance of the project.*



PROJECT APPROACH

GMB understands the proposed scope outline from the Town of Oxford for the project. However, after discussions with our team's contractor, Barkers Landing Excavation, we feel that an alternate approach may best serve the Town to move forward with deeper information about the existing conditions. The GMB Team will break the approach into 2 tasks in Phase 1; one for each Study Area.



Study Area 1

STUDY AREA 1

Compile Elevation Data in Study Area 1:

GMB will work with Fink, Whitten & Associates to survey the focus area to gather the existing elevations. GMB will utilize state Lidar information in GIS to determine the drainage areas to each structure and the overall network. This will be used to perform a drainage analysis of the network to the outfall discharging off West Pier St. The amount of runoff overall will be determined for future use.

Investigate Subsurface Infrastructure:

GMB will work with On the Mark Locators to perform ground penetrating radar to investigate the condition of existing storm drain infrastructure as well as determine if additional unknown pipes are present. The presence of currently unknown pipes may explain the intrusion of tidal waters into the upland areas. In addition, the condition of the existing pipes will be realized in this step. If any pipes aren't functioning as desired either because of a blockage or failure, this will be discovered. This will be done in lieu of CCTV investigation. There are limits to the usefulness and ability to CCTV stormwater pipes. Typically, the pipes need to be dewatered for best results. Also, if there is a pipe in deteriorated condition, the camera equipment may not be able to investigate the entire length of the pipe.

Install Monitoring Wells in Study Area 1:

GMB will work Barkers Landing to install 3 monitoring wells in the study area. One will be near the outfall pipe off West Pier St. One will be within the central backyards between Pier and Willows. Another will be determined either after the subsurface investigation or within the parking area west of the outfall on West Pier St. They will be monitored after heavy rainfall events and higher than usual tidal events to see if the groundwater is fluctuating more than standard with these events.

SWM Analysis:

Utilizing the field topo and the GIS data available, the storm drain network will be analyzed for various storm events to determine volume of runoff to each catch basin or low spot. A chart will be compile detailing the storm event, the structures, their current functionality (from field investigation), and their capacity for the storm runoff. GMB will then analyze the data to inform the alternatives analysis and discussion with Oxford Stakeholders.

Evaluate Alternatives:

GMB will brainstorm alternatives, relying on familiarity of low laying areas, flood mitigation strategies, experience with flooding issues, regulatory policies, and available funding sources. A list of options will be discussed with Town Stakeholders and the Project Team to determine the best option and approach to mitigate flooding in Study Area 1.

A few of the potential options that will be reviewed are, but aren't limited to:

- Redirecting flow to a new outfall, including new storm drainage network.
- Installation of a tidal gate system on the existing network.
- Conversion of the phragmites area in the backyards to a stormwater BMP.
- Installation of a stormwater pump station.

We anticipate a meeting with the Town Stakeholders to hash out pros and cons of various alternatives to maintain an open discussion and understand the desire for various installations. Once a pathway forward is chosen, GMB and team will move forward.

Construction Cost Estimates:

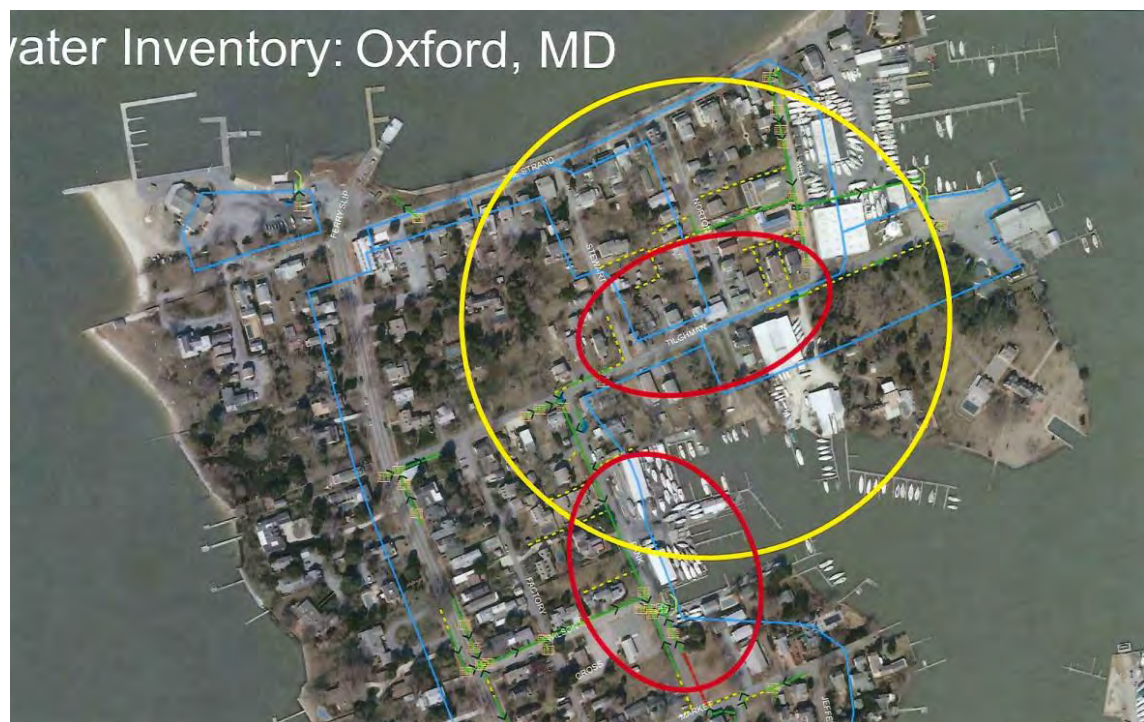
GMB with assistance from Barkers Landing will price out the options chosen to move forward from the Alternatives discussion. Utilizing a local contractor will allow for an accurate estimate for the Towns budgetary considerations.

Auxiliary Needs Analysis:

GMB will determine what additional items may be required in order to install the various options. The permitting needs, Critical Area requirements, need for any easements, or additional triggers based upon the alternatives will be identified in order to understand the path forward to design documents and construction.

Presentation to Town:

GMB will present the various alternatives chosen to the Town in an open meeting format. Additionally, the alternatives and options not chosen will be shown and the reasons why they weren't selected to move forward presented.



Study Area 2.

STUDY AREA 2

Compile Elevation Data in Study Area 2:

GMB will work with Fink, Whitten & Associates to survey the focus area to gather the existing elevations. GMB will utilize state Lidar information in GIS to determine the drainage areas to each structure and the overall network. This will be used to perform a drainage analysis of the network to the outfall discharging into the marina area off Tilghman St. The amount of runoff overall will be determined for future use.

Investigate Subsurface Infrastructure:

GMB will work with On the Mark Locators to perform ground penetrating radar to investigate the condition of existing storm drain infrastructure as well as determine if additional unknown pipes are present. The presence of currently unknown pipes may explain the intrusion of tidal waters into the upland areas. In addition, the condition of the existing pipes will be realized in this step. If any pipes aren't functioning as desired either because of a blockage or failure, this will be discovered. This will be done in lieu of CCTV investigation. There are limits to the usefulness and ability to CCTV stormwater pipes. Typically, the pipes need to be dewatered for best results. Also, if there is a pipe in deteriorated condition, the camera equipment may not be able to investigate the entire length of the pipe.

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Evaluate Alternatives:

GMB will brainstorm alternatives, relying on familiarity of low laying areas, flood mitigation strategies, experience with flooding issues, regulatory policies, and available funding sources. A list of options will be discussed with Town Stakeholders and the Project Team to determine the best option and approach to mitigate flooding in Study Area 2.

A few of the potential options that will be reviewed are, but aren't limited to:

- Redirecting flow to a new outfall, including new storm drainage network.
- Installation of a tidal gate system on the existing network.
- Conversion of the phragmites area in the backyards to a stormwater BMP.
- Installation of a stormwater pump station.

We anticipate a meeting with the Town Stakeholders to hash out pros and cons of various alternatives to maintain an open discussion and understand the desire for various installations. Once a pathway forward is chosen, GMB and team will move forward.

Construction Cost Estimates:

GMB with assistance from Barkers Landing will price out the options chosen to move forward from the Alternatives discussion. Utilizing a local contractor will allow for an accurate estimate for the Towns budgetary considerations.

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GMB will determine what additional items may be required in order to install the various options. The permitting needs, Critical Area requirements, need for any easements, or additional triggers based upon the alternatives will be identified in order to understand the path forward to design documents and construction.

Presentation to Town:

GMB will present the various alternatives chosen to the Town in an open meeting format. Additionally, the alternatives and options not chosen will be shown and the reasons why they weren't selected to move forward presented.

SUMMATION

Mr. Jett of GMB will serve as the Project Manager for the first 2 phases. He will oversee and coordinate the initial subconsultants for the underground investigation, field survey, and geotechnical analysis. Concurrently, Ms. Lecompte will compile available data in the State of Maryland Lidar inventory to create a base map with ROWs and property lines.

Fink, Whitten & Associates will be authorized to begin the survey of the study areas. Existing grades, drainage patterns, catch basins, storm drain culverts, inverts, pipe sizes, and other key visible items will be located for the base map.

On the Mark, our utility locating subconsultant, will be authorized to perform the underground investigation as soon as authorized to proceed. GMB will coordinate getting them scheduled and ready to be on-site as soon as possible.

While performing the Geotech investigation work, Hillis-Carnes Engineering Associates (HCEA) will install ground water monitoring wells in Study Area 1. Barkers Landing will read the levels in the wells during the initial analysis phase (up to 5 times during the first 3 months; during higher than usual tides and more intense and higher rainfall events.) This will assist with understanding the subsurface conditions present within the study area.

The completed survey data will be integrated with the Lidar crafted base showing property lines to provide a real-world picture of the existing conditions. At this time, Ms. Marsh will analyze the drainage patterns along with various storms to determine the volume of runoff occurring during different events. Mr. Jett will assist and oversee the final findings.

The GMB team will analyze the existing information, craft various solutions, perform QA/QC with Barkers Landing team, and meet with the Oxford stakeholders to discuss next steps and course of action.

Once a pathway forward is chosen, GMB and Barkers Landing will work to provide a rough cost estimate for design, permitting, timing, and construction implementation.

The final presentation will be made to the Town, led by Mr. Jett and assisted by the remaining GMB team and Barkers Landing in order to answer any questions that may arise.

GMB understands the desire is to have this first phase completed within three months of award of contract. That would mean a mid-to-late July presentation to the Town. GMB and their team will strive to accommodate this timeline, authorizing the subconsultants to perform their work once the notice to proceed is granted to the team. We will be working closely with the Town to ensure open communications and an understanding if additional time would be required.

GMB plans to provide weekly updates via email to the Town Administrator during the initial investigation portion. This will include timing, any issues that may arise, and next steps in the process. We will bill monthly, including the invoices for the subconsultants (that will not receive a markup as a pass-through.) Monthly, or even bi-weekly, virtual calls can be arranged with GMB, Barkers Landing, and the Town to ensure everyone is on the same page.

Mr. Jett is overseeing several projects with the in-house team. We meet regularly and share open dialog with all projects throughout their progression. This approach will continue for this project and will ensure that Mr. Jett is aware of any snags or issues and can provide quick solutions should anything come up.

