

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 October 22, 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 ~ October 22, 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 22nd day of October 2024 under the Open Meetings Act, General Provision Article Sub-Section 3-305(b) (7) To consult with counsel to obtain legal advice.

ANNOUNCEMENTS FROM COMMISSIONER

- Commissioners Comments/Announcements

PRESENTATION

- Tim Kearns – Update on TN and NC, transfer of fire truck and ambulance

RESOLUTION FOR CONSIDERATION

- **RESOLUTION NO. 2419 - A RESOLUTION OF THE COMMISSIONERS OF OXFORD TO REPEAL AND REPLACE THE RULES FOR CONDUCT AT COMMISSION MEETINGS, *PUBLIC PARTICIPATION IN MEETINGS OF THE OXFORD COMMISSIONERS***

PUBLIC HEARING

- **ORDINANCE NO. 2416 - AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE FLOODPLAIN MANAGEMENT ORDINANCE TO REVISE THE DEFINITION OF “SUBSTANTIAL IMPROVEMENT” REMOVING THE DATE OF “JULY 1, 2013” AND SUBSTITUTING “THE PREVIOUS FIVE (5) YEARS” AND TO REVISE THE DEFINITION OF “AGREEMENT TO SUBMIT AN ELEVATION CERTIFICATE” TO REMOVE THE REQUIREMENT FOR A FLOOD ELEVATION CERTIFICATE UPON PLACEMENT OF THE LOWEST FLOOR AND SUBSTITUTING THE REQUIREMENT FOR WRITTEN CONFIRMATION OF LOWEST FLOOR HEIGHT FROM A LICENSED ENGINEER OR SURVEYOR.**

UNFINISHED BUSINESS

- Administrative Clerk hiring update
- Baker Tilly – Town Manager search update

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NEW BUSINESS

- Advertising for a Town Planner
- Change/Temporary Adjustment of Office Hours
- Use of Aecom for Historic and Planning Commission

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 Monday 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

- Trunk Or Treat – October 31, 2024, 6-8pm

FUTURE COMMISSIONER'S MEETINGS

- November 12, 2024
- December 10, 2024
- January 14, 2025
- January 28, 2025
- February 11, 2025

UPCOMING TOWN CLOSING

- November 5, 2024 – Election Day
- November 11, 2024 – Veterans Day
- 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

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

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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.

RESOLUTION NO. 2419

**A RESOLUTION OF THE COMMISSIONERS OF OXFORD TO REPEAL
AND REPLACE THE RULES FOR CONDUCT AT COMMISSION
MEETINGS**

***PUBLIC PARTICIPATION IN MEETINGS OF THE OXFORD
COMMISSIONERS***

WHEREAS, Section 3C-4 of the Oxford Town Charter provides, “All meeting [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”; and

WHEREAS, Section C3-7 of the Charter provides, “The Commission shall determine its own rules and order of business”, and

WHEREAS, historically, the Commission has encouraged the public to attend and observe the proceedings and has provided on the meeting agenda, a time at the end of each meeting of the Commissioners for “public comment”; and

WHEREAS, the public is encouraged to communicate with the Commissioners prior to any meeting by letters and emails any comments and/or questions at any time; and

WHEREAS, in the recent past members of the public have sought to make comments and ask questions during times other than the time designated for public comment at end of the Commissioner’s meeting; and

WHEREAS, allowing sporadic comments and questions during the time when the Commissioners are conducting the public business is disruptive and prevents the Commissioners from conducting efficient and fair meetings; and

WHEREAS, the Commissioners have determined it appropriate to allow from time to time public comment in connection with specific agenda items specifically designated by the Commissioners; and

WHEREAS, although the photographing and videotaping of meetings is permitted, such actions may be a distraction to the general audience.

NOW, THEREFORE, the Commissioners of Oxford (the “Commissioners”) hereby adopt the following rule regarding participation by the general public in open meetings of the Oxford Town Commissioners.

At any open meeting on the Commissioners, the general public is invited to attend and observe.

