

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 December 17, 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 ~ December 17, 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 17th day of December 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; (7) To consult with counsel to obtain legal advice.

ANNOUNCEMENTS FROM COMMISSIONER

- Commissioners Comments/Announcements

CONSENT AGENDA

- Meeting Minutes –September 10, 2024 and September 24, 2024
- Police Report
- Maintenance Report
- Finance Report
- Public Information Act Listing

UNFINISHED BUSINESS

- MOU – ARPA Funds
- Discussion on Removal of Woody Material Removal along the Islands at The Strand
Previously presented September 10, 2024 – Underwood quote
- Update – Move banking from BayVanguard to Shore United Bank

NEW BUSINESS

- Increase request from Thomas Salvage for trash and recycle pickup
- Contract professional services for Comprehensive Plan
- Announcement of opening for the Planning Commission – Applications due by January 3, 2025
- Request for repairs to sidewalk
- Trailerable wastewater/stormwater pump – part of MOU
- Discussion of meeting held on December 10, 2024 regarding the Strand
- Removal of tombolos (sand going out to headlands) to meet existing Army Corp of Engineers permitting
- Elevation of the headlands to lowered to the specifications of the Arm Corp of Engineers per the permitting

LEGAL

- Town Attorney, Lyndsey Ryan

LETTERS RECEIVED

- Jennifer Cox – BayVanguard Bank

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

- Chris McKelvy – BayVanguard Bank
- OBA Survey comments on BayVanguard vs. other banking options

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 December, December 19, 20 & 23, 2024
- Christmas Tree – Tree pickup will January 15, 2025

COMMUNITY EVENTS

- Want to know what is happening in Oxford, follow the OBA at portofoxford.com

FUTURE COMMISSIONER'S MEETINGS

- January 14, 2025
- January 28, 2025
- February 11, 2025
- February 25, 2025

UPCOMING TOWN CLOSING

- 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

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.

**Commissioners Of Oxford
Regular Meeting Minutes
September 10, 2024**

The Commissioners meeting was held at 101 Market Street on September 10, 2024. The meeting was called to order and the meeting opened with the Pledge of Allegiance.

Present

Attending the meeting were Commissioner Katrina Greer, Commissioner Norman Bell, Commissioner Tom Costigan, Town Attorney Lyndsey Ryan, and Chief Chris Phillips. Approximately 52 people were in attendance with individuals attending virtually.

Commissioners Comments/Announcements

There were no comments.

Presentation

A presentation was given by the Talbot County Tourism Board on a recommendation to increase the public accommodations tax from 4% to 6%. Presentation was given by The Director of Economic Development and Tourism, Cassandra Vanhooser, and the Board Chairman, Captain Judy Mosler.

A 2% increase to the town of Oxford would bring in an extra \$30,000. The benefits of this are it's requiring your visitor to help pay for the services that they get. An increase in accommodations tax increases revenue without increasing taxes on your local residents. Accommodations tax is to help offset the growing cost of marketing.

There was discussion and questions about the presentation. Will vote on it at next meeting on September 24, 2024.

Oath Of Office

Commissioner Bell gave oath of office to Joshua Coder (Board of Zoning Appeals), Deborah Pulzone (Board of Zoning Appeals-Alternate), and Jennifer Stanley (Historic Commission).

Resolution To Establish Meeting Procedures

Commissioner Bell proposed a resolution, we need to conduct business in an environment where everyone feels safe, no one feels threatened, bullied or harassed. We developed proposed rules similar to those used in other jurisdictions in Maryland and around the country to ensure meetings run more smoothly and efficiently.

The Commissioners of Oxford have the authority to determine their own rules and order of business pursuant to the Charter of Oxford. 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 and to provide a reasonable opportunity for the public to be heard.

Commissioner Bell read the Commissioners rules and procedures. There was discussion about the resolution. Resolution to establish meeting procedures will be on the agenda for next meeting.

Unfinished Business

Commissioner Greer made a proposal regarding the volunteer dinner. I am proposing that the employees have a dinner, which they will do at Christmas, but that taxpayer dollars would be better spent towards something else other than a volunteer dinner. Commissioner Costigan and Commissioner Bell both agreed that the volunteer dinner is a way of showing appreciation to all the volunteers and employees. Has been well received in the past.

Commissioner Greer motioned to proceed with volunteer dinner at Doc's with a cap of \$5,000. Commissioner Costigan seconded the motion, 2 in favor and 1 against, the motion carried.

Commissioners took public comments regarding the volunteer dinner.

Chief Phillips gave comments on hiring a fourth police officer. The fourth officer position has been temporarily put on hold. It is not a decision that taken lightly. One thing that is lingering right now is LEOPS (Law Enforcement Officer Pension System). It's a part of the state retirement system that we currently have but designed for law enforcement officers. It is incredibly difficult to compete, to hire, and retain without a competitive retirement. The issue that we have is that we have made every effort to try and reach out to the state, and I'm not getting much feedback from them. We're not informed enough about what that cost is going to be. The fourth officer would mean a lot for the department and for the town. We wait until we find out what that number is going to be from LEOPS. Need assistance in making contact with LEOPS.

Commissioner Greer would like further justification on why a fourth police officer is needed.

Continued discussion about the needs of a fourth police officer continued and was agreed this issue will be put on the agenda for a future meeting.

Commissioner Bell gave a proposal on behalf of Town Planner, Marilyn Williams. The town uses Beacon Engineering to review stormwater management plans. There's no set rate for the stormwater review we get, but it's typically between \$2,500 and \$6,000, depending upon the complexity of the plan. Town Planner is recommending that the town enter into an agreement with GMB for stormwater management plan review.

Commissioner Greer motioned to move the stormwater management plan review to GMB, Commissioner Costigan seconded, moved that we move our municipal stormwater review plans to GMB. Commissioner Costigan seconded that motion, all were in favor, and the motion carried.

New Business

Town Attorney, Lyndsey Ryan, stated the Ethics Commission met last Thursday to discuss revisions to Chapter 13. They also discussed draft policies and procedures for conducting ethics meetings related to hearing complaints and advisory opinions, and a draft complaint form. Some of the revisions that they made from your current town code require more expansive requirements on prohibitions of elected and appointed officials. It also would now apply to candidates for office and employees of the town. This would require employment, and financial interest. There are prohibitions on solicitation and acceptance of gifts, post-employment limitations both for elected and appointed officials and employees if there's a financial interest or if there's a matter that the employee worked on while employed by the town. In the past, the elected and appointed officials have always been required to complete the financial disclosure. This would extend to candidates for elected office. It requires employees of the town to provide the financial disclosure. It clarifies that the Ethics Council is an advisory board, but it gives them the authority to issue an order of compliance directing a respondent to cease and desist from a particular action. They can also issue a reprimand, and a finding of any violation would be public. Confidentiality is something that you all have the discretion to decide. It establishes a three-year term limit. Just like the commissioners, that it would be rolling annually. I think one of the recommendations is establishing the commission, having three members but also include one alternate. If there's something brought against an existing member, you would always have three there to consider a member.

There were questions and discussion among Commissioners and Town Attorney about the Ethics Commission report. It was agreed to wait until the Ethics Commission was completely finished before moving forward.

Letters Received

There were three letters received. Plastic Bag Ordinance, 2 letters. Engineering Fees, 1 letter.

Commissioner Comments

Commissioner Costigan announced the OCC has its fifth annual Oxford Road Rally at 8:00 at the OCC.

Commissioner Bell mentioned the dance contest at OCC. Chief Phillips and his wife will be dancing in the contest.

Commissioner Bell stated there's another issue that drew a lot of attention during the campaign, and that was the flooding issue. The design of the project approved. I'd like to understand what the status of that is. I've asked Matt to see when GMB is available. It probably will be the commissioner's meeting after the next one.

Public Comments

Debbie Perlicki asked will we have a copy of the draft ethics? It appears that the ethics committee is gaining a lot of power or authority to do things. They should just merely be advisory to you, the commissioners.

Peter Clancy thanked commissioners for the great service.

Gordon Brown stated September 30th is the Celebrate Offered Party at Holy Trinity. All commissioners, all employees, all volunteers and committees and commissions are encouraged to attend.

Barbara Baker asked about the letters the public writes. What is the protocol for actually publishing them in minutes? Is there any protocol for actually responding to our questions?

Deborah Pulzone expressed her appreciation for the town staff. They're short-staffed, and they're doing a wonderful job.

Joan Levy would like a report on the town manager search. I think it would be helpful if people in town knew that it was something you're working on and understanding in the process.

Robert Hybert commented on PIA's. The thought is that maybe the town would publish the PIAs and the authors of the PIAs. It will eliminate duplication, and it allows the individual who has interest in the topic to seek out the individual who submitted it and what their response is to the PIA.

Future Meetings

The next commissioners' meetings will be held on September 24, 2024 and October 8, 2024.

Adjournment

Commissioner Costigan made a motion to adjourn the meeting. Commissioner Greer seconded that motion. All were in favor, the motion carried.

From: Pk Baker <pbkbaker@gmail.com>
Sent: Monday, August 26, 2024 3:27 PM
To: Vicky Sharp
Subject: Plastic Bag Ordinance

While I am well aware of the many issues with single-use plastic bags and support minimizing their use, I am opposed to this ordinance as written.

The primary reason for my opposition is that it targets just 2 businesses in our town, both of which are owned by people who have contributed much to Oxford.

One, The Scottish Highland Creamery, serves the residents but also attracts a noticeable number of visitors to Oxford. Their product does not lend itself to paper bags.

The other, The Oxford Market is an essential business for our town. Many residents rely heavily on its being there. I visit the Market regularly and think that the environmental cost of an occasional plastic bag which gets reused is offset by my not having to drive 20+ miles to Easton and back.

These are valuable businesses to our town and should be greatly encouraged not made to adapt to an ordinance that will have a minor environmental impact.

Thank you for your consideration.

Pamela K Baker
507 East Strand

Dave and Rose Donovan
203 N. Morris St.
Oxford, MD

August 27, 2024

To the Commissioners:

We are writing in support of the proposed ordinance restricting the sale of plastic bags in the town of Oxford. Plastic bags are an environmentally disastrous product that provide no advantage over multi-use paper bags or other reusable bags that vendors can supply for a trivial fee or that consumers can supply on their own. Single use plastic bags last literally forever, breaking down over time into microplastics that end up in the air, water, and soil, and ultimately in all of us. Restrictions like those proposed here have proved both effective and easy to comply with, at virtually no cost and truly trivial inconvenience.

The principal argument against the proposed ordinance appears to be "I just don't want to." If we were all living far apart and each of us had to live with the environmental consequences of our decisions, that might be a sufficient argument. But we don't. What goes in our waterways affects us all. What goes in our landfills affects us all. What goes in the air affects us all. And with respect to microplastics, it affects our children and our grandchildren and their descendants as well.

I have also heard others argue that we are such a small community that banning plastic bags here won't have that much impact overall. That, of course, is true with respect to just about everything, from run-off from our yards and farms into the Bay to air pollution. Oxford does not get a free pass on doing our part to solve problems confronting our county and our state and nation simply because we are a small community. By that logic, none of our problems would ever get solved.