SIMILAR PROJECT EXPERIENCE (DESIGN)

St. Michaels Harbor and Stormwater Infrastructure Flood Study, St. Michaels, MD:

Existing elevations, conditions, and potential for retrofits were analyzed resulting in identification of eight future phased projects available around the basin area to ensure flooding in St. Michaels does not go from nuisance to major problem for the residents, business operators, and the Town. Green techniques were heavily recommended in order to build resilience to the design and harbor area. The report has led to the formation of a Sea Level Rise/Resiliency Committee, additional successful grant applications, and push forward with several conceptual projects in Town. *Final Report Completed January 2021.*

West Cedar Street Flood Mitigation Planning Study, Lewes, DE:

Assisted the City of Lewes and the Lewes Board of Public Works in producing a flood risk-reduction study related to recurring tidal flooding at the west end of Cedar Street. The project is being funded through a Pre-Disaster Mitigation Grant provided by FEMA and administered by DEMA. The result of the study produced a concept design with an 8' earthen berm along the canal-side of the existing residences. There are 2 guts that provide tidal flow to the back ditch behind the homes, but also provides drainage during rainfall events. In order to maintain the health of the wetlands while also keeping positive drainage during high tide events, a system of self-regulated tide gates and manually operated sluice gates was designed. This will allow the tide in the Canal to be higher than the Roadway on West Cedar St but not flood the roadway with the earthen berm and gates closed. It is projected that the \$4mil installation of the project will protect \$45 mil in assets in the focus area. *Report completed March 2022. Grant application for Implementation to be submitted December 2022*

South Bethany Resiliency and Flooding Study, South Bethany, DE:

Currently investigating flood remediation strategies for the Town, both caused by tidal surges and intense rainfall events. Approaches will be lowering the allotment of impervious area on individual lots, more open space when available, raised roadways to provide safe passage during flooding events, evaluation of various tide gate alternatives, and increased measures for the flood ordinance. *Report completed February 2023*

Maryland Ave. Green Street Retrofit, Cambridge, MD:

This project, designed by Mr. Jett while employed by the City of Cambridge, included replacing the concrete sidewalks with porous concrete, replacing the pavement in the on-street parking areas with pervious pavers, adding dedicated bike lanes the length of the project (3+ blocks), installing intersection corner bumpouts as well as mid-block bioretention raingardens, and planting several street trees along the improved area. A handful of grants were grouped together to accomplish the installation of the project, many of which Mr. Jett assisted in the writing of, totaling nearly \$1.3mil. *Construction Completed Aug. 2015*

Long Wharf Greening Project, Cambridge, MD:

A new bulkhead (designed by Mr. Jett) was raised, and several areas of impervious pavement removed to installed tidal gravel wetlands. This reduced the amount of runoff from rain event, lessening the flooding caused by rainfall. Further, it provided additional vertical protection from tidal surges with the additional height on the bulkhead. To ensure no parking was lost, an additional area of pervious paver parking was installed and is even more utilized than the main parking lot since installation. *Construction Completed Sep. 2017*

Please see the project summary sheets located on the following pages for detailed descriptions of our similar work.

HARBOR & STORMWATER INFRASTRUCTURE ASSESSMENT

St. Michaels, Maryland



CLIENT

Town of St. Michaels
300 Mill Street
St. Michaels, MD 21663

SERVICES

Infrastructure Assessment

COMPLETION DATE

December, 2020

CONTACT

Mr. Rob Straebel
Town Manager
410-745-9535
rstraebel@stmichaelsmd.gov

or

Roy Myers
Chair
Climate Change/Sea Level
Rise Committee
Rbmyers87@gmail.com

GMB assisted the Town of St. Michaels with a Harbor & Stormwater Infrastructure Assessment. The goal of this study was to develop the topography of tidal flooding areas around the harbor as the sea level rises in the next 30 years and outline the issues surrounding stormwater management infrastructure and tidal flooding. This stormwater infrastructure assessment, along with projected impacts, will be used to complete a detailed analysis to develop viable, cost efficient strategies and projects to prepare for the sea level rise. The focus area is St. Michaels harbors and adjacent infrastructure, including roads, culverts, pedestrian sidewalks, docks, bulkheads. Emphasis will be placed on the impact on waterfront businesses, residents, museums, B&B's and hotels.

The final document will be used in the decision-making process for future capital projects and to update the Town's floodplain ordinances and Hazard Mitigation Plans as required by the Town's Comprehensive Plan. In fact, a Climate Change / Sea Level Rise Commission has been formed from the recommendations in the report, and GMB retained as a technical advisor to the Town and Commission. The final report defined the topography of nuisance flooding in the areas surrounding the Town's harbors 2020 through 2050 and used the stormwater and harbor infrastructure inventory to identify and prioritize issues and recommend innovative adaptation projects.

GMB's tasks included:

- Assess tidal flooding and identify infrastructure, community assets, and properties at risk
- Document and map the stormwater and harbor infrastructure using GIS
- Identify, categorize, and prioritize deficiencies in the overall system and develop an implementation plan that includes phases, timeline and budget
- Draft floodplain ordinance language and waterway management regulations and identify language and/or projects that could be included in the next Talbot County Hazard Mitigation Plan



FLOOD MITIGATION PLANNING STUDY WEST CEDAR STREET

Lewes, Delaware

GMB is currently assisting the City of Lewes and the Lewes Board of Public Works in producing a flood risk-reduction study related to recurring tidal flooding at the west end of Cedar Street. This project is being funded through a Pre-Disaster Mitigation Grant provided by FEMA and administered by DEMA.



The goal of the West Cedar Street Flood Mitigation Planning Study is to identify environmental/structural stabilization and flood protection projects for future implementation. These projects are necessary since previously installed berms and tide-limiting pipe systems have deteriorated and failed over time. The purpose of the proposed projects will be to protect the West Cedar Street residences and institutions (especially the Children's Beach House) from existing flood conditions and flood conditions expected from future climate-change and sea-level rise scenarios. The Study will enable the City of Lewes Mitigation Planning Team to maintain focus on environmental/structural "brick & mortar" projects to improve the City's resiliency to existing and future flood risks.

GMB's role includes the following:

- **Data collection:** including obtaining both qualitative and quantitative information from residents, businesses, and institutions affected by the recurring.
- **Determine the level of vulnerability of the flood-prone study area** in terms of present-day tidal and storm surge effects, including a statistical representation of the chances of flooding - and the study area's vulnerability based on projected sea-level rise scenarios.
- **Evaluation of flood mitigation structure alternatives** that would allow normal tides to infiltrate the nearby tidal marsh lands but eliminate storm, and other tidal events, from reaching flood-prone areas. The study also includes an analysis of the effects any alternative might have on adjacent properties.

The Study will be continually updated and presented publicly through the City's regular Mitigation Planning Team meetings - the City, Lewes Board of Public Works, State and Federal agencies, and local stakeholders will all be part of those meetings and discussions. Upon completion of the Study, the Mitigation Planning Team will make a recommendation of approval to both City Council and the Lewes Board of Public Works.

Study recommendations will be an on-going Lewes Mitigation Planning Team meeting agenda item, and "brick and mortar" recommendations from the Study will be included in future grant and loan applications.

CLIENT

City of Lewes
114 E. 3rd Street
P.O. Box 227
Lewes, DE 19958

SERVICES

Planning Study

COMPLETION DATE

January 2022

CONTACT

Ann Marie Townshend
City Manager
302.645.7777

TOWN OF OXFORD FLOOD STUDY, STORMWATER INVENTORY & MASTER PLAN

Oxford, Maryland



CLIENT

Town of Oxford
PO Box 339
Oxford, MD 21654

SERVICES

Flood Study
Grant Applications:
NFWF and University of
MD Environmental
Finance Center
Shoreline Inventory
Stormwater Master Plan

COMPLETION DATE

Flood Study: 2012

Stormwater Inventory &
Master Plan: 2016

CONTACT

Ms. Cheryl Lewis
410.226.5122

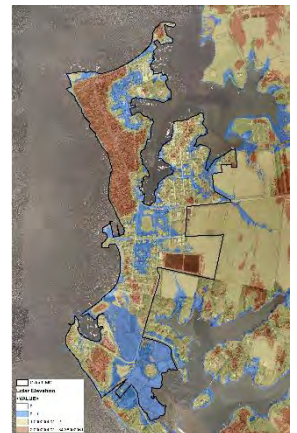
Oxford, Maryland is a coastal community of the Chesapeake Bay, surrounded by the waters of the Tred Avon River and its tributaries. In 2012, at the request of the Town of Oxford, the Chesapeake Bay Foundation, and the Environmental Finance Center, GMB assisted in a public meeting at the Town of Oxford to discuss existing flooding problems and begin a dialogue regarding long-term solutions.

GMB evaluated LIDAR data with the help of the Eastern Shore Regional GIS Cooperative, and prepared sea level rise maps. GMB presented a discussion on stormwater issues with a focus on the potential impact of sea level rise for dry and wet weather flooding.

In 2014, GMB was hired by the Town of Oxford to develop a comprehensive inventory of stormwater and shoreline infrastructure coupled with a master plan of capital improvement projects to be implemented over the next 5 to 8 years to mitigate the impacts of flooding. The study was accomplished in two phases, 1) Stormwater Shoreline Infrastructure Inventory, and 2) Stormwater Shoreline Master Plan.

The Phase 1 Inventory was completed in 2015 and it included field survey and mapping of the Town's existing stormwater infrastructure, which consists of multiple networks of closed pipe systems, catch basins, open drainage ditches, swales, bioswales and outfalls.

The Phase 2 Master Plan utilized the data collected under Phase 1 to generate computer models, which were then used to evaluate the system hydraulics and consider modifications to improve stormwater drainage and reduce flooding. The desired result of the Master Plan study was to recommend specific solutions and provide cost estimates along with a prioritized schedule for implementation.



SIMILAR PROJECT EXPERIENCE (CONSTRUCTION)

Barkers Landing Excavation has completed numerous projects in the Town of Oxford over the past few decades. Their team has extensive knowledge of the Town's infrastructure, lay of the land, and working around and along the water with high tides and high water tables. Barkers has a familiarity with the Town's staff, process, and work environment that will ensure success on any projects they are constructing.

Oxford Causeway Storm Drain Box and Outfall Pipe, Oxford, MD:

Installed the drainage around the Causeway entering the Town along with the associated outfall discharge to the marina.

Client Contact: Ms. Cheryl Lewis, Town Manager, (410) 226-5122, oxfordclerk@goeaston.net

Multiple Storm Drain Repairs and Replacements in Oxford, Oxford, MD:

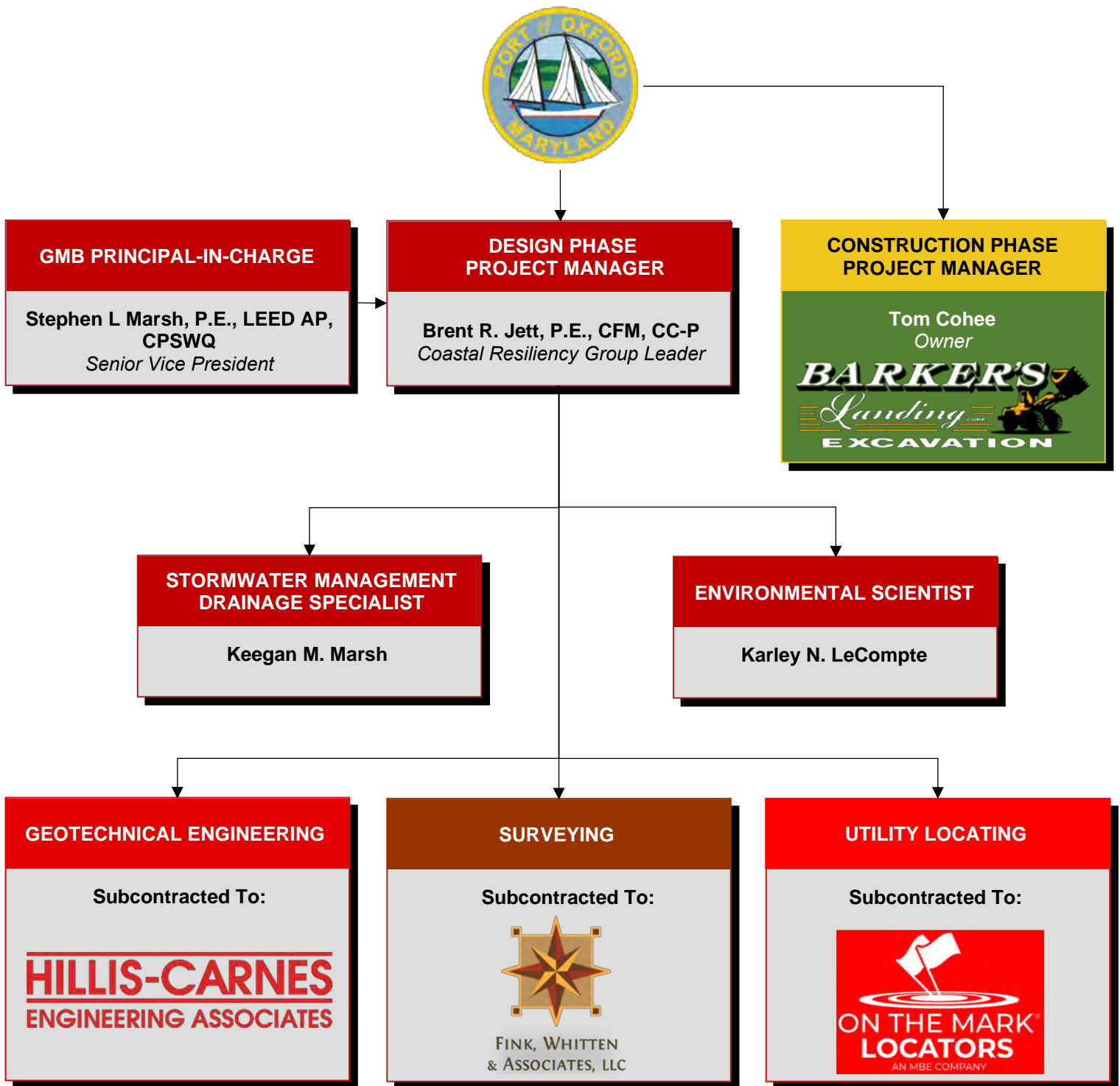
Installed, replaced, repaired multiple storm drain catch basins, pipes, and inlets throughout the Town. Barkers is extremely knowledgeable and familiar with the culverts, sizes, and conditions draining Oxford.