1. The general public may offer testimony during open meetings of the Oxford Town Commissioners as specifically provided by Maryland law or the Town of Oxford Charter.
2. The Commissioners of Oxford shall expressly invite public questions and comments before a vote taken on a Resolution or Ordinance on an agenda. The subject matter of all such testimony shall be limited to the specified Resolution or Ordinance. The presiding officer shall determine the amount of time to be allotted to such testimony.
3. At the conclusion of the business session of each meeting of the Oxford Town Commissioners, the agenda shall provide a time during which members of the general public may make comments or ask questions on any matters related to the Town. It shall be designated as “Public Comment”. Any testimony, comments or questions shall comply with the following:
 - a. Persons wanting to make comment or ask a question must raise their hand and be recognized prior to speaking.
 - b. The individual wishing to make a comment or present a question shall utilize the microphone and identify him or herself by name;
 - c. Direct all comments and questions to the Commissioners; and
 - d. Limit comments/questions to three minutes
4. The Commissioners or appropriate staff may respond to public comments or answer questions during the session. In the event an answer cannot be provided during the meeting, one or more of the Commissioners or appropriate staff will provide answers to any questions put forth as soon as practicable after the close of the meeting. The answer may be in written form (letter or email) and attached to the minutes of the meeting, or the question may be responded to orally at the next meeting.
5. All meeting participants must act in a courteous and civil manner. Defamatory comments, profanity and obscenity will not be tolerated.

6. The Commissioners will make every reasonable effort to post on the Town website the meeting agenda by the close of business on the Thursday prior to each regular Oxford Commissioners meeting. The public is encouraged to file written comments to the Commissioners. This early posting will provide time for interested parties to file written comments and questions regarding items on the agenda. Items on the agenda may be added or deleted to the agenda by the Commissioners without regard to this provision.
7. A member of the public, including any representative of the news media, may photograph, record, or videotape the proceedings of the Oxford Town Commissioners at any open session if the camera
 - a. is operated without excessively bright artificial light that disturbs the Commissioners or other persons attending the session,
 - b. does not create an excessive noise that disturbs the Commissioners or other persons attending the session, and
 - c. and does not block in whole or in part the view of any persons attending the session or the official recording of the session.
8. The President of the Oxford Town Commissioners may (1) restrict the movement of a person who is using a recording device or camera if such restriction is necessary to maintain the orderly conduct of the session, and (2) may designate a specific area within the meeting room within which all photography and videotaping equipment shall be operated.
9. A recording of an open session made by a member of the public, or any transcript derived from such recording, shall not be deemed a part of the record or any proceeding of the Oxford Town Commissioners.
10. Enforcement of these guidelines is the responsibility of the Commission President.

COMMISSIONERS OF OXFORD

Ordinance No. 2416

Introduced by: Marilyn Williams

Date: September 24, 2024

AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE FLOODPLAIN MANAGEMENT ORDINANCE TO REVISE THE DEFINITION OF “SUBSTANTIAL IMPROVEMENT” REMOVING THE DATE OF “JULY 1, 2013” AND SUBSTITUTING “THE PREVIOUS FIVE (5) YEARS (1,825 DAYS)” AND TO REVISE THE DEFINITION OF “AGREEMENT TO SUBMIT AN ELEVATION CERTIFICATE” TO REMOVE THE REQUIREMENT FOR A FLOOD ELEVATION CERTIFICATE UPON PLACEMENT OF THE LOWEST FLOOR AND SUBSTITUTING THE REQUIREMENT FOR WRITTEN CONFIRMATION OF LOWEST FLOOR HEIGHT FROM A LICENSED ENGINEER OR SURVEYOR.

Introduced, read first time, ordered posted, and public hearing scheduled on **October 22, 2024 at 6:00 p.m.** at the Oxford Town Meeting Room, Market Street, Oxford, Maryland 21654.

By Order _____
Vickie Sharp, Clerk/Treasurer

I hereby certify that the foregoing **Ordinance No. 2416** of the Town of Oxford was duly read, advertised, and enacted in accordance with the applicable provisions of the Charter of the Town of Oxford on this _____ day of _____, 2024.