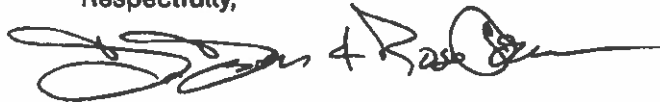
Another argument against adoption of this ordinance I have heard is that it will still allow some uses of single-use plastics (e.g., to wrap fish, meat, and poultry, prepared foods, etc.). Opposition to a solution because it does not completely solve a problem is unserious. There is no reason not to do what we can and contribute to a solution, rather than do nothing and continue to contribute to the problem. This is especially true when the proposed ordinance will impose almost zero cost on consumers and at most a trivial inconvenience, if any at all.

Finally, I have heard others argue that such an ordinance will raise enforcement issues and that the town has more serious problems to deal with. These arguments are also unserious. Nothing about adopting this ordinance will interfere with addressing any other issue that faces us. And there is zero reason to believe that any of the vendors who will

need to restrict their uses of single-use plastics would choose to disregard this ordinance if it were enacted.

That a handful of our citizens have become vocal in their opposition to this proposal is unfortunate. But the Commissioners are elected to do what they believe to be in the best interests of the town. The arguments in favor of this proposed limited ban are as powerful here as they are in every other community in which they have been enacted, and the arguments against are every bit as weak. We urge the Commissioners to enact the ordinance.

Respectfully,

A handwritten signature in black ink, appearing to read "Dave & Rose Donovan". The signature is stylized and includes a large flourish at the end.

Dave & Rose Donovan

oxfordplanner@goeaston.net

From: Will Cawley <willcawley@msn.com>
Sent: Wednesday, September 4, 2024 10:41 PM
To: katrinahgreer@icloud.com; Tom Costigan; normanbell45@gmail.com; Lyndsey Ryan
Cc: oxfordplanner@goeaston.net
Subject: Stormwater Management Charges
Attachments: Stormwater101South#1.jpg; Stormwater101South#2.jpg; Stormwater101South#3.jpg; Beaconcharges101South#1.jpg; BeaconCharges101South#2.jpg; Beaconcharges101South#3.jpg; Beaconcharges101South#4.jpg; 101SouthStRainGarden.jpg

Dear Town Commissioners,

Please see the attached invoices for our hired surveyor's billing to complete the "Stormwater Management" on 101 South St. The attachments #1,2,and 3 included the site plan work, mapping house location, stormwater drainage, and staking the foundation. Also, they prepared the Sediment & Soil report for Talbot County. The total charge was \$1,000 to complete and submit to the Town of Oxford for review and permit issuance. The \$1,000 was billed and paid by us directly.

Please see attached Beacon Engineering review charges. The attachments #1,2,3,and 4 for the Town of Oxford's hired engineering firm to review a 210' square feet "Rain Garden" to catch gutter water from the new roof. Beacon billed me for 28.5 hours for a total cost of \$3,065. That would be \$107.54 per hour. There were no substantial modifications or recommended changes to my surveyor's original Stormwater Management design.

This was the second house I built within the last year that required engineered stormwater management. Both projects resulted in us paying about one third of the total charges billed by Beacon to review the site plan. I have been building for twenty years in Talbot County and the charges coming from Oxford's review engineer are way out of line with the rest of the local towns that I have permitted in.

I would like to make a request that the town consider hiring another engineer/firm for stormwater reviewing and get back to reasonable billing for the actual work being done. I think it's safe to say that this engineer didn't study this rain garden for 28.5 hours with no changes. Please see the attached picture of the \$4,065 "Rain Garden" not including the plants and lot preparation costs. The "Rain Garden" has been completely under deep water twice since I finished building the house. In the big picture, not sure what we are trying to accomplish here when there are much bigger flooding problems in that area of town than the gutter water from a 14 square roof.

My suggestion for you to consider. I think if we could possibly shift the services to another firm temporarily that might be a cheaper, short-term fix. After that, the town could request bids from other engineering firms that do the same work while checking their pricing and references. Maybe the short-term fix performs well and there will be no need to hire another firm. In my opinion, Beacon Engineering has gotten comfortable having blank check billing with no checks and balances on their invoicing.

Thanks for your time and considering my concerns. I would appreciate your feedback.

COMMISSIONERS OF OXFORD
Regular Meeting Minutes
September 24, 2024

The Commissioners Meeting was held at 101 Market Street on September 24, 2024 at 6 pm. Meeting was called to order and the meeting opened with the Pledge of Allegiance.

Present

Attending the meeting were Commissioner Tom Costigan, Commissioner Katrina Greer, Commissioner Norman Bell, Chief Chris Phillips, Town Planner Marilyn Williams, Clerk/Treasurer Vickie Sharp, and Attorney Lyndsey Ryan. Approximately 63 people were in attendance with individuals attending virtually.

Closed Session

The Oxford Commissioners will vote to go into Closed Session following this open session on this 24th day of September 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.

Commissioners Comments/Announcements

Commissioner Greer proposed an alternative resolution for the rules of conduct. The charter states that commissioners shall provide residents a reasonable opportunity to be heard at any meeting regarding any municipal question. There are two meeting proposals, they were just published this afternoon, and one is not in the correct version. There is no way for the public to comment on what has just been posted and what has just been posted as an alternative. There is no way, without really violating the charter, for us to vote on either of these resolutions tonight. One of the resolutions provides only for public comment at the end of the meeting. This proposal does not let the public speak before voting on important legislation. Letting people talk at the end of the meeting about something that has already been voted on is useless and does not satisfy the requirement for a reasonable opportunity to be heard at the meeting. It is also dismissive of the right of citizens to participate. I have an alternative proposal, not on the website, unfortunately, which allows for public comment before an actionable item. Not every item, just the actionable ones. It permits questions to be answered at the meetings by the commissioners and, I think importantly, it codifies rules of decorum or civility. This is all in keeping with C-3-4 of the charter. Both resolutions should be posted on the town website for public inspection so the commissioners can discuss with an informed, and you guys are so engaged, citizenry. We have smart and interested people in our town and we owe them the right to inspect and comment on our legislation. We have many other important issues to deal with, so I move that the two procedures be posted on the town website that would take comments and questions and written comments and questions about them and we vote on them in our next public meeting after that discussion.

Commissioner Bell, stated that the proposed Resolution was talked about at the last meeting and have been receiving emails in support. There were minor changes to the proposed Resolution. We can delay a vote for 2 weeks or vote tonight and if there are amendments, they can be addressed.

There was lengthy discussion among Commissioners about the resolution for The Rules for Conduct.

Resolution No. 2417 To Amend the Rules for Conduct

Commissioner Bell stated to vote on the Resolution tonight have a work shop next week and if any amendments need to be made can be done in 2 weeks at the next Commissioners meeting. Commissioner Costigan motioned to approve Resolution No. 2417, **A Resolution of the Commissioners of Oxford to Amend the Rules for Conduct at Commission Meetings**, Commissioner Greer seconded but will not vote in favor, 2-1 in favor, and the motion carried.

RESOLUTION NO. 2415 - A RESOLUTION OF THE COMMISSIONERS OF OXFORD ADOPTING THE REVISED 2024 TOWN OF OXFORD EMERGENCY OPERATIONS PLAN

Town Planner Marilyn Williams proposed to adopt the revised 2024 Town of Oxford Emergency Plan. I put together a couple of emergency response teams and we came up with a checklist of action items that are needed to fully prepare the town for emergencies, for post-disaster, and pre-disaster planning. If you get an evacuation call, the fire department is the best place for congregation because of the fact some people may need medical assistance. One of the things that needs to happen is that when you do your next budget, you need to put a line item in there to address all the post-disaster preparation. The response teams need to continue their training, and emergency response teams should get training twice a year. If between all the municipalities we meet the Talbot County threshold, we can get a disaster declaration, and we can start getting the benefits of funding and other help.

Commissioner Costigan made a motion that we adopt Resolution 2415, a resolution of the Commissioners of Oxford, adopting the Revised Town of Oxford Emergency Operations Plan. Commissioner Greer Seconded the motion, all were in favor and the motion carried.

INTRODUCTION OF ORDINANCE NO. 2414 - 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.

Town Planner Marilyn Williams proposed changes to the floodplain regulations. First is the definition of a substantial improvement. Under floodplain regulations and FEMA guidelines, if the cost of the renovations, additions, repairs for a structure, equals 50% of the value of the structure, then the structure is considered a substantial improvement under FEMA guidelines, and then the structure needs to be brought into compliance with the current floodplain regulations. If you wanted to put an addition onto your house and the cost of the addition is 50% of the value of the existing home, then it becomes a substantial improvement, and the whole building has to comply with the current regulations. That may mean elevating the home, or it may just mean putting flood vents in, but either way, that's what a substantial improvement is. The current regulations have us going back and accumulating repairs and renovations all the way back to the date of July 1st, 2013. I would like to propose that we only go back five years for accumulative work that could then result in a substantial improvement. We would lose 20 CRS points by going to the five-year period versus the 2013 date, but there's enough CRS points that losing that 20 points won't matter. The other thing being proposed for revision to the code is that the code requires three elevation certificates. The flood elevation certificate is a FEMA form. It requires a land surveyor to go out and gather a bunch of information about the structure, mainly looking at confirming that it's in the flood plains, seeing where the finished floor is, where the equipment is located. It takes a surveyor a bit of time not only to gather the information, but then to go back and fill out the form. Right now, we're requiring three. One is the pre-construction. One is what we call a foundation check. Once the foundation is up, checking to make sure that it's high enough. The third one is an as-built, when everything is done. The middle one is the one that I would like to convert to only a written confirmation from a surveyor as to the height restriction. I'm proposing that we have pre-construction flood elevation certificate, written confirmation from a land surveyor, email from surveyor and a flood elevation certificate in the end for an as-built.

Commissioner Costigan made a motion to introduce Ordinance 2416, an ordinance of the town of Oxford, to amend the floodplain management ordinance and to revise the definitions that Marilyn has brought to us. Commissioner Greer seconded the motion, all were in favor, and the motion carried.

Public hearing scheduled for October 22, 2024.

Unfinished Business

Commissioner Greer made a motion to support the accommodation tax moving from 4 to 6 percent for Talbot County. Commissioner Costigan seconded the motion, all were in favor, and the motion carried.

Commissioner Greer gave an update on the Strand and the orange fence. The orange fence was put up to keep people off the dunes while the plantings were taking root. I went out with Bob Burgner, and looked at all the plantings and decided that much of the fence can be removed. There are certain sections from 501 Strand to the parking lot that will need some sort of fence to preserve it. At Tractor Supply, there is a wood fencing. We start at the Sommerlatte property to keep them off of that, and move it through the parking lot. I'm envisioning that both Public Works and maybe some volunteers could do this. We also have the need to fertilize the grasses that are on the beach, and I was hoping we could get some Osmocote, some volunteers, and fertilize those grasses. It's approximately \$900.

Commissioner Greer approved the brochure for Baker Tilly. Went live on Monday. There was a stakeholder survey that was sent out. Responses needed by October 5th.

New Business

Commissioner Bell gave a report on how letters are to be submitted for Public Comment. Commissioners of Oxford encourage public engagement, participation, and communication. Individuals may provide public comment during the public comment period at regular commissioner meetings or by submitting a letter or email to the commissioners and/or town office at least five days prior to the scheduled commissioner meeting. Letters or emails that are intended to be public comments should reference public comment. Individuals may submit emails, letters, or requests to the town office for consideration, which communications are not intended as public comment and will not be made a part of the meeting record. Communications that are received that do not reference public comment will be treated as communications that will not be referenced in the commissioners meeting or posted with the meeting. These communications will be stored at the town office as part of the town's public records and subject to review or disclosure.