Client Contact: Ms. Cheryl Lewis, Town Manager, (410) 226-5122, oxfordclerk@goeaston.net



STAFFING PLAN

GMB has assembled an exceptional project team to best serve the needs of the Oxford Flood Remediation Project. **GMB** will lead on Phases 1 and 2 with **Barkers Landing** taking lead on Phase 3. Both companies, as well as the subconsultants, are available to fully commit to the Oxford Remediation Project and can begin work as soon as requested. Our professional staff has extensive experience in Oxford, as well as on similar scale projects. Resumes for the key personnel shown below are attached.



DESIGN PHASE KEY PERSONNEL

Leading the GMB team on this project will be **Brent Jett**. Mr. Jett is a **licensed Professional Engineer (P.E.)** in Maryland, a **Certified Flood Plain Manager (CFM)**, and a **Certified Climate Change Professional (CC-P)**. He has led recent flood and drainage studies in Lewes, DE, St. Michaels, MD, and South Bethany, DE. He will manage this effort out of our main office located in Salisbury, MD and will be assisted by the following GMB staff members:

- **Stephen L. Marsh, P.E., LEED AP, CPSWQ, Principal-in-Charge**
- **Keegan Marsh, SWM Drainage Specialist**
- **Karley N. LeCompte, Environmental Scientist**

Please see the following pages for resumes of the Project Team.



CONTACT INFORMATION

- **Brent R. Jett, P.E., CFM, CC-P**
George, Miles & Buhr, LLC (GMB)
206 West Main St., Salisbury, MD 21801
Office: 410-742-3115
Cell: 443-880-2719
bjett@gmbnet.com

CONSTRUCTION PHASE KEY PERSONNEL

Joining GMB on the project team will be **Tom Cohee**, Owner and President of **Barkers Landing Excavation**. His extensive construction experience and knowledge will guide the team and provide real-world advice for constructability and cost estimates. He and his team will also read the monitoring wells during the initial analysis phase.



Barkers Landing Excavation, LLC was started in 1993 as a surface mining company to provide soils to the Mid-Shore Regional Landfill in Talbot County. It quickly evolved into a construction company that built the second cell for the landfill. This was the first landfill cell in Maryland, constructed under the stringent Subtitle D regulations. Within seven months during 1994 the company delivered, graded and compacted almost one million yards of dirt, including 55,000 yards of low permeability clay. This required an aggressive work schedule and a large amount of specialized equipment. The next year Barkers Landing Excavation, LLC successfully closed the Kent County Landfill and was involved with the closure of the Easton Landfill. The company evolved over the next several years into one that built subdivisions, both in municipalities that required water and sewer, as well as County subdivisions in four counties on the Eastern shore of Maryland and two counties in Delaware.

The company has been involved over the years in the construction of many golf courses, including the Hyatt Regency in Cambridge, primarily as a large volume earthmoving company. Today the company continues to evolve, as the market has changed, into one that specializes in large and small site projects for commercial, multi-family and single family developments. They provide all

“Our Mission Statement is to give all of our clients, big and small, a project that adheres to the design, schedule, and price so that they can be assured as to how much their project will cost and when it will be completed.”

Tom Cohee, Owner and President of Barkers Landing Excavation

facets of construction for site projects, including water and sewer installation, parking lot and roadway construction, storm water management and bio retention ponds. In 2016 the company started a concrete division. They work closely with several of the area's premier commercial builders to deliver on-time, or ahead of schedule, numerous projects on the Eastern Shore of Maryland and Delaware.

Having its own concrete division has enabled the company to control the flow of work, improve the quality of work as well as provide our clients with a one-stop site work contractor. The concrete division also specializes in color-added concrete and stamped concrete. The division also does work for other contractors as well as municipalities, golf courses and homeowners.

SUBCONSULTANTS

For the Survey portion of Phase 1, **Steve Whitten** of **Fink, Whitten & Associates** will provide the existing conditions survey of the Study Areas. Mr. Whitten is very familiar with Oxford and what information will need to be gathered in the field to facilitate our analysis. Fink, Whitten & Associates, LLC is a partnership between Land Planner Elizabeth Fink and Registered Professional Land Surveyor Steven Whitten. Together, Elizabeth and Steven, along with Environmental Planner M. Stark McLaughlin, Senior Cad Tech Bart Ferguson and survey crew and CAD draftsmen Ryan Peters and Brandon Wingate, strive to provide excellent field survey and technical review, effectively reducing project costs to their clients.



FINK, WHITTEN
& ASSOCIATES, LLC

Providing underground investigation in the form of Ground Penetrating Radar will be **Chad Gillespie** of **On the Mark Locators**. They are an MBE that services all of Delmarva and brings decades of knowledge and experience on the shore to the team. Mr. Gillespie is a Salisbury native that began his career with Hillis Carnes providing on-site construction testing and QA/QC for foundation and roadway work. This allowed him to transition to On the Mark with understanding of hidden infrastructure and how to locate it properly.



The Geotechnical investigation will be performed by **Vernon Opdyke** and **Alycen Kus** of **Hillis Carnes Engineering Associates**. Established in 1989, Hillis-Carnes Engineering Associates, Inc. (HCEA) is an employee-owned, multi-disciplined consulting engineering firm based in the Mid-Atlantic Region. HCEA specializes in Geotechnical Engineering, Construction Materials Testing and Inspections, Drilling and Subsurface Explorations, Environmental Consulting and Industrial Hygiene Services, Geotechnical Engineering, Deep Foundations, Specialty Geotechnical Construction, Facilities Consulting, Construction Consulting and Third-Party Inspections, Geoscience, and Laboratory Testing services. With over 400 experienced employees and over 20 Professional Engineers, HCEA has provided its services and expertise to both public and private sector Clients for over 30 years. They provide Clients with the best available technology, as well as excellent service, regardless of a project's technical challenges, size, or location.



STEPHEN L. MARSH, P.E., LEED® AP, CPSWQ

Principal-in-Charge

Steve Marsh joined the firm of George, Miles & Buhr in August of 1994. He has served as a Project Engineer and Project Manager on a variety of projects including studies, design and contract administration. Engineering projects include storm sewer and stormwater management studies and design, sanitary sewer systems and wastewater treatment. Hydraulic and hydrologic modeling capabilities include TR-55, TR-20, HEC-RAS, HydroCAD and StormCAD, among others. In 2008 Mr. Marsh acquired his LEED® AP certification, which provides a thorough understanding of green building practices and principles. In 2013, he became a **Certified Professional in Storm Water Quality (CPSWQ)**. As a CPSWQ, he is recognized by his peers as a specialist in computing, analyzing, and evaluating storm water quality.

Mr. Marsh is a frequent guest lecturer at both Salisbury University and Morgan State University where he lectures about water quality in the Chesapeake Bay.

Relevant Project Experience Includes:

- **SWM Best Management Practices (BMP) Feasibility Study, Ocean City, MD.** The primary focus of the study was to provide the Town of Ocean City with cost-effective BMP retrofit recommendations aimed at reducing primary pollutants such as trash, nutrients, metals, sediment and oils from entering the Town's receiving waters through existing storm drain networks.
- **Betterton Stormwater Management Retrofit, Betterton, MD:** Main Street Outfall Phase 1 - Includes a bio-retention area in front of Betterton Town Hall, a stormwater step pool conveyance and a parking lot of permeable pavers that will serve as the cover for an engineered subsurface reservoir with recharge or infiltration beds for the surrounding urban watershed. This project focuses on the sub-watershed that impacts Betterton's public beach and will treat runoff from 13 acres. This project is being funded by a grant from the National Fish and Wildlife Foundation.
- **Oxford Flood Study, Oxford, Maryland:** Part of a team to address flooding problems within the Town. GMB evaluated LiDAR data with the help of the Eastern Shore Regional GIS Cooperative, and prepared sea level rise maps. GMB presented a discussion on stormwater issues with a focus on the potential impact of sea level rise for dry and wet weather flooding. GMB assisted the Environmental Finance Center with the final report, which evaluated drainage and flood control project alternatives, with special consideration to potential sea level rise, and prepared cost estimates. Assisted with grant applications to NFWF and the University of Maryland Environmental Finance Center.
- **UMES Hazard Mitigation Plan, Princess Anne, Maryland.** Evaluated the likelihood of threat to the University from hazards and devised an action plan to reduce the impact of those threats. A significant portion of the consulting effort was a HEC-RAS analysis to evaluate the limits of flooding during severe rainfall events. Proposed revisions to the BFE and FIRM maps were presented. LiDAR data was used in conjunction with the HAZUS model and HEC-RAS results to map flood depths.
- **Washington Street Flood Control & Stormwater Management Retrofits, Seaford, Delaware:** Project Manager for a new storm drain system consisting of approximately 3,549 LF of new stormwater piping ranging in sizes from 15" to 36". In conjunction with the new stormwater piping system, GMB designed several "green infrastructure" improvements to improve the water quality in stormwater runoff to the Nanticoke River.



RESPONSIBILITIES

Sr. Vice President
Director of Operations – East Region

GROUP

Site / Sustainable Design,
Salisbury

EDUCATION

University of Virginia, 1992
Bachelor of Science
Civil Engineering

University of Virginia, 1996
Master of Science
Civil Engineering
Concentration in Hydrology/
Stormwater Management

Virginia Tech
Post Graduate Course Work –
Analysis of Water Resources
Systems

REGISTRATION

Professional Engineer
MD-22749. DE-11490.
VA-032841

Certified Professional in
Stormwater Quality, 2012

LEED® AP Certification, 2008

BRENT R. JETT, P.E., CFM, CC-P

Sr. Project Engineer/Coastal Resiliency Group Leader

Mr. Jett joined the firm of GMB in 2019, bringing over 20 years of professional engineering experience, including extensive project design, planning and management in both the private and public sector. He is skilled in local, state, and federal land-use approvals and required processes for environmental approval. Prior to joining GMB, Mr. Jett served seven years as Assistant City Engineer for the City of Cambridge, Maryland. He has a distinguished background in stormwater management within areas of minimal elevation change along the coastal regions of Delmarva. This includes infrastructure design, hydrologic analysis and planning, runoff collection system analysis and design, resilient shoreline planning and design, green stormwater retrofits of existing grey infrastructure or impervious areas, and rehabilitation of eroded and deteriorated conveyance systems, just to mention a few. Mr. Jett's experience in public works affords him knowledge and understanding of key project success factors, including budgetary constraints, maintenance capacity, and public engagement.

Supplementing his Professional Engineer background, Mr. Jett is also a Certified Floodplain Manager (CFM) and a Certified Climate Change Professional (CC-P). Understanding changing rain intensities, sea level rise, longer periods of heat and drought, along with higher tidal surges allows Mr. Jett to clearly convey project needs to clients and stakeholders while keeping the constraints of public works budgets and capacities in mind. He provides projects that can be managed, maintained, and successful for years to come with proficiency.

Further, Mr. Jett is well versed in all facets of grant funding for public projects, having been successful with DNR, CBTrust, MDE, NFWF, G3, and various other state and federally backed grants; preparing the applications and managing the reporting and close out of said grants. He has recently served on several environmental committees with local and state stakeholders for sustainability concerns throughout the mid-Shore region of Maryland.