Attest: _____
Vickie Sharp, Clerk/Treasurer
Town of Oxford

COMMISSIONERS OF OXFORD

ORDINANCE NUMBER 2416

INTRODUCED BY: Marilyn Williams

DATE OF INTRODUCTION: September 24, 2024

AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE FLOODPLAIN MANAGEMENT ORDINANCE TO REVISE THE DEFINITION OF “SUBSTANTIAL IMPROVEMENT” REMOVING THE DATE OF “JULY 1, 2013” AND SUBSTITUTING “THE PREVIOUS FIVE (5) YEARS” AND TO REVISE THE DEFINITION OF “AGREEMENT TO SUBMIT AN ELEVATION CERTIFICATE” TO REMOVE THE REQUIREMENT FOR A FLOOD ELEVATION CERTIFICATE UPON PLACEMENT OF THE LOWEST FLOOR AND SUBSTITUTING THE REQUIREMENT FOR WRITTEN CONFIRMATION OF LOWEST FLOOR HEIGHT FROM A LICENSED ENGINEER OR SURVEYOR.

WHEREAS, the Commissioners of Oxford are authorized by the Maryland Annotated Code, Title 4 of the Land Use Article to provide regulations for the orderly development and use of land and structures, and to promote the general health, safety and welfare of its citizens; and

WHEREAS, the Commissioners of Oxford, by resolution, agreed to meet all of the requirements of the National Flood Insurance Program and was accepted for participation in the program on September 28, 1984; and

WHEREAS, the Commissioners of Oxford adopted an updated Floodplain Management Ordinance by Ordinance 1609 in 2016; and

WHEREAS, the Commissioners of Oxford recognize that using the date of July 1, 2013 to establish whether reconstruction, rehabilitation, addition and other improvements to a structure constitute a Substantial Improvement constitutes an excessive timeframe; and

WHEREAS, the Commissioners of Oxford also recognize that the requirement of a formal Flood Elevation Certificate for a foundation check, or upon the placement of the lower floor, presents an unnecessary burden on homeowners and is not required for participation in the National Flood Insurance Program (NFIP); and

WHEREAS, the Commissioners of Oxford have determined that it is desirable and in the public interest to amend the Floodplain Management Ordinance to revise §2.0 Definitions;

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSIONERS OF OXFORD AS FOLLOWS:

Section 1: The Oxford Floodplain Management Ordinance, Section 2.0 is hereby amended as follows:

Substantial Improvement: Any reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the start of construction of the improvement. ~~Improvements have been tracked since July 1, 2013.~~ When cumulative improvements made ~~since July 1, 2013~~ **within the previous five (5) years (1,825 days)** to a building or a structure become substantial, the entire building or structure must be brought into compliance. The term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a building or structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official prior to submission of an application for a permit and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

[Note: See "Substantial Improvement/Substantial Damage Desk Reference" (FEMA P-758).]

Agreement to Submit an Elevation Certificate: A form on which the applicant for a permit to construct a building or structure, to construct certain horizontal additions, to place or replace a manufactured home, to substantially improve a building, structure, or manufactured home, agrees to have an Elevation Certificate prepared by a licensed professional engineer or licensed professional surveyor, as specified by the Floodplain Administrator, and to submit the certificate:

- (1) With a building permit application; **and**
- ~~(2) Upon placement of the lowest floor and prior to further vertical construction; and~~
- ~~(3)~~ **(2)** Prior to the final inspection and issuance of the Certificate of Occupancy.

In accordance with adopted Building Codes and floodplain management practices, written confirmation of the actual elevation of the lowest floor is required from a licensed professional engineer or licensed professional surveyor upon placement of the lowest floor and prior to further vertical construction.

Section 2. This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and on the ____ day of _____ 2024.

ENACTED this ____ day of _____, 2024.

COMMISSIONERS OF OXFORD:

Norman Bell, President

Tom Costigan, Commissioner

Katrina Greer, Commissioner

I hereby certify that the foregoing Ordinance Number 2416 of the Town of Oxford was duly read, advertised, and enacted with the applicable provisions of the Charter of the Town of Oxford on this ____ day of _____, 2024.

ATTEST:

Vickie Sharp, Clerk/Treasurer
Town of Oxford

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Change/Temporary Adjustment to Town Office Hours

As the Town Office navigates being short staffed and hiring/training of new employees it is being recommended that the Town Office hours be adjusted to give staff time to complete work that is vital to keeping the Town operating.

The current office hours are 9:00 am - 4:00 pm daily, closed from 12:00 pm – 1:00 pm for lunch.

Recommendation of new hours would be; office open 8:00 am – 12:00 pm for walk in and phone operations. Office will close at 12:00 pm each day. This would allow staff the afternoon to work on any task that need to be completed.

We ask for the Residence patience as the Town office continues to operate with limited staff.