Commissioner Greer requested permission to submit an accessibility grant to the Christopher Reeves Foundation. We are not in compliance on the strand for ADA accessibility. I went down to Assateague and saw these Moby mats, and we can install them and roll them out. One of the things that came out of the MDOD meeting is that they gave us the Moby mat solution, but also pointed us to the Christopher Reeves Foundation, which provides for a grant for between \$5,000 and \$25,000 to do just this.

Commissioner Greer made a motion that the town apply for the Christopher Reeves grant for the purpose of installing ADA-accessible Moby mats on the Strand Beach. Commissioner Costigan seconded that motion, all were in favor, the motion carried.

Town Planner Marilyn Williams asked for approval to hire a consultant for Building and Floodplain permits. With me leaving, there will not be a qualified person to be able to review building permits and ensure compliance with all the zoning regulations, critical areas, and floodplain regulations. I am recommending that you consider hiring a consultant to review and approve your building permits for you, because without hiring a consultant, there will be an immediate backlog. She recommended AECOM. The company could be another resource for engineering, design, and project management services.

Commissioner Greer moved to accept the AECOM contract subject to our town attorney's review for the purposes of having an outsourced permitting process. Commissioner Costigan seconded the motion, all in favor, motion carried.

Commissioner Greer stated we do not have a town engineer on staff. What many smaller municipalities do is they do just like they do with AECOM in terms of planning and permitting. We have the second part of the Steward Project coming up, and that is to elevate the roadway two feet going back to Stewart and then all the way across the parking lot. It's important that Underwood & Associates has some drawings, but we want to make sure that our town is protected by having the proper grade and crowding of that roadway so water is unobstructed out to Town Creek. We're going to look at Bayland, and we're going to vote on sending the drawings to Bayland for instruction. They gave us a rate, and it's not to exceed \$5,000. I think this is a good first step with that, and then we can identify

other engineering firms to act as our town engineer. The recommendation came to me from the DNR. We might want to investigate two firms. The FEMA house elevation is a completely other animal, and we might look at someone to administer that who's more in the AECOM field. Bayland mostly does stormwater, floodwater, hydrology, et cetera.

Commissioner Greer made a motion to send the Underwood phase S and phase Y, the parking lot raise, and the private parcel infill to Bayland for review. Commissioner Costigan seconded that motion, all in favor, the motion carried.

Letters Received

There were six letters received. Letters regarding Meeting Procedures, 1 letter. Letters regarding Meeting Rule Proposal, 1 letter. Proposed Rules For Public Comment, 1 letter. Letters regarding Oxford Revised Meeting Policy, 1 letter. Letters regarding Meeting Procedures, 1 letter. Letters regarding purpose of meeting, 1 letter.

Commissioners Comments

Commissioner Greer proposed talking about an interim town manager for the next meeting.

Commissioner Costigan made a maintenance report on behalf of Matt Ozman.

A new bubbler valve for the drinking fountain at the dugout park has been installed. There's a board there for posting notices. Wooden benches were brought back to the shop to be refurbished. Watering efforts are continuing. Thank you to all the residents who helped. There were dying trees in town park and one at the basketball court that have been removed. He wants to seek commissioners' input on what species of trees they would like to see put back. His suggestion is hybrid elms, maples, and oaks. Once we get what species we would like to purchase, I will submit price quotes. He's also put in a request for trash cans. I would like to set up a three-year plan to invest in new plastic heavy-duty trash cans and dome lids. In this three-year plan, it will cost roughly \$1,200 a year, to replace all 21 cans plus spares to keep in stock for events and replacements. I'm proposing 10 cans and 10 lids per year to completely phase out the metal barrels and lids.

Commissioner Costigan stated Matt and I went to Cambridge, and we met with their engineering team down there. They have installed something like this, (presents object as an example) only on a much larger scale. It is a waste stop. Matt is requesting that we authorize the installation of two of these. If we can install two, we'll know whether this works or not. We can have them installed next week. The cost of doing two will be \$7,000 a piece.

Commissioner Costigan made motion to approve the purchase of two Wapro check valves for installation at the end of Caroline Street and one at the tide gate on the causeway in front of the tennis courts. Commissioner Greer Seconded that motion, All were in favor, the motion carried.

Commissioner Costigan stated he received an email from Pam Baker talking about our election process, and she had some recommendations for us to consider. She made a recommendation that we meet with the election board in a workshop to see what we can do to make our election process as good as it can be. I talked with Pam about some timing on this. My suggestion would be to do this workshop on November 19th.

Commissioner Bell stated that this meeting and workshops are the only time that the board, the commissioners, have where we can do work. We can't do work in private. I am sensitive to the need of public input, but we were having a discussion. That's why I acted as quickly as I did to try to stop the content of the comments.

Public Comments

Debbie Krolicki gave commissioners a copy of the constitution. Asked Commissioners to look at Amendment No. 1. She reminded commissioners that when they became commissioners they put their hand up and made an oath to uphold the constitution. She also expressed concern over receiving policy the same day it was introduced.

Dave Donovan expressed his disagreement for the opportunity to speak at the end of the meeting, after it's been voted on. Grateful to see that what you've enacted today no longer includes the prohibition on the commissioners addressing at the meeting matters raised by the public at the end of the meeting.

Deborah Pulzone requested that a PIA be posted somewhere on a monthly basis. When rumors are being spread, she would like to be able to read the facts. Retroactive to January.

Bob Burgner expressed concern over transformers encapsulated by branches, and branches laying in transformers on West Strand Street. He is wondering if a contractor can go out to the islands to remove the logs at high tide with a barge. Therefore, we're not damaging the vegetation that's already been planted.

Bob Burgner stated Underwood did plant the islands at reasonable density, but they haven't planted any additional plants along any of the other sections of the Strand. The problem with that is we don't start out with the number of plants based on the specifications. They are supposed to be planted 18 inches on center. Does that mean that if we don't allow the contractor to take care of his responsibility, that the town is going to be responsible for maintaining 85% density?

Bev Lavoie expressed her appreciation for a workshop. Will we be able to ask questions there at that workshop? Expressed everybody wants transparency, but everybody wants to understand what's going on. Appreciates the opportunity to make comments.

Emily Knud Hanson thought the procedure about the resolution was unfair. I think you try to put a resolution together, consider all of the comments, and make a nice cohesive document that makes sense to everybody.

Russ Gray expressed concern over an email from Commissioner Greer that was not sent to everyone. Because so many of us have discussed the desire for transparency and openness, he questioned whether the approach to this meeting is out of sync with the Open Meeting Act requirements that needed to be followed.

Adjournment of Open Session

Commissioner Costigan motioned to go into closed session for the purposes of its personnel and discuss an investigative proceeding. Commissioner Greer Seconded that motion, all were in favor, motion carried.

Meeting procedures and public comments



Mail Customer Services <patchettsmith@atlanticbb.net>

To: oxfordclerk@goeaston.net; nbell@goeaston.net; kgreer@goeaston.net; tcostigan@goeaston.net



Tue 9/17/2024 3:08 PM

Common sense changes should be made to the proposed draft regarding public comments.

All residents/taxpayers should have the opportunity to speak prior to any vote on an item.

Voting by the commissioners on any agenda item should not take place until after the public is asked to comment.

If any resident/taxpayer has a question on any subject concerning the town (whether or not it is on the agenda) and the commissioners have the ability to answer, they should answer all questions.

And finally it seems undemocratic to require residents/taxpayers to pre-register to comment or to allow the President to decide who, when and how long a resident/taxpayer can speak. A reasonable time limit would be adequate and fair to all.

Thank you,

Jonna Patchett

106 Riverview Ave

September 18, 2024

To the Oxford Commissioners and Town Officials:

Rather than encourage citizens to share their thoughts on various issues, the proposed Meetings Policy includes so many rules of behavior, it will stifle participation. In a town of 700, most over the age of 60, it is an insult to have our elected officials produce such a condescending proposal better directed at first graders.

The "purpose" as stated makes me question who's in charge. Isn't it the President's job to "create an atmosphere {for those present} to see our government "attend to business efficiently, fairly and with full participation."?

It is certainly fair to have a Meeting Policy that explains the order of business and when public comments are appropriate. But to prohibit every sort of vocal response (applause seems to be banned along with cheering, booing, etc.) is an insult to the taxpayers of Oxford. These proposed rules are a knee-jerk response to the very few people who generally behave with rude remarks and a desire to hear themselves talk. They certainly have been effective.

Please distinguish between written notes to be entered into the record, and a chance to speak up at a meeting. You want to see all remarks in writing two days before? I have no idea what I might want to say at a Commissioners meeting, much less ask permission to say it. But I certainly have the right to speak about any town issue during the public comments period. A three-minute limit is reasonable, but it would be less intimidating if a microphone was put on a stand rather than require people to sit at a table.

The agenda could simply state the meeting rules at the bottom of the page. *The public is asked to withhold comments or questions as town business is conducted. Disruptive behavior will not be tolerated, including verbal and physical unwarranted interruptions, and a refusal to abide by rules of public participation and common courtesy. The Commissioners reserve the right to unanimously require an offender to leave.*

It is unreasonable to discourage public participation when there are so few opportunities for the public to address their fellow citizens and town officials. If the Commission cannot run a civil, organized meeting to serve the citizens of Oxford, please find someone who can.

Respectfully,

Emilie Knud-Hansen

215 Bonfield Ave, Oxford

104 E Strand POB 31
Oxford, MD 21654
(202) 236-9040

September 5, 2024

Commissioners of the Town of Oxford
Norm Bell, President
Tom Costigan, Commissioner
Katrina Greer, Commissioner

Commissioners,

Thank you for your attention to the importance of allowing public participation in Oxford Commissioners meetings, as noted by the issuance of proposed rules for public comment. While I am now a resident and registered voter in Oxford, I grew up in New England, where many decisions about local governance are made in town meetings in which residents actively deliberate policies and budget proposals, and town officials listen and answer questions. New England's town meetings have been described as the "purest form of democracy." I spent many hours growing up listening to my neighbors and our elected officials engage in mostly civilized – but sometimes highly contentious – debates over the direction of the town at these meetings. I am not suggesting that the Town of Oxford adopt a town meeting format for its Commission proceedings, but the town in all its commissions should encourage public comment and allow for elected and appointed officials and town staff to respond immediately when possible to residents' questions and concerns.

The public comment proposal issued this week includes a number of provisions that appear intended to limit public discourse, rather than encourage it, and I would suggest that the new procedures begin with a preamble that public comments are welcome (see example of [Takoma Park City Council website](https://takomaparkmd.gov/government/city-council/meetings-and-documents/current-and-past-agendas/public-comments-at-city-council-meetings/)¹, screenshot below). Listening and responding to constituents' concerns is an essential part of a government official's job, and therefore the public comment period of a public meeting is as important as the other items on the Commission's agenda. In no way should you distinguish the conduct of regular business from the solicitation of public input when describing the Commission's mission

¹ <https://takomaparkmd.gov/government/city-council/meetings-and-documents/current-and-past-agendas/public-comments-at-city-council-meetings/>

“to do the work of the people.” I suggest removing any references to “the work of the people” from this document.

I would also urge you to allow staff and elected officials to respond to residents’ comments immediately when possible. The public interest is not well-served if you allow easily answered questions, as many residents ask at Oxford meetings, to go unanswered. I suggest deleting the bullet related to questions and answers.