Relevant Project Experience Includes:

- **St. Michaels Harbor and Stormwater Infrastructure Flood Study, St. Michaels, MD:** Existing elevations, conditions, and potential for retrofits were analyzed resulting in 8 phased projects located around the harbor area to ensure flooding in St. Michaels does not go from a nuisance to a major problem for the residents, business operators, and the Town. Green techniques were heavily recommended to build resilience to the design and harbor area. A Climate Change/Sea Level Rise Committee was formed from the suggestion in the report. St. Michaels has been successful in two subsequent grant applications since the completion. Preliminary designs for Mill St. and sketch designs for Cherry St./Honeymoon Bridge have also been accomplished. Additional grant funding has been successfully secured to further prove the buy-in and commitment by the community. *Final report was completed January 2021.*
- **West Cedar Street Flood Mitigation Planning Study, Lewes, DE:** Assisted the City of Lewes and the Lewes Board of Public Works in producing a flood risk-reduction study related to recurring tidal flooding at the west end of Cedar Street. When the tide was high and rainfall occurred, localized flooding impacted the investigation area. The result of the study is the installation of an earthen berm with self-regulated tidal gates to allow for ebb and flow of tidal waters under normal levels, but automatic closure during surge events. This permits positive drainage from the residential areas in the inspection area. When the tide subsides, the gates will open, and normal operations will return. *The report was completed January 2022 and an implementation grant is being prepared for construction currently.*



RESPONSIBILITIES

Project Manager /
Coastal Resiliency Group
Leader

GROUP

Coastal Resiliency, Seaford

EDUCATION

Virginia Tech, 1997
Bachelor of Science
Civil Engineering

REGISTRATION

Professional Engineer (P.E.)
Maryland #32889
Delaware #24213

Certified Floodplain
Manager (CFM)
US-20-11646

Climate Change
Professional (CC-P)
#M-0066

CONTACT INFORMATION

bjett@gmbnet.com
410.742.3115
301-628-1421
443-880-2719

- **South Bethany Resiliency and Flooding Study, South Bethany, DE:** Currently investigating flood remediation strategies for the Town, caused by both tidal surges and intense rainfall events. Approaches will be lowering the allotment of impervious area on individual lots, more open space when available, raised roadways to provide safe passage during flooding events, and increased measures for the flood ordinance. *Report to be presented December 2022.*
- **Maryland Ave. Green Street Retrofit, Cambridge, MD:** This project, designed by Mr. Jett while employed by the City, included replacing the concrete sidewalks with porous concrete, replacing the pavement in the on-street parking areas with pervious pavers, adding dedicated bike lanes the length of the project (3+ blocks), installing intersection corner bumpouts as well as mid-block bioretention raingardens, and planting several street trees along the improved area. A handful of grants were grouped together to accomplish the installation of the project, many of which Mr. Jett assisted in the writing of, totaling nearly \$1.3mil. *Construction Completed Aug. 2015.*
- **Lewes Resilient Community Partnership, Lewes, DE:** Served on the committee as a non-voting member during fall of 2021, as well as in an advisory role of the steering committee for the Partnership. Prior to this committee being formed, served in an advisory role on the wetlands committee and the sea level rise committee. Has been involved with professional engineering advice to Lewes since joining GMB.
- **Chesapeake Bay Trust Ditch Retrofit, throughout the mid-Shore, MD:** Several degraded roadside ditch sections within the public Rights-of-Way were surveyed and redesigned to provide nutrient reduction and improved ditch geometry to avoid erosion or overtopping in the future. Three different sections were available to choose from for the new design, and the best section to provide the greatest nutrient reduction and maintenance-free implementation was designed. The project was successful enough to allot for implementation of three ditch sections shortly after completing design. *Design completed December 2020 with implementation spring 2021.*
- **Cannery Stream Restoration, Cambridge, MD:** While working for the City of Cambridge, Mr. Jett was successful in crafting a \$1.8mil grant awarded from the CBTrust for design and construction of the revitalization of nearly 1800 l.f. of stream restoration and bank stabilization. The prior conditions had deteriorated to a dead water course that is now thriving with native plantings, wildlife, and aquatic species throughout. Responsible for grant management, consultant management, and construction oversight. *Construction Completed October 2017.*

KARLEY N. LECOMPTE

Environmental Scientist / GIS Specialist

Karley LeCompte joined George, Miles & Buhr in early 2021 as a Sr. Technician specializing in geography and was promoted to Environmental Scientist in 2022. She holds a Bachelor of Science from Salisbury University majoring in Earth Science and Geography. She also holds a Master of Science degree from East Carolina University with a Geography major. Karley is skilled with ArcGIS Pro, ArcGIS Desktop, CloudCompare, Pix4D, Autodesk programs including CAD, InRoads, and Recap, Agisoft Metashape, HEC-RAS, and SketchUp. She is a certified sUAS Pilot with experience using Terrestrial Laser Scanners, Unmanned Aerial Vehicles, and GNSSrtk for drone services. In 2019, Karley was the recipient of NASA NC Space Grant to develop a real-time camera system to monitor overwash along the Carolina coastline.

Well-versed in technical writing, Karley's master's thesis entitled "Washover Fan Evolution, Assateague Island National Seashore, MD (2012-2019) was written on the change in characteristics of washover fans and rising sea levels. She understands environmental concerns, the changing morphology along the water's edge, and techniques to address these issues. Technical writing is one of her specialties as she has written grants to different agencies such as USGS and NASA NC Space Grant.

Relevant Project Experience Includes:

- **Living Shoreline Design, Laurel, Delaware**
Project involves nearly 2,000 linear feet of living shoreline design for an eroding waters edge along a public park in Laurel, DE. Providing flood resiliency and protection of the new walking path funded by DeIDOT are the key metrics for the design.
- **West Cedar Ave. Flood Mitigation, Lewes, Delaware**
Project involves improving recurring tidal flooding issues at the west end of Cedar Avenue generally due to increasing tide events and the damaged berm/corrugated metal culvert pipe system, while maintaining the health of the wetlands between the berm and Cedar Avenue.
- **Parsons Cemetery Shoreline Evaluation, Salisbury, Maryland**
Project involves the evaluation of options to optimize protection from shoreline erosion for the short term (10-15 years) as well as options to reinforce the shoreline for the long term at Parsons Cemetery 912 N. Division St., Salisbury, MD.
- **Baer Property Sea Level Rise Analysis, Cambridge, Maryland**
Provide consulting effort to further evaluate options to optimize protection from coastal storms and tidal surges for the short term (10-15years) use of the existing house and property at 880 Hills Point Road in Cambridge, MD
- **Research Assistant, East Carolina University, Greenville, North Carolina**
 - Lead-UAV pilot, surveyor, and field design expert for ECU research on: (1) reality capture for downtown building renovation in Wilson, NC; (2) collection of bluff topography in New Bern, NC to monitor shoreline change pre and post hardened structures; and (3) monitor culvert renovations and stream restoration in Greenville, NC.
 - Assist research team with TLS data collection of blowout dune system in Cape Cod, MA and lead surveyor in a GNSS-RTK stream profile survey to monitor morphological and hydrological changes during construction and removal of open space in Greenville, NC.



RESPONSIBILITIES

GIS
Drone Survey

GROUP

Site / Sustainable Design &
Coastal Resiliency
Salisbury

EDUCATION

East Carolina University
Master of Science in
Geography
2021

Salisbury University
Bachelor of Science in Earth
Science & Geography
2014

KEEGAN M. MARSH

Environmental Scientist

Keegan Marsh joined GMB in 2020 as a seasonal Intern and was hired full-time in 2021 as a Sr. Technician in the Site / Sustainable Design Group. She was promoted to Environmental Scientist in 2022. Prior to joining GMB, Ms. Marsh was an Intern at the Eastern Shore Regional GIS Cooperative (ESRGC), where she was responsible for collecting and analyzing data using ArcGIS to assess the vulnerability of coastal homes for flooding events on Maryland's Eastern Shore. While obtaining her master's degree in Environmental Science, Ms. Marsh studied advanced GIS, estuarine ecology, estuary and ocean dynamics, geomorphology, and hydro transport processes. Her software skills include ArcMap, ArcPro, Whitebox, QGIS, Grass, R, and Civil3D.



RESPONSIBILITIES

Environmental Scientist

GROUP

Site / Sustainable Design & Coastal Resiliency

EDUCATION

University of Virginia
Master of Arts in
Environmental Science
2021

Columbia University
Bachelor of Arts in
Sustainable Development
2019

Relevant Project Experience Includes:

- **Wagner 2 Energy Storage Project, Curtis Bay, MD** – Assisted with the design of stormwater management facilities for AKRF, Inc., in support of Key Capture Energy, LLC (KCE)'s planned development of a 20-megawatt (MW) / 40 megawatt-hour (MWh) energy storage facility within the existing Wagner Generating Station located at 3000 Brandon Shores Road in the Curtis Bay section of Baltimore, Maryland.
- **McCabe Duplex Conceptual Stormwater Management & Site Design, Sussex County, DE** – Assisted with the conceptual stormwater management analysis and conceptual site design for a multifamily residential condominium complex located on Kent Avenue in Sussex County.
- **Garden of Eapen, Bel Air, MD**, – Assisted with the development of a Concept Stormwater Management (SWM) Plan and Report, a Preliminary Plan, a Forest Conservation Plan and Report, and a Landscaping Plan for a proposed 22-lot residential development to be named "Garden of Eapen" in Bel Air, Maryland.
- **Cobb Property Due Diligence, Selbyville, DE** – Assisted Beazer Homes with due diligence for the Cobb property in Sussex County, DE. Scope of work includes developing an existing conditions base plan, perform a preliminary hydrologic and hydraulic (H&H) analysis, perform a preliminary topsoil/fill analysis and prepare a project rendering.
- **Tuxents Branch Stormwater Management Culvert Upgrades Phase 1, Fruitland, MD** – Assisted the City of Fruitland with the design of upgrades to two (2) major culverts along Covered Bridge and Camden Avenue in order to handle larger storm events and minimize existing flood concerns. Also assisting with stream restoration projects along the Tuxents Branch drainage area to improve water quality and enhance the natural treatment areas of this drainage branch.
- **Coral Lakes, Lewes, DE** – Assisting Schell Brothers homebuilders with site design services for the Coral Lakes project located in Lewes, DE. The scope includes developing an existing and proposed conditions base plan and performing a preliminary hydrologic and hydraulic (H&H) analysis.
- **Harford County Airport Wetland Mitigation Revisions, Harford County, MD** – Assisting Harford County Airport with a report in accordance with the Maryland Dept. of the Environment (MDE) Monitoring Protocol for Wetland Mitigation Projects and the US Army Corps of Engineers Compensatory Mitigation Special Conditions included with the issued Authorization for Unavoidable Impacts to Waters of the US.

PROGRESSION SCHEDULE

THREE (3) MONTHS

The timeline as outlined in the RFP stands as follows:

- **Mid-April 2023** – Notice to Proceed. The monitoring wells, underground investigation, and survey work will be authorized at this time.
- **Mid-May 2023** – Initial investigations complete, stormwater analysis near complete, and list of alternatives prepared for discussion.
- **Late May 2023** – Meeting with GMB, Barkers, and Town Stakeholders to review findings of initial work and the options available. This will be in-person at the Town Offices.
- **June 2023** – Review of alternatives selected to do a deeper dive, define auxiliary concerns, complete cost estimates.
- **July 2023** – Present options and findings to the Town at a public meeting.

GMB appreciates these milestones and goals and offers this timeline template as shown above. This is with the understanding that the initial work can be performed within a months' time and isn't delayed due to weather or other mitigating circumstances. This timing will also be beneficial for the application to various grant programs for the next phases.

ASSUMPTIONS AND EXCLUSIONS

We have provided a cost and suggestion to install monitoring wells in Study Area 1. Given a 3 month analysis period, we have provided a cost to measure the level in the wells five times during this initial phase.

We have provided performing ground penetrating radar in the Study Areas in lieu of cctv of the pipe network. Given the elevations, proximity to tidal waters, and unknown conditions (full of debris, clogged, decayed) we feel the GPR will provide a result without headaches or delays. Our experience with storm drains inundated at high tides has been one of longer than anticipated (or allotted) investigation to get incomplete results.

We have included four trips to Oxford for the GMB team; one for kick-off, one during the field investigation work, one for the alternatives discussion, and one for the final presentation to the Town.

We have excluded any wetlands delineation services in this phase. There may be wetlands present in the backyard section that could be investigated deeper, but that will be further refined in the next phase, if desired and if necessary.

ADDITIONAL INFORMATION

Mr. Jett is a Professional Engineer licensed in Maryland and Delaware. The project will utilize previously gathered LIDAR data and surveyed field topography with supplemental survey information gathered prior to creating concepts. Pricing for this exercise has been included in the proposed fee. Coordination with County Engineering can be managed by GMB as well at the commencement of the project.

FEE PROPOSAL

GMB has assembled a professional, qualified team to address the needs of the scope of work. Mr. Jett will serve as Project Manager and the point-of contact for Oxford, with Mr. Cohee the local liaison, for the first two phases. This will continue the team’s relationship with the Town and its stakeholders, ensuring the project hits the ground running. Familiarity with the study areas, people, flooding issues, and end goals will allow for an instant kick-off. GMB will work to complete all tasks laid out as stated above in the time frame allotted, completing this phase by the end of July 2023.