The Commission’s proposal for public comment at your meetings also contains some provisions that seem contrary both to the town’s Charter and to court rulings concerning citizens’ First Amendment rights at public meetings. The Charter states 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.*” The proposed process for public comment states that “comments must be related to relevant public business,” which is contrary to the Charter language. Furthermore, public comment periods at government meetings are considered “designated public forums” in which the government should not make content-based restrictions on First Amendment speech. This does not preclude you from preventing disruptive conduct or setting time limits for speakers, but the Commission should not limit the topics on which a speaker provides comments. I suggest deleting any requirement that Oxford residents must only speak on matters “related to relevant public business”.

The proposal includes the possibility of requiring residents to pre-register and limit the total time for comments. Both of these provisions should be deleted. Regarding pre-registering, residents in the audience who develop questions or concerns about current business before the Commission *during* the meeting should not be prohibited from speaking during the public comment period, which pre-registering would do. This is especially important if you prevent any back-and-forth with residents for clarification during the business meeting. An overall time limit for public comment would in effect disenfranchise some residents from providing comments if there are matters before the Commission that generate significant public interest.

If the Commission decides to adopt a time limit for public comment, I suggest that the town invest in a timer designed for public meetings that is visible to the Commission, the speaker, and the audience. This timer would ideally have red, green and yellow lights to alert the Commissioners and speaker when the time limit has expired. A small timer for a

podium is around \$200, although timers with larger digital faces may be more expensive.² The meeting chair should be the enforcer of any time limits. Your final procedure should note that if residents need more than the time limit to express their views, they should provide their comments in writing.

Finally, rules for public comment must be applied evenhandedly. The last clause of the proposal (“Obey the direction of the President as to when and how long you may speak”) is unnecessary if the new rules describe when the public comment period occurs in the meetings, how speakers queue up to provide comments, and how long they can speak. I urge you to drop this clause.

Thank you for your consideration of these suggested edits.

Sincerely,



Karen G. Wayland, Ph.D.
karen@kwenergystrat.com
(202) 236-9040



² https://www.bhphotovideo.com/c/buy/presentation-timers-displays/ci/20585/N/4034387043?gad_source=1&gclid=CjwKCAjwxY-3BhAuEiwAu7Y6szoxceTtCJH2j8ZKSF8bnQe3aoMHUdHvwywLix01Bg4u8FGDfEcixoCnAAQAvD_BwE



Barbara Paca, Ph.D., O.B.E.
101 and 103 Mill Street
Oxford 21654

15 September, 2024

Oxford Commissioner President Norm Bell
cc: Lindsay Ryan, Esq, Commissioner Katrina Greer and Tom Costigan
Oxford Town Office
Oxford, Maryland 21654
(410) 226-5122
townoffice@goeaston.net
oxfordclerktreasurer@goeaston.net
lryan@bbcmlaw.com
katrinahgreer@icloud.com
dc2ox4d@verizon.net
norbell45@gmail.com

OXFORD REVISED MEETINGS POLICY

Dear Commissioners,

I live in a quaint town in the United States. Or at least so I thought, until I received new guidelines re. (poorly written) revised protocol for Oxford Commissioner Meetings.

Is there a new unwritten prerequisite requiring staff to write directives to try to further swindle the population responsible for paying their salaries out of basic truths and the fundamental American right of requesting so when they are merely requesting transparency?

These bizarre amendments are not only counterproductive, they are un-American!

With All Good Wishes, Yours Sincerely,

Barbarapaca.

Dr. Barbara Paca, O.B.E.

N.B.: For some reason, members of Oxford staff appear to be unable to respond to letters with even the most basic courtesy of a "received" or "noted." Perhaps one is unfamiliar with etiquette/professional practice, therefore I must insist that this letter be made a part of the Town Minutes at the next meeting. Kindly confirm receipt and state your intention as to whether or not this commission plans to follow professional protocol re. documenting letters written by concerned citizens.

David R. Poe
301 N. Morris Street
P.O. Box 163
Oxford, Maryland 21654

September 19, 2024

Commissioners of Oxford
PO Box 339
Oxford, MD 21654-0339

RE: Comments On Proposed Meeting Procedures Circulated at the
Commissioners' Meeting of September 10, 2024

Dear Commissioners:

The following represent my comments as an individual to the proposed Meeting Procedures that were circulated at the last Commissioners' meeting on September 10, 2024.

First, the fundamental approach of having meetings of the Commissioners being driven by an agenda published ahead of time is sound and consistent with the Maryland Public Information Act. There should be an established cut-off date by which agenda items may be proposed so that the agenda may be made available to the public by posting/publication. This procedure will allow all interested citizens to be aware of items coming before the Commissioners for decision, and to express their views to the Commissioners before the meeting during which the items are to be considered. Of course, there needs to be provision for the Commissioners to consider items on an emergency basis, without prior publication, but that should be only if exceptional, unforeseeable circumstances require it.

The preferred method by which citizens should pose their questions and/or state their concerns regarding Town government should be in written form, either in written documents or emails, addressed to all Commissioners. Again, this is consistent with the Maryland Public Information Act. Of course, the Commissioners have the discretion to schedule meetings for the purpose of receiving public oral comment, or to allow a portion of any regular Commissioner meeting to be devoted to receiving such public comment. However, the proposed Meeting Procedures have it essentially right that the regularly scheduled Commissioner meetings should be mostly for the open process of Town government to operate: i.e. to receive information relevant to the needs of the

Town, to consider solutions to the issues presented and to make decisions in the Town's best interests.

Third, reasonable restrictions on personal conduct of members of the public attending meetings of the Commissioners are not only appropriate but necessary. There are dozens if not hundreds of meetings, at all levels of government within Maryland, in which the public is permitted if not encouraged to attend, and most of them have rules of public conduct. Some are judicial, such as the various courts, some are legislative and some are administrative. But all require that public participation and dialogue not be disruptive. In all that I am aware of, the presiding officer has the authority to rule on the orderly conduct of individuals and exclude from further participation those whose conduct is determined to infringe on the rights of others in attendance. Without commenting on the specifics of the public conduct provisions of the proposed Meeting Procedures, I wholeheartedly support the concept.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David R. Poe". The signature is fluid and cursive, with a large initial "D" and "P".

David R. Poe

Members of the Commission:

Comments on the PURPOSE OF THE COMMISSIONER'S MEETING:

- #1. Is this document an Ordinance; a Resolution; a Policy?
- #2. As to the stated purpose of the proposed changes-the regulations concerning the Personal Video/Audio Taping are reasonable.
- #3. The suggested Decorum at the Meeting are acceptable EXCEPT the last statement.

In America, citizens obey the law-not individuals.

PUBLIC COMMENT section would appear to be inconsistent with the Town Charter:

- a. Section C3-4 "the rules of the Commissioners shall provide that the residents of the Town shall have a reasonable opportunity to be heard at any meeting in regard to ANY municipal question."
- b. All citizens should use a standing microphone located in the aisle of the meeting room. All citizens-both in person and streaming- will have a better opportunity to hear the comments.
- c. The statement should be limited to 3 minutes to move the meeting forward in a timely fashion.

Town Charter (Section C3-4)

The only power/responsibility of the elected President is to "preside over the Commission meeting":

Therefore, the President should exercise this responsibility by ensuring the meeting progresses in a timely fashion.

Dorothy Fenwick
Sept. 18, 2024

I present these facts in the hope that they will be considered during any considerations of the future of Oxford.

In 2010, the town of Oxford had a population of 652 taxpayers, 3 Commissioners, 2 staff members in the Town Hall, 2 policemen and 4 maintenance men and 0% population growth. A water bill for a 2-person household was \$89.00 a quarter.

In 2015, the Oxford population was 618 with -0.64% population growth.

In 2020, the Oxford population was 608 with a 0% population growth.

On September 1, 2024, the town of Oxford had a population of 597 taxpayers, 3 Commissioners, 4 staff members (3 on payroll, one slot in process of recruitment) in the Town Hall, 3 policeman and 5 maintenance men with a projected -0.05% population growth. A water bill for a 2-person household is \$318.00 a quarter.

In 2029, the projected population will be 584 taxpayers with a projected -0.34% growth rate.

Given the continuing decline in population-estimated at 1.6% annually - perhaps it is an opportune time to consider the current spending/hiring patterns of the Oxford administration.

Dorothy Fenwick, PhD; 211 Tred Avon; taxpayer since 1987

Statistics based on latest US Census estimates (released May 2024). The last official US Census in 2020 recorded the population at 608. *

2010	652 taxpayers	0% growth
2015	618 taxpayers	-0.64%
2020	608 taxpayers	0%
2024	597 taxpayers	-0.03%
2029	584 taxpayers	-0.34% (projected)

Additional data from the World Population Review ([.com/us-cities/maryland/oxford](https://www.worldpopulationreview.com/us-cities/maryland/oxford))



Oxford PD – Commissioner’s Report (11/08/24 –12/09/24)

- 11/13 – NOAA Active Shooter live training portion canceled.
OPD Attended classroom training/discussion
- 11/19 – Burglary of Market
 - Investigation Resulted in:
 - 3 Warrants Issued
 - (2 x Arrest)
 - (1 x DNA)
 - Arrest of Suspect. Found by EPD.
 - EPD Served DNA warrant.
- 11/28 – OPD worked Thanksgiving Day
- 12/7 – OPD Attended Tree Lighting
- 12/8 – OPD Attended Breakfast w/ Santa



Oxford Police Department
101 Market Street
P.O. Box 339
Oxford, Maryland 21654
“Maryland’s First Port”

STAT SHEET: OXFORD PD
 REPORTING PERIOD: 11/8/24 - 12/9/24

REPORTS:	RP	YTD
Accident	0	1
Animal	0	3
Assault	0	2
Domestic	0	0
Property	0	8
Fraud	0	4
Harassment	0	3
Misc./Other	1	13
Suspicious	0	5
Theft	0	3
<u>Total</u>	1	42

ARRESTS:	RP	YTD
Warrant Service	1	7
Warrant Issued	3	3
Summons Service	0	0
Juvenile	0	0
Emergency Petition	0	0
On-view	0	0
<u>Total</u>	4	10

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

CALLS:	RP	YTD
Alarm	1	17
Animal	2	19
Court off Duty	0	3
Welfare Check	0	4
Property	0	14
Harrassment	0	4
Misc./Other	19	325
MVC	0	3
Noise	0	4
Parking	2	17
Suspicious	0	35
Traffic	0	11
Trespass	0	9
Argument	0	0
911 Hang Up	0	0
Assists	2	45
<u>Total</u>	26	510

COMMUNITY:	RP	YTD
Property Checks	113	2299
Special Events	3	20
Foot Patrol	9	197
Bike Patrol	0	6
<u>Total</u>	125	2522

OTHER ENFORCEMENT:	RP	YTD
Parking Tickets	0	31
Traffic Stops	4	251
Traffic Warnings	3	258
Traffic Citations	1	31
Vehicle Search	0	1
Civil/Criminal Citations	0	5
Field Interview	0	5
<u>Total</u>	8	582



Oxford Police Department
101 Market Street
P.O. Box 339
Oxford, Maryland 21654
"Maryland's First Port"

STAT SHEET: TSO
 REPORTING PERIOD: 11/8/24 - 12/9/24

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

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

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

CALLS:	RP	YTD
Alarm	0	8
Animal	0	3
Court off Duty	0	0
Welfare Check	0	2
Property	0	1
Harrassment	0	1
Misc./Other	3	22
MVC	0	1
Noise	0	2
Parking	0	0
Suspicious	0	5
Traffic	1	3
Trespass	0	0
Argument	0	1
911 Hang Up	0	0
Assists	1	3
<u>Total</u>	5	52

COMMUNITY:	RP	YTD
Property Checks	19	206
Special Events	2	8
Foot Patrol	0	0
Bike Patrol	0	0
<u>Total</u>	21	214

OTHER ENFORCEMENT:	RP	YTD
Parking Tickets	0	0
Traffic Stops	2	6
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	6

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

Maintenance Report

12/17/2024

1. Most of the orange fencing has come down at the strand so to windstorms and sun damage. We have a new snow fence style fencing that will go up in sections around the perimeter of the vegetation plantings.
2. After the last 4ft tide Public Works is happy to report all the new tide gates are working properly and as designed. We saw a significant improvement in the area of Caroline and Oxford Road, not having flood water on the sidewalk, it was all kept to the Town Creek side. The Causeway shows significant improvement with no flood waters reaching into the bio retention areas by a way of backflow.
3. Public Works has sent the Large International Dump to P&M Hydraulics to repair oil leaks on the dump bed.
4. Livingston Environmental was in and assisted the Town in camera stormwater outfall lines. This needs to be done as a preventive maintenance.
5. Mr. Rooter was in on December the 10th and Repairs one sewer service line.
6. Public Works has been around cleaning out ditches and stormwater boxes around town.
7. Christmas lights have been installed.
8. Public Works has taken measurements and is working with a glass company to replace the glass in all the light post in town park.
9. All water meters have been marked out with blue paint for winter.
10. Pump Station wet well cleaning has been completed per yearly preventive maintenance program.