To accomplish the Scope of Services described above and in the RFP, GMB proposes the following lump sum fees (not-to-exceed), to be billed on an hourly basis:

Study Area 1:

▪ Survey fee:	\$ 9,500
▪ GPR fee:	\$ 3,000
▪ Geotechnical fee:	\$ 4,800
▪ GMB fee:	\$14,460
▪ Barkers Landing fee:	<u>\$ 2,800</u>
TOTAL:	\$34,560

Study Area 2:

▪ Survey fee:	\$ 9,500
▪ GPR fee:	\$ 3,000
▪ GMB fee:	\$14,080
▪ Barkers Landing fee:	<u>\$ 1,100</u>
TOTAL:	\$27,680

TOTAL STUDY AREAS 1 & 2: \$62,240

Subconsultant fees are a lump sum as provided to GMB at the time of RFP submission. We do not anticipate these to change unless the scope is altered. The fees for GMB and Barkers Landing shown above are anticipated fees for performing the analysis of both Study Areas concurrently and could possibly be lower due to combining efforts on tasks.

We propose to bill for additional written requested services in accordance with the attached Schedule of Hourly Rates & Expenses and General Conditions. GMB understands that Phase 2 as described in the RFP and above will be authorized in a contract amendment to this contract, signed with GMB. Phase 3, if desired, would result in a contract amendment signed with Barkers Landing Excavation due to the nature and construction-heavy aspect.

The General Conditions noted on the attachment apply to the entire agreement.

If acceptable, please sign this proposal and return it to our office. If you have any questions, do not hesitate to call me. We look forward to working with you on this very important project. We propose to begin this work immediately upon receipt of an executed agreement.

In summary, GMB is a Maryland-based firm with extensive green infrastructure experience and sufficient resources to respond quickly, efficiently, and effectively to the needs of this effort. We look forward to working with the Town of Oxford to make this project a success. Please do not hesitate to contact us with any questions or comments.

APPROVED BY THE TOWN OF OXFORD:

By: _____

Printed Name: _____

Date: _____

Title: _____

Phone Number: _____

Email Address: _____

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that:

1. I am the (Title) Sr. Vice President and the duly authorized representative of the Company of (Name of Corporation):

George, Miles & Buhr, LLC

whose address is:

206 West Main Street, Salisbury, MD 21801

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Section 16-311 the State Finance and Procurement Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).
3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, position with the firm, and the sentence or disposition, if any).

None

I acknowledge that this affidavit is to be furnished to Commissioners of Oxford, the TOWN Attorney, and where appropriate, the Attorney General under Maryland Code, State Finance and Procurement, § 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Commissioners of Oxford may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with the State Finance and Procurement, § 16-311 of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

(Signature) 

(Date) March 23, 2023

NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the

Sr. Vice President
(Title)

and the duly authorized representative of the firm of

George, Miles & Buhr, LLC

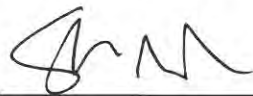
whose address is

206 West Main Street, Salisbury, MD 21801

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm or any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken into action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.



(Signature)

March 23, 2023

(Date)

Stephen L. Marsh, P.E., LEED AP, CPSWQ
(Printed or Typed Name)

County of: Wicomico State of: Maryland

Before me, the undersigned, a Notary Public in and for the County and State aforesaid, Stephen L. Marsh, personally appeared and made oath in due form of the law that the Proposer herein, his Agents, and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for or on behalf of the Proposer, or themselves, to gain any favoritism in the award of the Contract herein.

Notary Public Sheryll L. Harrold Date Commission Expires 12/02/2025

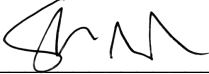


DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH THE TOWN OF OXFORD

The undersigned does hereby declare that no officer or employee of the Town of Oxford, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work, or service for the Town, and that no officer or employee has accepted or received or will receive directly or indirectly, any part of any fee, commission or other compensation paid or payable by the Town in connection with the contracts, job, work, or service for the Town, excepting, the receipt of dividends or corporate stock.

I, We, do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information, and belief.

Date: March 23, 2023

Signature: 

Title: Sr. Vice President

Firm: George, Miles & Buhr, LLC

Address: 206 West Main Street

Salisbury, MD 21801

SUBCONTRACTOR LISTING

The following subcontractor(s) will be employed under this contract:

	TYPE OF WORK	NAME, ADDRESS, PHONE NUMBER	% OF WORK
1.	Geotechnical Engineering	Hillis-Carnes Engineering Associates 417 S Maryland Avenue #106 Delmar, MD 21875 (410) 749-0940	7.7%
2.	Utility Locating	On The Mark Locators 1080 S Chapel St., Suite 201 Newark, DE 19702 (888) 272-6065	9.6%
3.	Land Surveying	Fink, Whitten & Associates, LLC 504 Maryland Ave. Cambridge, MD 21613 (410) 228-8885	30.5%
4.	Construction Consulting	Barkers Landing Excavation, LLC 28580 Marys Ct Easton, MD 21601 (410) 820-6482	6.3%

“TYPE OF WORK” not listed indicates that the BIDDING Vendor will perform the work with his/her own forces. Attach additional sheets as needed for the Subcontractor listing.

BID FORM

Proposal of George, Miles & Buhr, LLC (hereafter called "BIDDER"), organized and existing under the laws of the State of Maryland, doing business as George, Miles & Buhr, LLC "a corporation", "a partnership": or "an individual" as applicable, to TOWN of Oxford (hereinafter called "TOWN").

In compliance with the Invitation to Bidders, BIDDER hereby proposes to perform all WORK for the Oxford Design-Build Flood Remediation Project, within the time set forth therein, and at the prices stated in this submittal

By submission of this BID, each Bidder certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER acknowledges receipt of the following ADDENDUM:

N/A

We hereby submit our Bid and Proposal Documents for "Town of Oxford Design-Build Flood Remediation Project" as indicated in the Proposal Documents. Having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Vendor for award of the referenced Contract. All lump sum fees quoted are on a not-to-exceed basis and includes all labor, materials, subcontractors, and expenses.

ITEM	TASKS	LUMP SUM FEE
100.	Lump Sum to provide the Analysis and Development of Alternatives Phase Services as specified herein.	\$ 62,240.00

Item 100 Sixty Two Thousand Two Hundred Forty Dollars and Zero Cents
Written

On a separate sheet(s), provide the hourly billing rate of key employees that will be involved in the design, permitting and construction phase services. Include construction crew rates and equipment rates. The hourly billing rates, crew rates, and equipment rates will be used to prepare the contract amounts for the Design and Permitting Phase and Construction Phase contract amounts upon successful completion of each prerequisite phase.

SCHEDULE OF HOURLY RATES & EXPENSES

HOURLY RATES

Effective December 29, 2022

CLASSIFICATION	HOURLY RATE
Senior Project Director	\$ 185.00 - \$ 225.00
Project Director	\$ 160.00 - \$ 205.00
Senior Project Manager	\$ 135.00 - \$ 185.00
Project Manager	\$ 115.00 - \$ 160.00
Assistant Project Manager	\$ 115.00 - \$ 155.00
Senior Project Engineer/Architect/Landscape Arch	\$ 115.00 - \$ 155.00
Senior Environmental Scientist	\$ 100.00 - \$ 155.00
Project Engineer/Architect/Landscape Arch	\$ 105.00 - \$ 145.00
Graduate Engineer/Architect/Landscape Arch	\$ 95.00 - \$ 140.00
Environmental Scientist	\$ 70.00 - \$ 135.00
Senior Designer	\$ 90.00 - \$ 145.00
Designer	\$ 75.00 - \$ 115.00
CADD Operator	\$ 70.00 - \$ 100.00
Construction Representative	\$ 90.00 - \$ 135.00
Resident Project Representative (RPR)	\$ 65.00 - \$ 125.00
Senior Project Coordinator	\$ 90.00 - \$ 125.00
Project Coordinator	\$ 65.00 - \$ 115.00
Surveyor	\$ 95.00 - \$ 135.00
Survey Crew Chief	\$ 70.00 - \$ 120.00
Survey Technician	\$ 40.00 - \$ 80.00
Administrative/IT Support	\$ 50.00 - \$ 115.00
GIS Specialist	\$ 60.00 - \$ 95.00
Senior Technician	\$ 60.00 - \$ 125.00
Technician	\$ 40.00 - \$ 75.00

EXPENSES

All items per each, unless noted.

Internal:

Photocopies:	
Black & White	\$ 0.20
Color	\$ 0.50
Prints/Plots:	
Black & White/Color	\$ 0.50 /s.f.
Mylar	\$ 2.00 /s.f.
Travel:	
Mileage	\$ 0.655/mile*
Subsistence (Meals & Lodging)	At Actual Cost
Overnight/Immediate Delivery	At Actual Cost
Survey Crew Rates	
2 person crew	\$ 130.00/hour
3 person crew	\$ 150.00/hour
Other:	
Electronic Media Copies/Transfers/File	\$ 300.00/file
Website Project File Sharing	\$ 1.00/MB/month
Construction Management Software	\$ 200.00/month
Surveying Equipment/Total Station Only	\$ 35.00 /day
Surveying Equipment/Total Station + GPS Unit	\$ 150.00 /day

* Adjusted annually in accordance with the Internal Revenue Service Directives

GENERAL CONDITIONS

(Effective July 1, 2021)

AGREEMENT

The term "Agreement" refers to the undertaking by George, Miles & Buhr, LLC ("GMB") to perform Services described in the attached Proposal and these General Conditions. The Agreement shall become effective upon acceptance by Client of the attached Proposal and General Conditions, which when acknowledged in writing, are authorization to proceed. The Agreement is between Client and GMB, and their respective partners, divisions, affiliates, members, successors and assigns, both of whom promise not to transfer or assign any interest in the Agreement without the other party's written consent. The Agreement supersedes all prior written proposals or negotiations and is conditioned upon Client's acceptance of these General Conditions. No modification of the terms of the Agreement or General Conditions shall be valid unless authorized in writing by both parties. If additional services are required by Client, GMB will provide the services when authorized in writing and documented to do so by Client.

FEES, RETAINER

Any estimate of the fees and expenses that GMB expects to incur in providing Client with services outlined in the attached Proposal is not a maximum or lump sum fee. Client understands and agrees that the final billing may be more or less than the estimate. Fees for services will be adjusted if there are changes to the scope or schedule, as defined in the Proposal including supporting drawings, schedules and exhibits. If GMB does not have an established relationship with the Client, a retainer will be requested approximating the value of services for a minimum of sixty (60) days and will be credited to the final invoice. A Schedule of Hourly Rates & Expenses is attached to and incorporated as part of the Proposal. Unless otherwise noted, all proposals are valid for a period of 90 days from the date of the proposal.

INVOICES

Invoices are due upon receipt. If an invoice is outstanding beyond thirty (30) days of the invoice date, interest will be charged at a rate of one percent (1%) per month and GMB reserves the right to stop providing services and to withdraw all permit applications. Further, if GMB has to refer any delinquent billing to an attorney for collection, Client agrees to pay GMB its reasonable attorney's fees and expenses of collection, to include, without limitation, all litigation related expenses and expert witness fees, plus 25%.

EXPENSES

Client agrees to pay GMB for internal expenses in accord with Schedule of Hourly Rates and Expenses charged for those items that are specific to the project, including, but not limited to, subcontracted consultants, permit fees, reproduction expenses, renderings, models, etc. GMB will invoice external expenses at cost plus 10%.

LIABILITY & CLAIMS

Client agrees to limit GMB's liability related to errors and omissions to an amount not to exceed the total fee for the project or GMB's available professional liability insurance coverage for that year, whichever is less. GMB will not be responsible for any liabilities arising from Client's negligent acts or errors, or from any entity whose conduct is not subject to GMB's control. Client acknowledges the inherent risks associated with construction. GMB will provide services with a standard of care exercised by licensed architects and engineers. At least 30 days prior to making any claim against GMB, Client agrees to provide GMB a Certificate of Merit issued by an architect or engineer, licensed by the state in which the project is located, specifically describing

every error or omission which the issuer believes to be a violation of the standard of care. If Client makes a claim or brings legal action against GMB for any services under this Agreement, and fails to prevail, Client agrees to pay all legal and other expenses incurred by GMB in its defense, including, but not limited to, attorney's fees, court costs, expert witness fees, etc.

INSTRUMENTS OF SERVICE

All work products, including those in electronic form, prepared by GMB and GMB's consultants are Instruments of Service for use solely with respect to this project. The Client shall be permitted to authorize Contractor, Subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the work. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to GMB and GMB's consultants. No alterations shall be made to the Instruments of Service by the Client and/or any representative of the Client without the written permission of GMB and GMB's consultants. Copies of electronic media, if requested and approved, will be invoiced to the Client and due upon receipt.

APPROVALS

GMB has no control over governments and their agencies in granting approvals. Therefore, GMB cannot guarantee the timeframe for, or the cost of services incidental to, obtaining approvals from governments or governmental agencies. If the type or level of services as originally defined are revised or changed during our assignment, the fee for our services from that point forward will be subject to negotiation.

TERMINATION/SUSPENSION OF WORK

Client or GMB each may terminate the Agreement with fifteen (15) calendar days written notice; Client agrees to pay for all services provided by GMB up to the date of termination. Project delays and suspension of the project for more than 30 days, may result in additional cost to resume work. Client agrees to pay such costs before work resumes if said delays are attributable to the Client.

CONSTRUCTION SAFETY

Client agrees to require general or subcontractor to indemnify, defend and hold GMB harmless against claims arising from unsafe site conditions.

CONSTRUCTION ESTIMATES

GMB has no control over the cost of labor, materials, equipment and services provided by others or over the contractor's methods of determining prices and does not warrant or guarantee construction estimates.

CONSTRUCTION SCHEDULES

GMB has no control over the means, methods and techniques of construction employed by contractors, the timing of government approvals or the delivery of materials and equipment. The Client agrees that any construction schedule prepared by GMB is approximate and will not be the basis for a claim.

HAZARDOUS MATERIALS

Client agrees to defend, indemnify and hold GMB harmless for any and all liabilities, claims, costs and expenses, including, but not limited to, litigation expenses, attorney's fees, and expert witness fees, which relate in any way to the presence of any hazardous or toxic materials on the project.

GOVERNING LAWS; VENUE

The Agreement shall be interpreted in accordance with the laws of the State of Maryland. The venue for any dispute arising out of the Agreement shall be, at the sole discretion of GMB, the Circuit Court for Wicomico County, Maryland or the federal courts within the State of Maryland.



Equipment Rates

as of 03/23/2023

Equipment	Hourly Rate
Mini Excavator	\$ 129.00
Komatsu 138 Excavator	\$ 174.00
Komatsu 210I Excavator	\$ 246.00
Komatsu 240 Excavator	\$ 241.00
Komatsu 360 Excavator	\$ 258.00
Komatsu D39 Bulldozer	\$ 213.00
Komatsu D5II Bulldozer	\$ 252.00
Komatsu D6II Bulldozer	\$ 280.00
Komatsu 270 Wheel Loader	\$ 235.00
Komatsu 84" Smooth Drum Roller	\$ 168.00
6 Wheeler Dump Truck	\$ 90.00
Tri-Axle Dump Truck	\$ 112.00
VAC Truck	\$ 224.00
Kubota Skid Steer SVL75	\$ 129.00
Kubota Skid Steer SVL97	\$ 149.00
John Deere 3520 Tractor	\$ 105.00
John Deere 5065 Tractor	\$ 115.00
Track Loader	\$ 200.00
Off-Highway Articulated Truck and/or Track Truck	TBD

Attachments	Hourly Rate
Tiller	\$ 25.00
Concrete Breaker (used w/ Mini Excavator)	\$ 71.00
Concrete Mixer Attachment (used w/ Skid Steer)	\$ 25.00
Trencher Attachment (used w/ Skid Steer)	\$ 25.00

Attachments	Hourly Rate
Tiller	\$ 25.00
Concrete Breaker (used w/ Mini Excavator)	\$ 71.00
Trencher Attachment (used w/ Skid Steer)	\$ 25.00

Per Day Rentals	Per Day
Trench Roller	\$ 175.00
Concrete Bucket 2 Yard (used w/ Skid Steer)	\$ 25.00

Other	Hourly Rate
Supervisor	\$ 120.00
Laborer	\$ 70.00

AGREEMENT

THIS AGREEMENT, made this 4th day of April, 2023, by and between the Town of Oxford, hereinafter called "TOWN", and George, Miles, & Buhr, LLC (GMB), doing business as a Corporation, hereinafter called "VENDOR".


WITNESSETH; That for and in consideration of the payments and agreements herein after mentioned:

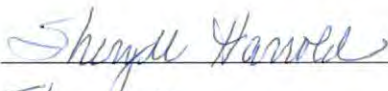
1. The VENDOR will commence and complete the scope of work requirements of Oxford Design-Build Flood Remediation Project. ("PROJECT")
2. The VENDOR will furnish all of the materials, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein.
3. The VENDOR will commence the work required by the scope of work within 15 calendar days after the date of the NOTICE TO PROCEED and will complete the work associated with the Analysis and Development of Alternatives Phase within 90 consecutive calendar days thereafter.
4. The VENDOR agrees to perform the Analysis and Development of Alternatives Phase of the WORK and comply with the terms therein for the sum of \$ 62,240 or as shown in the BID schedule.
5. The Agreement includes the following:
 - INVITATION TO BIDDERS
 - INFORMATION FOR BIDDERS
 - AFFIDAVIT OF QUALIFICATIONS
 - NON-COLLUSION CERTIFICATE
 - BID FORM
 - NOTICE OF AWARD
 - NOTICE TO PROCEED
 - GENERAL CONDITIONS
 - SCOPE OF SERVICES
 - SUBCONTRACTOR LISTING
6. The TOWN will pay to the VENDOR, in the manner and at such times as set forth in the General Conditions.


7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized official, this Agreement in two (2) copies each of which shall be deemed an original on the date first above written.

ATTEST: 
NAME: Lisa Willoughby

TOWN: OXFORD, MD
NAME: CHERYL LEWIS
TITLE: Town Manager


ATTEST: 
NAME: Sheryl Harrold

VENDOR: GEORGE MILES & BUHR
BY: 
NAME: BRENT R. JETT, P.E., CFMCC-P
ADDRESS: 206 WEST MAIN ST
SALESBURY, MD 21801

EIN: 52-0740145
LICENSE #: MD 47468

NOTICE OF AWARD

TO: George, Miles & Buhr, LLC
206 West Main Street
Salisbury, MD 21801


Project Description: Oxford Design-Build Flood Remediation Project

The TOWN has considered the BID submitted by you for the above described WORK in response to its Invitation to Bidders dated March 23, 2023, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$62,240 (words) Sixty two thousand, two hundred, forty dollars and no cents.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the TOWN.
Dated this 4th day of April, 2023.

TOWN of Oxford
TOWN

By: 
Cheryl A. Lewis
TOWN Manager, TOWN of Oxford

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By GEORGE, MILES & BUHR

this 10th day of APRIL, 2023

By  BRENT R. JETT, P.E., CFT, CC-P

Title: COASTAL RESILIENCY GROUP LEADER

NOTICE TO PROCEED

TO: George, Miles & Buhr


DATE: April 4, 2023

206 West Main Street, Salisbury, MD 21801

Project Oxford Design-Build Flood Remediation Project

You are hereby notified to commence WORK in accordance with the Agreement dated, on or before, and you are to complete the Analysis and Development of Alternatives Phase of the WORK within 90 consecutive calendar days thereafter. The date of completion of the first phase of WORK is therefore July 30, 2023 unless the time has been extended by the TOWN.

TOWN of Oxford,

By: 
Name: Cheryl A. Lewis
Title: Town Manager, Town of Oxford

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by:

GEORGE, MILES & BUHR

this the 10th day of APRIL, 2023

By:  BRENT R. JETT, P.E., CFM, CC-P

Title: COASTAL RESILIENCY GROUP LEADER

Employer Identification

Number: 52-0740145



GEORGE MILES & BUHR, LLC

••••

ARCHITECTS
ENGINEERS

400 HIGH STREET
SEAFORD, DE 19973
PH: 302.628.1421
PH: 800.789.4462
seaford@gmbnet.com

SALISBURY
BALTIMORE
SEAFORD
LEWES
OCEAN VIEW

www.gmbnet.com

••••

June 11, 2024

Town of Oxford
101 Market St
P.O. Box 339
Oxford, MD 21654

Attn: Cheryl Lewis, Town Manager

Re: Proposal for Oxford Design-Build Flood Remediation Project
Phase 2: Engineering Design of Backflow Preventers and Pump Stations
South Morris St and Historic District
Oxford, Talbot County, Maryland

Dear Ms. Lewis:

George, Miles, & Buhr, LLC (GMB) is pleased to submit this proposal for engineering design services for four (4) in-line check valve backflow preventers and two (2) stormwater pump stations. The site, civil, electrical, pump station complete details, and all items needed for installation will be included. Further, submission for approval from Talbot Conservation District and informational submission to MDE is included. Our preliminary discussions with MDE have indicated that a new NPDES or tidal discharge permit will not be required if the current discharge points are utilized.

Our proposal includes the engineering effort to provide site locations for the four backflow preventers to be installed at Mill Street, West Pier St, Caroline Street, and Bank Street. The proposal also provides full engineering plans for the stormwater pump stations to be located at Mill Street and West Pier Street.

Due to the location of the pump stations and the associated wet wells, the current vault on Mill Street and existing catch basin on West Pier Street will need to be removed and replaced with an a new vault with adequate space to provide drainage to enter the wet well, the pump systems, and will include a traffic bearing lid for structural integrity of the system.

A. CIVIL/SITE

Site design plans and construction drawings for the vault, lid, inflow piping connection, outflow piping connection, pump system internally, the electrical connections, float elevations, control panel, and power source are included. Final plans will be submitted to Talbot Conservation District for Sediment and Erosion Control approval. An informal discussion will be held with MDE as well to ensure the pump system on an existing outfall will not require additional permitting as directed by Jon Stewart, the eastern region tidal wetlands division chief for MDE. No stormwater design, improvements outside the direct area disturbed by the new pump stations, or electrical system improvements beyond power connections for the pump station are included or envisioned to be needed. No critical area plans or submissions, including any planting plans, are included and assumed to be excluded and not required for these two project sites.

JAMES H. WILLEY, JR., P.E.
CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
STEPHEN L. MARSH, P.E.
DAVID A. VANDERBEEK, P.E.
ROLAND E. HOLLAND, P.E.
JASON M. LYTLE, P.E.
CHRIS B. DERBYSHIRE, P.E.
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, P.E.
W. MARK GARDOCKY, P.E.
ANDREW J. LYONS, JR., P.E.

PETER A. BOZICK, JR., P.E.
JUDY A. SCHWARTZ, P.E.
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.
VINCENT A. LUCIANI, P.E.
AUTUMN J. BURNS
CHRISTOPHER J. PFBER, P.E.
BENJAMIN K. HEARN, P.E.

Environmental submissions such as wetlands delineation or mitigation are also excluded.

Public meetings, presentations, zoning and council meetings are all priced on a per meeting basis as shown in the below section and are not included in the production of the site plans. The itemized scope of Civil/Site services is as follows:

1. Provide site design Construction Documents which include:
 - (a) Existing Conditions Plan and Demo Plan
 - (b) Final Grading Plan for the sites
 - (c) Site Layout and Pump Station details
 - (d) Piping connection details and inverts
 - (e) Pump details, sizing, power connections, float elevations, control panel designs and location
 - (f) Sediment and Erosion Control Plan
 - (g) Notes, details, and other required information to support the design.
2. Prepare and submit a Sediment and Erosion Control Plan to the Talbot Conservation District (TCD) in accordance with State of Maryland approved practices and applicable checklist items.
3. Prepare and submit Final Pump Station Plans to the Town of Oxford for review and discussion.
4. Prepare and meet with the local MDE Tidal Wetlands Field Coordinator to discuss the plans and ensure no permit is required.
5. Provide final plans to coordinate with Barkers Landing Excavation to prepare final Phase 3 cost estimate for installation of the pump stations.
6. Provide final location details with Barkers Landing Excavation for pricing and installation of the 4 backflow preventers at the locations detailed above.
7. Complete and provide *Local Government Consistency Report* for pump station site proposed.

ASSUMPTIONS/EXCLUSIONS

- No utility work will be designed by GMB beyond connection to power supply for the pump station. This will be coordinated with a licensed MEP subconsultant which GM has a past and current working relationship with. Further, no external electrical, water, sewer, cable, telecommunications, or fiber optic improvements will be designed as a part of this contract.

- Geotechnical Investigation and analysis are excluded.
- No Wetlands will be located. Wetlands permitting (Jurisdictional Determination) is excluded. Both pump station sites are in uplands, and installing backflow preventers on the interior of the discharge piping does not require permitting.
- Critical Area plans and submissions are excluded. The Consistency Report is included, but no plans or formal submissions are included.
- Forest Stand Delineation, Forest Conservation, Forestation Planting plans are all excluded. Tree counts are excluded. Forest Conservation for replanting areas is excluded, but could be completed with a contract amendment.
- Bid Documents and Specifications are excluded since this is Phase 2 of a Design Build project in conjunction with Barkers Landing Excavation.
- Any permit review fees are to be paid by others.
- GMB cannot guarantee the timeliness of any review agency nor guarantee approval and acceptance of the plans.
- Any item not specifically indicated herein is not included in this agreement.