Respectively submitted by:

Matthew Ozman

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	1,111,488.29	1,060,475.00	51,013.29	104.81%
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	1,011,530.86	956,225.00	55,305.86	105.78%
42000 · Intergovernmental Revenues				
42100 · Accomodations Tax	19,758.25	65,000.00	(45,241.75)	30.4%
42200 · Amusement Tax	0.00	200.00	(200.00)	0.0%
42300 · Local Income Tax	67,519.07	300,000.00	(232,480.93)	22.51%
42400 · Highway User Revenue	8,541.90	85,437.75	(76,895.85)	10.0%
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	95,819.22	453,637.75	(357,818.53)	21.12%
43000 · Licenses and Permits				
43100 · Animal Registration	0.00	0.00	0.00	0.0%
43300 · Building Permits	7,591.60	28,000.00	(20,408.40)	27.11%
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	12,791.60	38,770.00	(25,978.40)	32.99%
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	12,068.16	24,136.32	(12,068.16)	50.0%
45302 · MEWS Rent	6,000.00	12,000.00	(6,000.00)	50.0%
45303 · USPS Rent	9,499.98	18,999.96	(9,499.98)	50.0%
45304 · BayVanguard Bank - Rent	4,200.00	8,400.00	(4,200.00)	50.0%
45305 · Tred Avon Yacht Club	0.00	26,463.72	(26,463.72)	0.0%
45306 · Farm Land Rent	1,792.00	0.00	1,792.00	100.0%
45300 · Land/Property Leases - Other	0.00	0.00	0.00	0.0%
Total 45300 · Land/Property Leases	33,560.14	90,000.00	(56,439.86)	37.29%
45400 · Town House Rental	900.00	3,500.00	(2,600.00)	25.71%

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Total 45000 · Revenues from Properties	58,071.14	120,000.00	(61,928.86)	48.39%
46000 · Miscellaneous Revenues				
46853 · Water Well #2 Repairs	33,521.11	0.00	33,521.11	100.0%
46200 · Hanks Christmas Tree Fund	121.16	2,000.00	(1,878.84)	6.06%
46250 · Artist Group	0.58	0.00	0.58	100.0%
46350 · R Gordon Graves Scholarship	500.00	0.00	500.00	100.0%
46400 · Police Fines and Tickets	1,200.00	2,500.00	(1,300.00)	48.0%
46450 · Police Donations	1,000.00	0.00	1,000.00	100.0%
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	102,511.29	170,000.00	(67,488.71)	60.3%
Total 46000 · Miscellaneous Revenues	140,529.24	174,500.00	(33,970.76)	80.53%
47000 · Enterprise Services				
47100 · Water Service				
47110 · Water Service Charge	103,211.00	365,800.00	(262,589.00)	28.22%
47130 · Connection Fees	0.00	1,500.00	(1,500.00)	0.0%
Total 47100 · Water Service	103,211.00	367,300.00	(264,089.00)	28.1%
47500 · Wastewater Services				
47510 · Wastewater Service Charge	159,090.96	550,700.00	(391,609.04)	28.89%
47530 · Connection Fees	0.00	1,500.00	(1,500.00)	0.0%
47540 · Bay Restoration Admin Fee	0.00	0.00	0.00	0.0%
47550 · BRF O&M Grant	30,000.00	25,000.00	5,000.00	120.0%
Total 47500 · Wastewater Services	189,090.96	577,200.00	(388,109.04)	32.76%
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	392,605.96	1,045,600.00	(652,994.04)	37.55%
48000 · Bay Restoration Fund	8,817.45	35,500.00	(26,682.55)	24.84%
48150 · Excess Lease Revenue	0.00	0.00	0.00	0.0%
73200 · MEWS	0.00	0.00	0.00	0.0%
Total Income	1,721,757.47	3,452,900.75	(1,731,143.28)	49.86%
Gross Profit	1,721,757.47	3,452,900.75	(1,731,143.28)	49.86%
Expense				
50000 · Legislation				
50100 · Commissioners Salary	2,250.00	9,000.00	(6,750.00)	25.0%
50200 · Commissioners Training/Expenses	884.39	9,000.00	(8,115.61)	9.83%
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	3,134.39	20,500.00	(17,365.61)	15.29%
51000 · Financial Administration				
51050 · Accounting & Auditing	5,750.00	40,000.00	(34,250.00)	14.38%
51100 · Administrative Salaries	86,530.92	200,000.00	(113,469.08)	43.27%

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
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	134.10	0.00	134.10	100.0%
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	2,188.01	5,500.00	(3,311.99)	39.78%
51300 · Education and Training	0.00	3,000.00	(3,000.00)	0.0%
51350 · Electricity	3,375.95	8,500.00	(5,124.05)	39.72%
51450 · Legal Fees	32,457.62	65,000.00	(32,542.38)	49.94%
51451 · Telephone	3,299.07	7,500.00	(4,200.93)	43.99%
51452 · Internet	615.00	1,500.00	(885.00)	41.0%
51500 · Memberships & Dues	1,295.20	5,000.00	(3,704.80)	25.9%
51550 · Office Supplies & Expenses	1,783.88	6,000.00	(4,216.12)	29.73%
51600 · Postage	1,574.90	3,200.00	(1,625.10)	49.22%
51650 · Planning & Zoning Admin	3,036.63	16,000.00	(12,963.37)	18.98%
51660 · Search Firm - Town Manager	27,705.00	0.00	27,705.00	100.0%
51700 · Miscellaneous - Financial Admin	3,100.00	2,500.00	600.00	124.0%
86000 · Administration Capital	0.00	0.00	0.00	0.0%
Total 51000 · Financial Administration	182,028.35	374,700.00	(192,671.65)	48.58%
52000 · Government Properties				
52100 · Municipal Bldg Main and Repair				
52110 · Bldg Main and Repair Salaries	2,146.32	4,500.00	(2,353.68)	47.7%
52100 · Municipal Bldg Main and Repair - Other	10,558.23	25,000.00	(14,441.77)	42.23%
Total 52100 · Municipal Bldg Main and Repair	12,704.55	29,500.00	(16,795.45)	43.07%
52200 · Town Houses Main and Repair				
52220 · Town House Electric #B	685.51	0.00	685.51	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	4,581.26	5,000.00	(418.74)	91.63%
52300 · Customs House Main & Repair	231.19	1,500.00	(1,268.81)	15.41%
52320 · Tilghman Street Property	2,210.00	2,100.00	110.00	105.24%
52350 · Post Office	1,156.26	5,500.00	(4,343.74)	21.02%
52400 · MEWS	11.26	5,000.00	(4,988.74)	0.23%
83000 · Municipal Building Capital	0.00	20,000.00	(20,000.00)	0.0%
Total 52000 · Government Properties	20,894.52	68,600.00	(47,705.48)	30.46%
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	15,000.00	15,000.00	0.00	100.0%
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%

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
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	4,000.00	5,000.00	(1,000.00)	80.0%
55520 · Fireworks	0.00	15,000.00	(15,000.00)	0.0%
Total 52560 · Contributions	23,000.00	46,000.00	(23,000.00)	50.0%
52570 · Oxford Business Association	5,927.48	18,600.00	(12,672.52)	31.87%
52580 · Government Other Miscellaneous	0.00	0.00	0.00	0.0%
Total 52500 · General Government Other	28,997.48	70,700.00	(41,702.52)	41.02%
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	20,884.00	18,000.00	2,884.00	116.02%
52640 · Unemployment	160.00	320.00	(160.00)	50.0%
52655 · Employee Benefits				
52656 · Employee Billing Assistance	0.00	0.00	0.00	0.0%
52655 · Employee Benefits - Other	173,805.69	275,500.00	(101,694.31)	63.09%
Total 52655 · Employee Benefits	173,805.69	275,500.00	(101,694.31)	63.09%
52660 · Payroll Expenses	35,379.42	80,000.00	(44,620.58)	44.22%
Total 52600 · Government Shared Expenses	274,850.11	418,320.00	(143,469.89)	65.7%
53000 · Public Safety				
53100 · Police Department				
53150 · Police Salaries	118,363.71	346,000.00	(227,636.29)	34.21%
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	276.05	7,000.00	(6,723.95)	3.94%
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	1,026.53	4,000.00	(2,973.47)	25.66%
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	4,572.04	17,300.00	(12,727.96)	26.43%
53600 · Office Supplies	3,547.92	5,000.00	(1,452.08)	70.96%
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	129,048.32	464,200.00	(335,151.68)	27.8%
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	131,768.32	499,200.00	(367,431.68)	26.4%
54000 · Public Works				
54100 · Operational Cost				
54110 · Shop - Salaries	29,635.86	60,000.00	(30,364.14)	49.39%
54130 · Shop - Telephone and Internet	6,251.07	15,000.00	(8,748.93)	41.67%

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
54140 · Shop - Uniforms	7,688.69	20,650.00	(12,961.31)	37.23%
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	3,281.25	4,000.00	(718.75)	82.03%
54170 · Education and Training	1,262.07	1,000.00	262.07	126.21%
54180 · Vehicle Operations	7,620.09	23,000.00	(15,379.91)	33.13%
54190 · Vehicle Main and Repairs	5,072.27	18,000.00	(12,927.73)	28.18%
85000 · Public Works Capital	0.00	55,000.00	(55,000.00)	0.0%
Total 54100 · Operational Cost	61,580.59	200,650.00	(139,069.41)	30.69%
54200 · Roads Department				
54210 · Streets - Salaries	12,627.07	35,000.00	(22,372.93)	36.08%
54220 · Streets - Main/Repairs	944.33	16,000.00	(15,055.67)	5.9%
54230 · Streets - Lighting	19,183.39	45,000.00	(25,816.61)	42.63%
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	32,754.79	130,100.00	(97,345.21)	25.18%
54300 · Trash Collection				
54310 · Trash Collection Salaries	18,673.87	30,000.00	(11,326.13)	62.25%
54330 · Trash Pick up - Contractors	30,788.87	80,000.00	(49,211.13)	38.49%
Total 54300 · Trash Collection	49,462.74	110,000.00	(60,537.26)	44.97%
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%
Total 54400 · Miscellaneous Public Works	1,483.76	7,500.00	(6,016.24)	19.78%
Total 54000 · Public Works	145,281.88	448,250.00	(302,968.12)	32.41%
55000 · Parks and Recreation				
55100 · Parks/Mowing - Salaries	21,552.26	65,000.00	(43,447.74)	33.16%
55200 · Parks/Mowing - Main & Repair	2,364.55	5,000.00	(2,635.45)	47.29%
55300 · Parks and Recreation Electric	1,470.22	3,000.00	(1,529.78)	49.01%
55400 · Docks/Shoreline - Main & Repair	338.38	3,000.00	(2,661.62)	11.28%
55500 · Parks & Recreation Expenses	15,717.26	40,000.00	(24,282.74)	39.29%
55600 · Parks and Recreation Committee	193.03	500.00	(306.97)	38.61%
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	41,635.70	206,500.00	(164,864.30)	20.16%
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%