SCHEDULE

We propose to begin this project upon receipt of this signed proposal. Completion of the site plans depicting the location of the backflow preventers can be accomplished within a few weeks of receiving the signed contract.

Coordination with the pump manufacturers and electrical design subconsultant, completing the site plans and elevations of the new pump stations, and submission to TCD can be accomplished in approximately 150 days from receipt of the signed contract. As this is a design build project, the implementation phase and proposal will be eligible to be priced for contract submission for construction at the end of this timeframe.

FEE

We propose to provide the above indicated scope of services for the **lump sum fees** shown below for the various disciplines:

- | | |
|--|---------------------|
| • Site Plans for the 4 backflow preventers | \$ 1,000.00 |
| • Pump Station Design – Mill Street | \$ 27,500.00 |
| • Pump Station Design – West Pier Street | \$ 32,500.00 |

Invoices will be billed on a monthly basis and are in accordance with the attached "Schedule of Hourly Rates & Expenses" and "General Conditions" (attached.) If additional are required to complete the Scope of Services detailed above, you will be

notified to obtain authorization prior to billing. Reimbursable expenses will be billed separately per the attached schedule. Application, review, and permit fees will be either paid directly by the Owner or billed as reimbursable expenses.

This proposal is valid for a period of sixty (60) days at which time GMB reserves the right to modify the fee and/or schedule.

If you have any questions, please do not hesitate to call at (410) 742-3115.

Thank you,



Brent R. Jett, P.E., CFM, CC-P
Associate, Coastal Resiliency Group Leader

Attachments: Schedule of Hourly Rates and Expenses
General Conditions

APPROVED FOR Town of Oxford:

By:  _____

Printed Name: TOM COSTIGAN

Date: JUNE 11, 2024

Title: COMMISSIONERS OF OXFORD, PRESIDENT

Phone Number: 410-226-5122

Email Address: oxfordmanager@goeaston.net

SCHEDULE OF HOURLY RATES & EXPENSES

HOURLY RATES

Effective April 25, 2024

CLASSIFICATION	HOURLY RATE
Senior Project Director	\$ 185.00 - \$ 225.00
Project Director	\$ 160.00 - \$ 205.00
Senior Project Manager	\$ 135.00 - \$ 185.00
Project Manager	\$ 115.00 - \$ 160.00
Assistant Project Manager	\$ 115.00 - \$ 155.00
Senior Project Engineer/Architect/Landscape Arch	\$ 115.00 - \$ 155.00
Senior Environmental Scientist	\$ 100.00 - \$ 155.00
Project Engineer/Architect/Landscape Arch	\$ 105.00 - \$ 145.00
Graduate Engineer/Architect/Landscape Arch	\$ 95.00 - \$ 140.00
Environmental Scientist	\$ 70.00 - \$ 135.00
Geospatial Analyst	\$ 70.00 - \$ 135.00
Senior Designer	\$ 90.00 - \$ 145.00
Designer	\$ 75.00 - \$ 115.00
CADD Operator	\$ 70.00 - \$ 100.00
Construction Representative	\$ 90.00 - \$ 135.00
Resident Project Representative (RPR)	\$ 65.00 - \$ 125.00
Senior Project Coordinator	\$ 90.00 - \$ 125.00
Project Coordinator	\$ 65.00 - \$ 115.00
Surveyor	\$ 95.00 - \$ 170.00
Survey Crew Chief	\$ 70.00 - \$ 120.00
Survey Technician	\$ 40.00 - \$ 80.00
Administrative/IT Support	\$ 50.00 - \$ 115.00
GIS Specialist	\$ 60.00 - \$ 95.00
Senior Technician	\$ 60.00 - \$ 125.00
Technician	\$ 40.00 - \$ 75.00

EXPENSES

All items per each, unless noted.

Internal:

Photocopies:	
Black & White	\$ 0.20
Color	\$ 0.50
Prints/Plots:	
Black & White/Color	\$ 0.50 /s.f.
Mylar	\$ 2.00 /s.f.
Travel:	
Mileage	\$ 0.67/mile*
Subsistence (Meals & Lodging)	At Actual Cost
Overnight/Immediate Delivery	At Actual Cost
Survey Crew Rates	
1-person crew	\$ 130.00/hour
2-person crew	\$ 160.00/hour
3-person crew	\$ 190.00/hour
Other:	
Electronic Media Copies/Transfers/File	\$ 300.00/file
Website Project File Sharing	\$ 1.00/MB/month
Construction Management Software	\$ 200.00/month
Surveying Equipment/Total Station Only	\$ 35.00 /day
Surveying Equipment/Total Station + GPS Unit	\$ 150.00 /day

* Adjusted annually in accordance with the Internal Revenue Service Directives

GENERAL CONDITIONS

(Effective July 1, 2021)

AGREEMENT

The term "Agreement" refers to the undertaking by George, Miles & Buhr, LLC ("GMB") to perform Services described in the attached Proposal and these General Conditions. The Agreement shall become effective upon acceptance by Client of the attached Proposal and General Conditions, which when acknowledged in writing, are authorization to proceed. The Agreement is between Client and GMB, and their respective partners, divisions, affiliates, members, successors and assigns, both of whom promise not to transfer or assign any interest in the Agreement without the other party's written consent. The Agreement supersedes all prior written proposals or negotiations and is conditioned upon Client's acceptance of these General Conditions. No modification of the terms of the Agreement or General Conditions shall be valid unless authorized in writing by both parties. If additional services are required by Client, GMB will provide the services when authorized in writing and documented to do so by Client.

FEES, RETAINER

Any estimate of the fees and expenses that GMB expects to incur in providing Client with services outlined in the attached Proposal is not a maximum or lump sum fee. Client understands and agrees that the final billing may be more or less than the estimate. Fees for services will be adjusted if there are changes to the scope or schedule, as defined in the Proposal including supporting drawings, schedules and exhibits. If GMB does not have an established relationship with the Client, a retainer will be requested approximating the value of services for a minimum of sixty (60) days and will be credited to the final invoice. A Schedule of Hourly Rates & Expenses is attached to and incorporated as part of the Proposal. Unless otherwise noted, all proposals are valid for a period of 90 days from the date of the proposal.

INVOICES

Invoices are due upon receipt. If an invoice is outstanding beyond thirty (30) days of the invoice date, interest will be charged at a rate of one percent (1%) per month and GMB reserves the right to stop providing services and to withdraw all permit applications. Further, if GMB has to refer any delinquent billing to an attorney for collection, Client agrees to pay GMB its reasonable attorney's fees and expenses of collection, to include, without limitation, all litigation related expenses and expert witness fees, plus 25%.

EXPENSES

Client agrees to pay GMB for internal expenses in accord with Schedule of Hourly Rates and Expenses charged for those items that are specific to the project, including, but not limited to, subcontracted consultants, permit fees, reproduction expenses, renderings, models, etc. GMB will invoice external expenses at cost plus 10%.

LIABILITY & CLAIMS

Client agrees to limit GMB's liability related to errors and omissions to an amount not to exceed the total fee for the project or GMB's available professional liability insurance coverage for that year, whichever is less. GMB will not be responsible for any liabilities arising from Client's negligent acts or errors, or from any entity whose conduct is not subject to GMB's control. Client acknowledges the inherent risks associated with construction. GMB will provide services with a standard of care exercised by licensed architects and engineers. At least 30 days prior to making any claim against GMB, Client agrees to provide GMB a Certificate of Merit issued by an architect or engineer, licensed by the state in which the project is located, specifically describing

every error or omission which the issuer believes to be a violation of the standard of care. If Client makes a claim or brings legal action against GMB for any services under this Agreement, and fails to prevail, Client agrees to pay all legal and other expenses incurred by GMB in its defense, including, but not limited to, attorney's fees, court costs, expert witness fees, etc.

INSTRUMENTS OF SERVICE

All work products, including those in electronic form, prepared by GMB and GMB's consultants are Instruments of Service for use solely with respect to this project. The Client shall be permitted to authorize Contractor, Subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the work. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to GMB and GMB's consultants. No alterations shall be made to the Instruments of Service by the Client and/or any representative of the Client without the written permission of GMB and GMB's consultants. Copies of electronic media, if requested and approved, will be invoiced to the Client and due upon receipt.

APPROVALS

GMB has no control over governments and their agencies in granting approvals. Therefore, GMB cannot guarantee the timeframe for, or the cost of services incidental to, obtaining approvals from governments or governmental agencies. If the type or level of services as originally defined are revised or changed during our assignment, the fee for our services from that point forward will be subject to negotiation.

TERMINATION/SUSPENSION OF WORK

Client or GMB each may terminate the Agreement with fifteen (15) calendar days written notice; Client agrees to pay for all services provided by GMB up to the date of termination. Project delays and suspension of the project for more than 30 days, may result in additional cost to resume work. Client agrees to pay such costs before work resumes if said delays are attributable to the Client.

CONSTRUCTION SAFETY

Client agrees to require general or subcontractor to indemnify, defend and hold GMB harmless against claims arising from unsafe site conditions.

CONSTRUCTION ESTIMATES

GMB has no control over the cost of labor, materials, equipment and services provided by others or over the contractor's methods of determining prices and does not warrant or guarantee construction estimates.

CONSTRUCTION SCHEDULES

GMB has no control over the means, methods and techniques of construction employed by contractors, the timing of government approvals or the delivery of materials and equipment. The Client agrees that any construction schedule prepared by GMB is approximate and will not be the basis for a claim.

HAZARDOUS MATERIALS

Client agrees to defend, indemnify and hold GMB harmless for any and all liabilities, claims, costs and expenses, including, but not limited to, litigation expenses, attorney's fees, and expert witness fees, which relate in any way to the presence of any hazardous or toxic materials on the project.

GOVERNING LAWS; VENUE

The Agreement shall be interpreted in accordance with the laws of the State of Maryland. The venue for any dispute arising out of the Agreement shall be, at the sole discretion of GMB, the Circuit Court for Wicomico County, Maryland or the federal courts within the State of Maryland.



TALBOT COUNTY PUBLIC NOTICE

The Talbot County Council seeks applicants interested in serving on the Talbot County Bicycle and Pedestrian Advisory Committee as established by the Council by an Administrative Resolution <https://www.talbotcountymd.gov/bikepedestriancommittee> adopted September 24, 2024. As outlined in the Administrative Resolution, the Committee's duties include, but are not limited to, the following:

- (1) Identifying and prioritizing projects that enhance the safety and accessibility of non-motorized transportation;
- (2) Promoting public awareness and education of bicycle and pedestrian safety;
- (3) Advising the County Council on matters related to bicycle and pedestrian infrastructure by creating a Bicycle and Pedestrian Master Plan; and
- (4) Assisting the County in applying for grant funding to support future plans and projects.

The Council is seeking interested applicants to represent the following sectors:

- A business owner in Talbot County
- A representative of the Maryland Farm Bureau
- A resident from each of the municipal jurisdictions of Easton, Oxford, Queen Anne, St. Michaels and Trappe
- A resident from the unincorporated area of the County in the Chapel District or Easton District
- A resident from the unincorporated area of the County in the Trappe District, St. Michaels District or Bay Hundred District

Should you be interested in serving the County in this capacity, please complete the "Request for Appointment" form found on the County's website at:

<https://talbotcountymd.gov/appointmentapplication> noting which sector you wish to represent and forward your one-page resume to the Office of the County Manager, Attn: Susan Moran, Talbot County Courthouse, 11 North Washington Street, Easton, Maryland 21601. **Submittal deadline for receipt of resumes is Friday, November 1, 2024, at Noon.** Should you require communications assistance or desire additional information, please contact the County Manager's Office at (410) 770-8010.

COUNTY COUNCIL OF TALBOT COUNTY

OXFORD PLANNING AND ZONING COORDINATOR

General Job Description and Responsibilities for the position of Planning and Zoning Coordinator.

The Planning and Zoning Coordinator performs administrative and technical duties in support of the Town's Planning and Zoning operations to include the following:

- ◆ Responsible for review, verification, and approval of all permit applications for construction, subdivision, and shoreline work, including docks and mooring permits; advising applicants and appropriate Boards/Commissions of application status and compliance with ordinances, along with coordinating review with other departments and reviewing agencies including but not limited to the stormwater management engineer, Soil Conservation District, Maryland Department of the Environment, Critical Area Commission, Maryland Historical Trust, and Middle Department Inspection Agency.
- ◆ Provides administrative and technical assistance in support of Planning Commission, Historic District Commission, Board of Zoning Appeals, Board of Port Wardens, and Community Resilience Committee: attend public meetings; provide staff comments and recommendations and assist in answering questions; prepare or direct preparation, posting and distribution of agendas, minutes, legal notices and application packages for meetings, maintaining records of same.
- ◆ Provides technical information and assistance to the general public, planning professionals, government offices, and town staff regarding zoning, planning, and code related information.
- ◆ Coordinates drafting of updates to Planning and Zoning codes as well as Historic Guidelines; makes recommendations to Planning Commission and Historic District Commission for appropriate action or conditions to be imposed; forwards to the Town Attorney for action.
- ◆ Responsible for researching, developing, coordinating, and administering land use and planning related projects; maintaining accurate records; conducting related public communication.
- ◆ Responsible for receiving and maintaining a Certified Floodplain Manager (CFM) certification and completing Continuing Education Credits (CEC) courses as required.
- ◆ Responsible for managing/maintaining/renewing the Town's Community Rating System (CRS) Program certification; coordinate with FEMA and ISO as needed.
- ◆ Responsible for Code Enforcement including the issuance of stop work orders and violations; assist the public in bringing projects into compliance.
- ◆ Responsible for maintaining a comprehensive database/spreadsheet of issued permits.
- ◆ Responsible for Long Term and Short-Term Permit applications and renewals.
- ◆ Responsible for assisting the Administrative Assistant in providing front desk and phone coverage; assist in preparing customer correspondence and permit packages; assist in answering questions related to zoning and floodplain regulations; and other tasks as needed.
- ◆ Other duties as assigned.

Current projects: Update to the Comprehensive Plan; Update of the Zoning Ordinance; Community Resilience Committee Efforts; CRS Program requirements

General Requirements:

- ◆ Knowledge of Microsoft Office Products, Adobe, and similar office software.
 - ◆ Knowledge of municipal government programs and decision-making processes.
 - ◆ Knowledge of the principles and practices of municipal land use planning, design, and development.
 - ◆ Knowledge of planning and zoning, subdivision, stormwater, critical areas, and floodplain statutes.
 - ◆ Knowledge of state and federal planning related policies and programs.
 - ◆ Knowledge of and ability to analyze and interpret laws, ordinances, rules, and regulations.
 - ◆ Knowledge of FEMA Floodplain specific information, including the ability to read and verify Elevation Certificates, FIRMs, and other associated documents.
 - ◆ Knowledge of and the ability to read surveys, site plans, and construction plans.
 - ◆ Knowledge of and ability to perform land record searches, title searches, and advise on county filing procedures.
 - ◆ Able to communicate effectively orally and in writing, to listen to others, to organize and use time effectively, to give and accept constructive criticism, and to act independently.
 - ◆ Must be goal oriented; possess a self-starting drive to get things done, able to react quickly to changing situations; be positive and direct in striving to achieve results, and at times must be able to motivate others to act through persuasiveness and the generation of enthusiasm.
-
-

Job posted December 28, 2023 – Interviews will start January 18, 2024 – Position open until filled.

Planning and Zoning Coordinator Salary Range: \$50,000.00 - \$70,000.00 per year

Salary commensurate with experience

Employee Benefits:

- **Health/Dental/Vision insurance**
- **Health Reimbursement Account**
- **Life insurance**
- **Vacation and Sick**
- **401(k)**
- **Maryland State Retirement Program**

In accordance with applicable federal, state, and local law, the Town of Oxford shall not discriminate against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

COMMISSIONER MEETINGS
2ND AND 4TH TUESDAY OF EACH MONTH
(410) 226-5122



101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Commissioners of Oxford

Board: Oxford Commissioners
Meeting Date: November 12, 2024
Agenda Subject: Dumpster at Post Office
Recommendation: Discussion

Currently there is a dumpster that is maintained by Talbot County Recycling located next to the Post Office. Recommendation is to have this dumpster removed. The Post Office has their own recycling service and does not use this dumpster. The Town offers recycling pickup at your residence every Thursday and feels the dumpster is being abused.

Recommendation is to have dumpster removed as soon as possible.



October 24, 2024

Town of Oxford
P.O. Box 339
Oxford, MD 21655

Job Location: Lynn White -101 South Street
Job Contact: Michael Bell(410-953-7930)
Office Contact: Vickie Sharp(410-226-5123)
Office Phone: 410-226-5123
email: oxfordclerktreasurer@goeaston.net

Liner Installation

Mr. Rooter will provide material and labor to install two 4 inch x 10 ft liners to cover defective areas in the 4 inch pipeline serving the residence at 101 South Street. Video inspection found infiltration in the Clay pipe at approximately 18.4 ft from the cleanout in the yard. Access for liner installation will be from the 4 inch cleanout in the yard. If packer cannot access the turn, if may be necessary to dig up the cleanout for open access to pipe.

The liners use Silicate Resin and are environmentally safe – contains no VOC’s or Styrene. It takes several hours for liners to fully cure to the original host pipe. Liners are hand mixed onsite using epoxy and resin and then initiated into the line for curing using dedicated tools. Once adequate time has passed and liners have cured, Mr. Rooter will then again inspect the line with the camera. Cure time can range from 2-3 hours depending on ambient temperature.

Mr. Rooter will provide a generator to run the air compressor. All work to be completed in a workmanlike manner in one day. PipePatch no dig pipe repair system has been field tested for over 10 years with a durable 50 year repair life.

Note – Line must be clear of debris for liner to adhere to pipe. If necessary, high pressure jetting will be done followed by camera inspection to assure cleanliness and line integrity before lining. Cost for jet/camera is not included in the liner quote and will be billed separately at \$225/hr. with a one hour minimum.

Mr. Rooter will contact Miss Utility to mark all major underground utilities. All secondary lines, water lines and traffic control are customer responsibility.

Mr. Rooter will provide equipment and labor in accordance with the above specifications for the sum of Nine Thousand Eight Hundred Dollars(\$9,800.00) All work to be performed during regular working hour 8AM to 4PM. Any alterations or deviations from the above specifications will be considered a change order and priced accordingly. Payment in full 30 days from date of completion and presentation of invoice.

Authorized Signature

 10-24-2024

Kenneth "Britt" Parks, President Date
Mr. Rooter Mid-Shore

Proposal Acceptance

Vickie Sharp, Clerk/Treasurer Date
Town of Oxford

Mr. Rooter
31035 Asches Acres Road, Cordova MD 21625
1-888-677-6683 • 410-820-8701
www.mrrootermdd.com



October 24, 2024

Town of Oxford
P.O. Box 339
Oxford, MD 21654

Job Location: Lynn White – 101 South Street
Job Contact: Michael Bell(410-953-7930)
Office Contact: Vickie Sharp(410-226-5123)
Email: oxfordclearktreasurer@goeaston.net

Sewer Line Replacement

Using the mini-excavator and hand labor, dig a trench from the Cast Iron cleanout in the front yard of 101 South Street to just before the main in the street. Trench will run approximately 30 ft from cleanout to hookup. Using blacktop saw, mark off and cut blacktop as needed for repair. Remove old piping. Haul debris away for recycling.

Prepare trench for installation of new 4-inch PVC Schedule 40 sewer line. Level trench bottom and shape sidewalls. Lay 4-inch PVC Schedule 40 pipe at the proper depth and level in prepared trench. All fittings to be 4-inch PVC Schedule 40. Pipe will be cleaned, primed and glued appropriately.

In compliance with OSHA requirements, should trench depth exceed 5 ft, a trench box will be used.

Mr. Rooter will try to be as neat as possible. Disturbed area in the grass will be leveled, seeded and mulched with straw. Trench will be back filled with excavated soil then top coated with CR6 stone and cold patch black top.

Miss Utility will mark all major underground utilities prior to excavation – all secondary lines are customer's responsibility. Mr. Rooter is not responsible for repairing any lines that are NOT marked. Water lines cannot be located. If one is hit, town will take care of repair or Mr. Rooter can arrange for repair. Repair is not included in this quote, would be considered a change order. Customer will be billed accordingly.

Road must be closed during line installation. Mr. Rooter will provide cones and trucks will have strobe lights. Mr. Rooter not responsible for traffic control.

All work to be done in a workmanlike manner. The new sewer line is backed with a full one year warranty. No plumbing permit required. Town will be notified in advance of schedule date for inspection. It is estimated job will take one day.

Mr. Rooter will furnish materials and labor complete in accordance with the above specifications for the sum of Sixteen Thousand Nine Hundred Thirty-Eight Dollars(\$16,938.00). Any alterations or deviations from above outlined specifications will be considered a change order and priced accordingly.

Payment Schedule: Deposit of \$5,938.00 upon acceptance of proposal; balance of \$11,000.00 due at time of completion and presentation of invoice. Cash, Check, Visa, MasterCard or Discover accepted.

Authorized Signature

 10-24-2024

Kenneth "Britt" Parks
Mr. Rooter, Mid-Shore

Date

Proposal Acceptance

Vickie Sharp, Clerk/Treasurer
Town of Oxford

Mr. Rooter

31035 Asches Acres Road, Cordova MD 21625
1-888-677-6683 • 410-820-8701
www.mrrootermddde.com



Commissioners of Oxford

Board: Oxford Commissioners

Meeting Date: November 12, 2024

Agenda Subject: Public Works Uniforms

Recommendation: Discussion

The Town of Oxford currently uses Unifirst for shirts and pants for the Public Works Department. Unifirst also supplies the entrance rugs at the Town Office. Currently they charge \$254.91 a week for this service. Total of \$13,255.32 annual cost. The current FY25 budget has allocated \$20,650 current expenditures of \$4,680.39.

Recommending to discontinue Unifirst services and allow the following. Purchase new shirts and sweatshirts from Bay Imprint, quote attached, along with a spreadsheet of the first order potential cost. Provide a stipend twice a year of \$500 each time for the public works employees to purchase pants and footwear. Stipend would be given out on or about July 1st and January 1st of each year. The stipend cost would be a total of \$5,000 annually. Purchasing of shirts and sweatshirts would be every 2 years, buying in bulk.

Making this change now will still keep under budget. For FY26 the Town would be saving up to \$10,000.

Public Works Uniforms:

Unifirst weekly cleaning and rental	\$254.91	
52 weeks		
Annual Cost		\$13,255.32

Buying Shirts & Sweatshirts

50 Green Polos @ \$20 each Matt & Michael Bell	\$1,000.00	
25 Fleece Sweatshirts @ \$34 each	\$850.00	
25 lightweight Sweatshirts @ \$33 each	\$825.00	
50 Navy Blue T-Shirts @ \$14 each Mike C, Mike M and Caleb	\$700.00	
Give stipend twice a year of \$500 each 5 employees \$500 @ twice a year	<u>\$5,000.00</u>	
Annual Cost		\$8,375.00

Total Potential Savings **\$4,880.32**



BayVanguard Bank

DELIVERY BY EMAIL TO OXFORDCLERKTREASURER@GOEASTON.NET

October 11, 2024

Town of Oxford
Attn: Ms. Vickie Sharp, Town Clerk-Treasurer
PO Box 339
Oxford, MD 21654

Re: Money Market account ending in 1304

Dear Ms. Sharp:

This letter memorializes a telephone conversation today regarding the above captioned deposit account with BayVanguard Bank Branch Manager Jennifer Dickerson. Commensurate with the Federal Reserve Bank's action last week to cut its fed funds target rate by fifty (50) basis points, the Bank effective today will reduce the interest rate on the account.

The new Annual Percentage Yield (APY) is 3.79%. The interest rate is 3.72%. All other terms and conditions for the account remain the same.

Thank you for your business and please do not hesitate to contact Jennifer or me directly at 443-225-4725 or golinde@bayvanguard.com if more information is needed. Hope you have a wonderful weekend.

Sincerely,

Gregory J. Olinde
Delmarva Market President
Executive Vice President/Chief Credit Officer
NMLS #1035012

Cc: Jennifer Dickerson, Branch Manager, BayVanguard Bank



November 1, 2024

Town of Oxford
Attn: Vickie Sharp
PO Box 339
Oxford, MD 21654

Dear Ms. Sharp,

We sincerely appreciate the opportunity to expand our relationship with the Town of Oxford. Shore United Bank would be pleased to offer the Town of Oxford Business Checking and Money Market Accounts with Insured Cash Sweep (ICS) accounts added as desired. The money in ICS would earn interest at a rate equal to the Effective Federal Funds Rate (EFFR) set daily by the Federal Reserve Bank of New York (4.83% as of 11.01.24).

A remote deposit scanner will be provided at no cost and the monthly service fee of \$40 per month will be waived.

Additional Cash Management Services are available, including Positive Pay, ACH Origination, Wires, and Merchant Services. Fees for Cash Management services can be offset by an earnings credit on non-interest bearing balances.

Please let us know if additional information is needed.

Sincerely,

A handwritten signature in black ink that reads "Abby Graves".

Abby Graves
Vice President, Municipal Relationship Manager