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
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	23,017.34	60,000.00	(36,982.66)	38.36%
57210 · Electricity	15,225.50	30,000.00	(14,774.50)	50.75%
57220 · Utilities	200.05	500.00	(299.95)	40.01%
57225 · Chemicals	2,062.00	4,000.00	(1,938.00)	51.55%
57230 · Lab Expenses	1,100.00	3,000.00	(1,900.00)	36.67%
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	98,315.10	119,750.00	(21,434.90)	82.1%
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	2,456.25	8,000.00	(5,543.75)	30.7%
57540 · Depreciation	0.00	0.00	0.00	0.0%
57560 · Interest on Debt	14,361.85	48,000.00	(33,638.15)	29.92%
Total 57500 · Wastewater System Admin Cost	21,970.54	106,000.00	(84,029.46)	20.73%
57600 · Wastewater System Operations				
57601 · Wastewater Salaries	26,790.45	60,000.00	(33,209.55)	44.65%
57610 · Electricity	508.99	80,000.00	(79,491.01)	0.64%
57620 · Utilities	2,741.82	5,000.00	(2,258.18)	54.84%
57625 · Chemicals	10,421.49	25,000.00	(14,578.51)	41.69%
57630 · Lab Expenses	5,265.45	10,000.00	(4,734.55)	52.66%
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	26,641.68	20,000.00	6,641.68	133.21%
57690 · Wastewater Expenses - Other	3,473.89	0.00	3,473.89	100.0%
Total 57600 · Wastewater System Operations	84,315.07	215,000.00	(130,684.93)	39.22%
57700 · Stormwater/Shoreline SMSP				
57710 · Stormwater Salaries	38,171.79	60,000.00	(21,828.21)	63.62%
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	6,905.16	20,000.00	(13,094.84)	34.53%
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	8,180.90	20,000.00	(11,819.10)	40.91%
81500 · SMSP Improvement Capital	0.00	824,155.00	(824,155.00)	0.0%
Total 57700 · Stormwater/Shoreline SMSP	55,837.67	964,155.00	(908,317.33)	5.79%
Total 57000 · Enterprise Fund Expenditures	277,193.35	1,454,905.00	(1,177,711.65)	19.05%
58000 · Bay Restoration				
58100 · Bay Restoration Payment	8,296.30	34,800.00	(26,503.70)	23.84%

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
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	1,158,649.32	3,596,475.00	(2,437,825.68)	32.22%
Net Ordinary Income	563,108.15	(143,574.25)	706,682.40	(392.21%)
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%
Net Income	563,108.15	(143,574.25)	706,682.40	(392.21%)

TOWN OF OXFORD
Check Detail
November 2024

Num	Date	Name	Memo	Account	Paid Amount
25590	11/06/2024	Allsafe Elevator Inspections LLC	Annual Inspection	11302 - BayVanguard 302 General Acct	
AS48960	07/26/2024		annual inspect	52100 - Municipal Bldg Main and Repair	-390.99
TOTAL					-390.99
25591	11/06/2024	APG Media of Chesapeake LLC	Zoning Appeals	11302 - BayVanguard 302 General Acct	
3065320	10/30/2024		Zoning Appeals - Peseski - 512 E. Strand (HOD) 51151	Appeals Board	-140.00
TOTAL					-140.00
25592	11/06/2024	Booth, Cropper and Marriner		11302 - BayVanguard 302 General Acct	
38376	09/30/2024		General Matters	51450 - Legal Fees	-5,796.00
38477	10/31/2024		Water Meter Project	12272 - USDA Water System Upgrade	-126.00
38476	10/31/2024		FEMA House Raising	56100 - FEMA House Raising	-399.00
38475	10/31/2024		General Matters	51450 - Legal Fees	-6,273.00
38377	10/31/2024		Water Meter Project	12272 - USDA Water System Upgrade	-105.00
TOTAL					-12,699.00
25593	11/06/2024	Core & Main LP		11302 - BayVanguard 302 General Acct	
V726639	10/24/2024		Receiver Cable	57250 - Materials, Tools and Equipment	-350.00
V905407	10/30/2024		Neptune meter/lock pins/coder	57250 - Materials, Tools and Equipment	-1,394.72
TOTAL					-1,744.72
25594	11/06/2024	Dover Plumbing Supply Co	800055	11302 - BayVanguard 302 General Acct	
184405	10/23/2024		Powerseal wrap around clamp	57260 - Maintenance & Repairs	-489.51
TOTAL					-489.51
25595	11/06/2024	Farmington Transfer Station		11302 - BayVanguard 302 General Acct	
4355-000004153	10/31/2024		10/17 1.80	54330 - Trash Pick up - Contractors	-176.40
			10/24 1.79	54330 - Trash Pick up - Contractors	-175.42
			10/31 1.82	54330 - Trash Pick up - Contractors	-178.36
TOTAL					-530.18
25596	11/06/2024	Katherine Lenesi		11302 - BayVanguard 302 General Acct	
WE 10/29/2024	11/06/2024		Remote Work Oct 23-29, 2024	51100 - Administrative Salaries	-40.00
WE 11/5/2024	11/06/2024		Remote Work Oct 30 - Nov 5, 2024	51100 - Administrative Salaries	-250.00
TOTAL					-290.00
25597	11/06/2024	Lowe's Companies, Inc.		11302 - BayVanguard 302 General Acct	
Statement Oct24	10/25/2024		Inv#97439 Gate Latch for Dog park fence	55500 - Parks & Recreation Expenses	-21.24
			Inv#976379 Clear Cauld	57730 - Stormwater Main & Repair	-16.12
			Inv## 994249 Rubber Sealant/Patching Trowel	57730 - Stormwater Main & Repair	-32.45
TOTAL					-69.81
25598	11/06/2024	McMaster-Carr		11302 - BayVanguard 302 General Acct	
31072585	08/01/2024		NPW System Repairs	57680 - Maintenance & Repairs	-190.03
TOTAL					-190.03
25599	11/06/2024	NAPA Auto Parts		11302 - BayVanguard 302 General Acct	
542641	10/25/2024		Hose/case of coolant	54190 - Vehicle Main and Repairs	-176.86
TOTAL					-176.86
25600	11/06/2024	Parkson Corporation		11302 - BayVanguard 302 General Acct	
AR1/51038270	07/01/2024		Hoses/Filters	57635 - Materials, Tools and Equipment	-1,546.30
TOTAL					-1,546.30
25601	11/06/2024	Pitney Bowes Purchase Power	350338	11302 - BayVanguard 302 General Acct	

TOWN OF OXFORD
Check Detail
November 2024

Num	Date	Name	Memo	Account	Paid Amount
Statement Oct24	10/25/2024		October postage refill	51600 Postage	-401.00
TOTAL					-401.00
25602	11/06/2024	Response Computer Group Inc.		11302 - BayVanguard 302 General Acct	
00229844	11/01/2024		support	57120 Administrative Expenses	-25.00
			support	57520 Administrative Expenses	-25.00
TOTAL					-50.00
25603	11/06/2024	Ronald Hayman	5:30pm to 8:00pm - Halloween	11302 - BayVanguard 302 General Acct	
Halloween 2024	10/31/2024		5:30pm to 8:00pm - Halloween	55500 Parks & Recreation Expenses	-50.00
TOTAL					-50.00
25604	11/06/2024	Scottish Highland Creamery.	93 Cups	11302 - BayVanguard 302 General Acct	
L Willoughby Retirem	10/31/2024		Ice Cream for Lisa Willoughby Retirement Par	52655 Employee Benefits	-491.75
TOTAL					-491.75
25605	11/06/2024	UHY, LLP	Progress Billing 1 - FY24 Audit	11302 - BayVanguard 302 General Acct	
550443844	07/01/2024		Progress Billing 1 - FY24 Audit	51050 Accounting & Auditing	-3,000.00
TOTAL					-3,000.00
25606	11/06/2024	UniFirst Corporation	Uniforms	11302 - BayVanguard 302 General Acct	
1430152524	10/30/2024		PW Uniforms	54140 Shop - Uniforms	-254.91
TOTAL					-254.91
25607	11/06/2024	USA Blue Book	Waste Water Testing	11302 - BayVanguard 302 General Acct	
518785	11/21/2024		Wastewater Testing	57830 Lab Expenses	-864.39
TOTAL					-864.39
25608	11/06/2024	Verizon Wireless Office		11302 - BayVanguard 302 General Acct	
9977063356	10/23/2024		office phones	51451 Telephone	-156.20
			vehicles	53500 Utilities	-120.03
TOTAL					-276.23
25609	11/13/2024	Aflac	PN296-933459	11302 - BayVanguard 302 General Acct	
999770	11/07/2024		M. Bell	21000 Payroll Liabilities	-137.86
TOTAL					-137.86
25610	11/13/2024	Bob Jackson Landscapes, Inc.		11302 - BayVanguard 302 General Acct	
86886	11/07/2024		October Horticultural Visit and Spring Mulch	55200 Parks/Mowing - Main & Repair	-281.25
TOTAL					-281.25
25611	11/13/2024	Crystal Springs		11302 - BayVanguard 302 General Acct	
23190374 110224	11/02/2024		water	54185 Shop - Miscellaneous	-55.49
			water	51550 Office Supplies & Expenses	-44.99
TOTAL					-100.48
25612	11/13/2024	Katherine Leneski	Remote Work Nov 6-12, 2024	11302 - BayVanguard 302 General Acct	
WE 11/12/2024	11/12/2024		Remote Work Nov 6-12, 2024	51100 Administrative Salaries	-250.00
TOTAL					-250.00
25613	11/13/2024	Marilyn Williams	Consultant Work Nov 6-12, 2024	11302 - BayVanguard 302 General Acct	
WE 11/12/2024	11/12/2024		Consultant Work Nov 6-12, 2024	51100 Administrative Salaries	-200.00
TOTAL					-200.00

TOWN OF OXFORD
Check Detail
November 2024

Num	Date	Name	Memo	Account	Paid Amount
25614	11/13/2024	Middle Department Inspection Agency		11302 - BayVanguard 302 General Acct	
SI016913	10/17/2024		106 Richardson Permit #24.01	51650 Planning & Zoning Admin	-75.00
SI017036	10/18/2024		106 Tilghman Permit #24-23	51650 Planning & Zoning Admin	-42.50
SI017321	10/24/2024		104 Bayview Permit #24-37	51650 Planning & Zoning Admin	-53.11
SI017434	10/29/2024		105 W. Division Street Permit #23-105	51650 Planning & Zoning Admin	-85.00
SI017695	11/04/2024		224 South Street Permit #24-73	51650 Planning & Zoning Admin	-21.25
SI017320	11/12/2024		200 Market Street Permit #24-63	51650 Planning & Zoning Admin	-85.00
TOTAL					-381.86
25615	11/13/2024	Mr. Rooter, Mid-Shore	101 South Street	11302 - BayVanguard 302 General Acct	
Deposit	11/13/2024		101 South Street - Sewer Line Replacement	57680 Maintenance & Repairs	-5,938.00
TOTAL					-5,938.00
25616	11/13/2024	NAPA Auto Parts		11302 - BayVanguard 302 General Acct	
541339	10/09/2024		Hose Bell	54180 Vehicle Operations	-16.99
543717	11/07/2024		Fuel Pump	54180 Vehicle Operations	-509.99
TOTAL					-526.98
25617	11/13/2024	Oxford Community Center Inc.	FY 24 Donation	11302 - BayVanguard 302 General Acct	
FY24 Donation	11/13/2024		FY24 Donation	52561 Community Center	-15,000.00
TOTAL					-15,000.00
25618	11/13/2024	Oxford Garden Club	FY 24 Donation	11302 - BayVanguard 302 General Acct	
FY 24 Donation	11/13/2024		FY 24 Donation	52569 Miscellaneous Contributions	-500.00
TOTAL					-500.00
25619	11/13/2024	Pep-Up	acct # 402582	11302 - BayVanguard 302 General Acct	
7365616	11/11/2024		255.9 gallons \$2,3428	54180 - Vehicle Operations	-768.58
TOTAL					-768.58
25620	11/13/2024	UniFirst Corporation	Uniforms	11302 - BayVanguard 302 General Acct	
1430153532	11/06/2024		PW Uniforms	54140 Shop - Uniforms	-254.91
TOTAL					-254.91
25621	11/13/2024	USA Blue Book	Hach Molybdate	11302 - BayVanguard 302 General Acct	
527941	10/30/2024		Hach Molybdate	57630 Lab Expenses	-44.19
TOTAL					-44.19
25622	11/13/2024	Warren's Wood Works		11302 - BayVanguard 302 General Acct	
703874	11/07/2024		Pressure Treated Lumber	55400 Docks/Shoreline - Main & Repair	-192.31
TOTAL					-192.31
25623	11/13/2024	Xerox Corporation	10/30 - 11/29/2024	11302 - BayVanguard 302 General Acct	
6461098	11/10/2024		10/30 - 11/29/2024	51250 Copier Services Main & Supplies	-502.93
TOTAL					-502.93
25624	11/20/2024	Baker Tilly Advisory Group LP	Search Firm	11302 - BayVanguard 302 General Acct	
BT2983822	11/12/2024		Search Firm - Implementation Phase II	51660 Search Firm - Town Manager	-8,685.00
TOTAL					-8,685.00
25625	11/20/2024	Bay Imprint	PW Shirts	11302 - BayVanguard 302 General Acct	
ACK3315	11/14/2024		New Shirts for Public Works	54140 Shop - Uniforms	-1,733.75
TOTAL					-1,733.75
25626	11/20/2024	Easton Utilities	WWTP Lab Testing	11302 - BayVanguard 302 General Acct	

TOWN OF OXFORD
Check Detail
November 2024

Num	Date	Name	Memo	Account	Paid Amount
28056	11/13/2024		October 2024 - WWTP Lab Testing	57530 Lab Expenses	-599.00
TOTAL					-599.00
25627	11/20/2024	Farmington Transfer Station		11302 BayVanguard 302 General Acct	
4355-000004161	11/15/2024		11/07 1.93 11/14 1.85	54330 Trash Pick up - Contractors 54330 Trash Pick up - Contractors	-189.14 -161.70
TOTAL					-350.84
25628	11/20/2024	George, Miles & Buhr, LLC	Project - R190209 On Call Support	11302 BayVanguard 302 General Acct	
0051837	08/15/2024		on call	57535 Consulting/Legal Fees	-1,181.25
TOTAL					-1,181.25
25629	11/20/2024	Hopkins Sales Company, Inc.	Trash Can Liners	11302 BayVanguard 302 General Acct	
490568	11/13/2024		Trash Can Liners	55500 Parks & Recreation Expenses	-195.32
TOTAL					-195.32
25630	11/20/2024	Katherine Leneski	Remote Work Nov 13-19, 2024	11302 BayVanguard 302 General Acct	
WE 11/19/2024	11/19/2024		Remote Work Nov 13-19, 2024	51100 Administrative Salaries	-80.00
TOTAL					-80.00
25631	11/20/2024	Kelly & Associates	121780	11302 BayVanguard 302 General Acct	
Dec 2024	11/05/2024		December 2024 Benefits	52655 Employee Benefits	-3,759.87
TOTAL					-3,759.87
25632	11/20/2024	Maryland Department of the Environment	Sewage Sludge Generator Fee	11302 BayVanguard 302 General Acct	
AE027741	11/15/2024		Sewage Sludge Generator Fee	57690 Wastewater Expenses - Other	-3,473.89
TOTAL					-3,473.89
25633	11/20/2024	Matthew Ozman Reimburse	PW Luncheon	11302 BayVanguard 302 General Acct	
PW Luncheon 2024	11/15/2024		PW Luncheon	54165 Shop - Miscellaneous	-110.25
TOTAL					-110.25
25634	11/20/2024	NAPA Auto Parts	Fuel Filter	11302 BayVanguard 302 General Acct	
544244	11/13/2024		Fuel Filter	54165 Shop - Miscellaneous	-41.98
TOTAL					-41.98
25635	11/20/2024	Oxford Business Association		11302 BayVanguard 302 General Acct	
3rd qtr 2024	03/31/2024		3rd Qtr 2024 - 30% Donation of Accommodation	52570 Oxford Business Association	-802.60
4th qtr 2024	06/30/2024		4th Qtr 2024 - 30% Donation of Accommodation	52570 Oxford Business Association	-4,944.17
1st qtr FY2025	09/30/2024		1st Qtr FY 2025 - 30% Donation of Accommodat	52570 Oxford Business Association	-5,927.48
TOTAL					-11,674.25
25636	11/20/2024	Paul T Ewing, Inc.		11302 BayVanguard 302 General Acct	
0528466	11/15/2024		Blue Marking Paint	54220 Streets - Main/Repairs	-142.80
0528467	11/15/2024		Coldpatch/Blacktop	54220 Streets - Main/Repairs	-105.00
TOTAL					-247.80
25637	11/20/2024	Shore United Bank	Monthly Statement	11302 BayVanguard 302 General Acct	
Oct-Nov 2024	11/10/2024		Duly Fee for DHL Delivery	57680 Maintenance & Repairs	-158.21
			Volunteer Party 10/17/2024	52655 Employee Benefits	-2,840.81
			New Battery for Police Vehicle	53300 Police Vehicle Repairs	-210.27
			Constant Contact	51550 Office Supplies & Expenses	-12.00
			New Fed & State Compliance Posters	51550 Office Supplies & Expenses	-93.27
			Fall MML Conference	50200 Commissioners Training/Expenses	-500.00
			Sealant/Adhesive	57730 Stormwater Main & Repair	-77.97

TOWN OF OXFORD
Check Detail
November 2024

Num	Date	Name	Memo	Account	Paid Amount
			Police Dept - Coffee	53800 - Office Supplies	-38.68
			P&R Halloween Candy Trunk or Treat	55600 - Parks and Recreation Committee	-51.99
			Card for Lisa Willoughby Retirement	51550 - Office Supplies & Expenses	-20.85
			Febreeze for Office	51550 - Office Supplies & Expenses	-11.65
			Lisa Willoughby Retirement Gift	52655 - Employee Benefits	-500.00
TOTAL					-4,515.30
25638	11/20/2024	Staples		11302 - BayVanguard 302 General Acct	
6017224512	11/18/2024		Copy Paper	51550 - Office Supplies & Expenses	-41.49
6017224513	11/16/2024		2 APC Smartconnect	54165 - Shop - Miscellaneous	-1,517.97
TOTAL					-1,559.46
25639	11/20/2024	Thomas's Salvage Yard	Oct, Nov, Dec 2024 - 1st Half	11302 - BayVanguard 302 General Acct	
231	11/14/2024		Oct, Nov, Dec 2024 - 1st Half	54330 - Trash Pick up - Contractors	-6,264.75
TOTAL					-6,264.75
25640	11/20/2024	TrafficLogix	Speed Study	11302 - BayVanguard 302 General Acct	
4127-1	11/14/2024		Speed Study - Services Through October 1, 202	53800 - Office Supplies	-3,100.00
TOTAL					-3,100.00
25641	11/20/2024	UniFirst Corporation	Uniforms	11302 - BayVanguard 302 General Acct	
1430154544	11/13/2024		PW Uniforms	54140 - Shop - Uniforms	-254.91
TOTAL					-254.91
25642	11/26/2024	A-1 Sanitation		11302 - BayVanguard 302 General Acct	
453150	11/15/2024		ballfield - Oct 19 - Nov 15, 2024	55500 - Parks & Recreation Expenses	-183.00
453149	11/15/2024		ferry dock - Oct 19 - Nov 15, 2024	55500 - Parks & Recreation Expenses	-228.00
453147	11/15/2024		causeway prk - Oct 19 - Nov 15, 2024	55500 - Parks & Recreation Expenses	-297.00
453151	11/15/2024		Highman - Oct 19 - Nov 15, 2024	55500 - Parks & Recreation Expenses	-183.00
453146	11/15/2024		Strand - Oct 19 - Nov 15, 2024	55500 - Parks & Recreation Expenses	-297.00
TOTAL					-1,188.00
25643	11/26/2024	Breezeline 1	For Period of 11/22-12/21/24	11302 - BayVanguard 302 General Acct	
November 2024	11/16/2024		For Period of 11/22-12/21/24	51452 - Internet	-123.00
			For Period of 11/22-12/21/24	53500 - Utilities	-123.55
TOTAL					-246.55
25644	11/26/2024	Breezeline 2	8335 30 016 0090158	11302 - BayVanguard 302 General Acct	
11182024	11/18/2024		November 28 - December 27, 2024	54130 - Shop - Telephone and Internet	-170.56
TOTAL					-170.56
25645	11/26/2024	Chesapeake Environmental Lab	Water testing	11302 - BayVanguard 302 General Acct	
4105245	11/22/2024		bacteria - 11/1/2024	57230 - Lab Expenses	-66.00
			Arsenic - 11/1/2024	57230 - Lab Expenses	-70.00
			Fluoride - 11/1/2024	57230 - Lab Expenses	-20.00
TOTAL					-156.00
25646	11/26/2024	Delmarva Power		11302 - BayVanguard 302 General Acct	
Oct 10 - Nov 9, 2024	11/12/2024		5001 7616 736- 102 Oxford Town Dock - Oct 10	55300 - Parks and Recreation Electric	-33.82
			5500 5154 020- 102 Oxford Rd Car Charger - Oct	55300 - Parks and Recreation Electric	-216.71
			5501 1958 182 - Street Lights - Oct 10 - Nov 9,	54230 - Streets - Lighting	-3,805.78
			5001 7876 581- 103 JL Thompson/water - Oct 1	57210 - Electricity	-3,000.00
			5001 7876 581- 103 JL Thompson/sewer - Oct 1	57810 - Electricity	-3,772.78
			5500 2079 121- 100 Lovers lane - Oct 10 - Nov	52300 - Customs House Main & Repair	-71.25
			5500 3384 785- Banks Street - Oct 10 - Nov 9,	57810 - Electricity	-181.59
			5500 5273 390- 400 Tighman Street - Oct 10 -	57210 - Electricity	-47.87
			5500 3892 548- 28110 Bachelors Point - Oct 10	57810 - Electricity	-48.05
			5500 5273 713- 100 Morris Street office - Oct	51350 - Electricity	-824.08

TOWN OF OXFORD
Check Detail
November 2024

Num	Date	Name	Memo	Account	Paid Amount
			5500 5298 207- 101 1/2 Townpark- Oct 10 - Nov 55300	Parks and Recreation Electric	-27.51
			5500 3382 847- 102 1/2 Bonfield - Oct 10 - Nov 57810	Electricity	-88.68
			5500 3340 167- 211 E Pier Street/docks - Oct 10 - Nov 55400	Docks/Shoreline - Main & Repair	-29.48
			5503 8907 487 - 203 E Pier St. B - Oct 10 - Nov 52220	Town House Electric #B	-25.81
TOTAL					-11,971.19
25647	11/26/2024	George, Miles & Buhr, LLC	VOID: Oxford Design-Build Flood Remediation	11302 - BayVanguard 302 General Acct	
TOTAL					0.00
25648	11/26/2024	Intercoastal Trading, Inc.	Hypochlorite	11302 - BayVanguard 302 General Acct	
24676	11/14/2024		hypochlorite	57225 Chemicals	-898.00
TOTAL					-898.00
25649	11/26/2024	Katherine Lenesi	Remote Work Nov 20-26, 2024	11302 - BayVanguard 302 General Acct	
WE 11/26/2024	11/26/2024		Remote Work Nov 20-26, 2024	51100 Administrative Salaries	-140.00
TOTAL					-140.00
25650	11/26/2024	Maryland Environmental Service		11302 - BayVanguard 302 General Acct	
337051	11/04/2024		10/16 Ticket#1050124 0.72 tons	54330 Trash Pick up - Contractors	-57.80
TOTAL					-57.80
25651	11/26/2024	Municipal Emergency Services, Inc.		11302 - BayVanguard 302 General Acct	
2084206	07/15/2024		Sergeant Badge	53200 Uniforms & Equipment	-118.57
TOTAL					-118.57
25652	11/26/2024	Pitney Bowes Global Finance Services LLC	0016357092	11302 - BayVanguard 302 General Acct	
3319941565	11/11/2024		Sept 30, 2024 - December 29, 2024	51600 Postage	-187.95
TOTAL					-187.95
25653	11/26/2024	Staples		11302 - BayVanguard 302 General Acct	
6017883074	11/23/2024		Wire Racks	51550 Office Supplies & Expenses	-100.39
6017883075	11/23/2024		1 APC Smartconnect	54165 Shop - Miscellaneous	-505.99
TOTAL					-606.38
25654	11/26/2024	UHY, LLP	Progress Billing 2 - FY24 Audit	11302 - BayVanguard 302 General Acct	
550448146	08/31/2024		Progress Billing 2 - FY24 Audit	51050 Accounting & Auditing	-2,750.00
TOTAL					-2,750.00
25655	11/26/2024	UniFirst Corporation		11302 - BayVanguard 302 General Acct	
1430155711	11/20/2024		PW Uniforms	54140 Shop - Uniforms	-254.91
1430156587	11/27/2024		PW Uniforms	54140 Shop - Uniforms	-254.91
TOTAL					-509.82

	Date Received	Requester	Topic	10-day letter	Response Date	Assigned	Notes
1.	1/3/2024	Deborah Krolicki	Ethics Committee vacancy and selection process		1/22/2024		
2.	1/22/2024	James Drayton	all town payables, bank, investment and credit card account statements from 6/1/2023 through today, including money reconciliation of accounts	1/30/2024	not processed		Drayton did not want to pay fee
3.	1/25/2024	Deborah Pulzone	List of requested PIAs		1/30/2024	LR	
4.	1/30/2024	Will Cawley	Job descriptions and pay of public works employees; dates hired and starting salary	2/8/2024	2/28/2024	CL	
5.	1/30/2024	Will Cawley	All information relating to Town's participation in the CRS under FEMA, including application, recertification, class 7 point system	2/8/2024	2/16/2024	CL	
6.	2/17/2024	Henry Hale	Request for who filed a PIA to get names, addresses, phone numbers and emails of all prior PIA requesters		2/23/2024	LR	
7.	3/5/2024	Scott Rensberger	Town Manager income 2013, 2019, 2024	3/8/2024	3/22/2024	LR	
8.	3/19/2024	John Dalager	Environmental Impact Study for Shoreline Project on East Strand	3/29/2024	4/10/2024	CL	
9.	3/27/2024	Will Cawley	Electrical Board letter		4/5//24	CL	
10.	3/22/2024	Scott Rensberger	PIA filed on his behalf; budget line item illustrating TM salary		3/22/2024	LR	
11.	4/23/2024	Scott Rensberger	Has Gordon Fronk ever owned any part of the Post Office or Bank		4/24/2024	LR	
12.	4/18/2024	Scott Rensberger	In past 10 years has Town ever given Cheryl extra monetary funds	4/26/2024	5/7/2024	LR	
13.	4/18/2024	Scott Rensberger	In past 10 years did Town pay for Cheryl's home office	4/26/2024	5/2/2024	LR	
14.	4/18/2024	Scott Rensberger	In past 10 years has Cheryl received funds as payment for writing grants		4/26/2024	LR	
15.	4/18/2024	Scott Rensberger	In past 10 years did any Commissioner receive any monetary funds		4/26/2024	LR	
16.	4/18/2024	Scott Rensberger	Past 5 years did Town change its retirement benefits		4/28/2024	LR	
17.	4/18/2024	Scott Rensberger	Past 10 years has Town ever addressed Cheryl's pay raises in open session		5/6/2024	LR	
18.	4/18/2024	Scott Rensberger	Has Cheryl benefited from rental properties attached to the Foster farm through an LLC		4/26/2024	LR	
19.	4/18/2024	Scott Rensberger	Properties the Town owns and maintenance responsibilities	4/26/2024 with zoning map but need follow up with leases	5/16/2024	LR	
20.	4/18/2024	Scott Rensberger	Current or past Commissioners or employees ownership or business involvement with Bay Vanguard in Oxford		4/26/2024	LR	
21.	4/18/2024	Scott Rensberger	Process for citizens to be placed on committees and commissions, length of term, list of committees		4/26/2024	LR	
22.	4/18/2024	Scott Rensberger	Lease of the Mews		4/26/2024	LR	
23.	4/18/2024	Scott Rensberger	where in 2023 budget and audit is Cheryl's complete income		4/26/2024	LR	
24.	4/18/2024	Scott Rensberger	Why hasn't Susan Delean-Botkin or Town responded to one on one meeting		4/26/2024	LR	
25.	4/18/2024	Scott Rensberger	Email turned into PIA		4/26/2024	LR	
26.	5/1/2024	Scott Rensberger	line items of budget pertaining to Cheryl's income		5/2/2024	LR	
27.	4/30/2024	John Fairhall	approved licenses for STRs	5/10/2024		CL	Reviewed documents in Town Office
28.	5/3/2024	Jane McCarthy	Cheryl's complete retirement package when she retires	5/13/2024	5/28/2024	LR	
29.	5/4/2024	Henry Hale	All addresses of properties which are zoned M or MI but not used for maritime business		5/14/2024	LR	
30.	5/27/2024	Henry Hale	All "M" properties		5/31/2024	LR	
31.	6/10/2024	Scott Rensberger	Form regarding questions of Will Cawley's court case		6/11/2024	LR	
32.	6/3/2024	Barbara Paca	Grants List request		6/13/2024	LR	

33.	7/22/2024	John Fairhall	Plans, permits, related documents related to Docs Sunset building permit submittal	7/26/2024	8/9/2024	MW	
34.	7/25/2024	Ron Walker	Strand Documents	7/26/2024	Complete (per MW 9/26/24)	MW	
35.	7/31/2024	Davenport West III	final invoice for tennis court rehabilitation grant project; final invoice for grant project		13-Aug	LR	
36.	8/5/2024	Kelly Greenhawk	June and July credit card statements 2021 - 2024		8/7/2024	VS	
37.	8/6/2024	Janet Greenhawk	12 months of water/sewer bill for 1055 W Division Street		8/8/2024	VS	
38.	8/19/2024	Davenport West III	Barkers Landing invoices		8/22/2024	VS	
39.	8/13/2024	Davenport West III	Brinsfield Fence invoice 5878 & Cunningham Associates invoice 22175 in dugout park paperwork		8/13/2024	VS	
40.	8/19/2024	Davenport West III	copy of personal water bills for past 3 years		8/19/2024	VS	
41.	8/19/2024	Davenport West III	information related to LG grants 2013 - 2023	8/26/2024	12/4/2024	VS/LR	9/26/24 (VS follow up)
42.	8/15/2024	Davenport West III	All letters to the Commissioners from May 14 - August 13, 2024		8/22/2024	LR	
43.	8/9/2024	Henry Hale	Previous 2 years letters to Commissioners		8/22/2024	VS/LR/KG	
44.	8/22/2024	Davenport West III	Bank statements for general expenses checking account from July 2020 - July 2024	8/26/2024	12/4/2024		estimate sent - asked to hold - renewed request 10/11/24
45.	8/30/2024	Scott Rensberger	Grant questions		9/20/2024	LR	
46.	9/2/2024	Scott Rensberger	Updated grant list		9/2/2024	LR	no updated list exists
47.	10/15/2024	Deborah Pulzone	list of PIAs from January 1, 2024 & list of voting results of Town Commissioners for last Town Manager and Board Members since July 2024		10/22/2024	LR	
48.	10/22/2024	Jim Wilcox	Stop work order issued at RMI	4-Nov	10/23/2024	LR	
49.	10/25/2024	Scott Rensberger	Receipts from Dog Park grant project			KG/VS	
50.	10/25/2024	Scott Rensberger	Grant reports for Strand Project (reports 1/15/23, 4/15/23, 7/15/23, 10/15/23, 1/15/24, 3/31/24)		11/4/2024	LR	
51.	10/25/2024	Scott Rensberger	Facade and Interior Grants - records for 2016, 2017, and 2020 grants	11/4 provided spreadsheet and asked to narrow			
52.	10/25/2024	Scott Rensberger	Grants related to Campbell's Boat Yards, Oxford Ferry, Oxford Market, Doc's, and St. Paul's Pilgrim Holiness Church and list of names of Oxford residents who benefitted directly from these grants	11/4/2024 said will provide a response by 11/22			
53.	10/25/2024	Scott Rensberger	Check Stubs for 2016, 2017, 2018, 2019, 2020	11/4 10-day letter sent		VS	
54.	10/25/2024	Scott Rensberger	Credit Card Statements for 2019, 2020, 2021, 2022, 2023	11/4 10 day letter with statements sent from 2021 - 2024		VS	
55.	10/29/2024	Scott Rensberger	Information on lead line inventory work done by GMB	4-Nov	11/11/2024	LR	
56.	10/29/2024	Scott Rensberger	The Strand - documents where Town discussed changes to scope of project and related information			LR	
57.	10/29/2024	Will Cawley	Copy of the tree removal permit for 106 Stewart Ave issued 07/2022		11/14/2024		
58.	11/1/2024	Will Cawley	Permit #21-91 for 101 Tilghman Street	11/12/2024	11/14/2024	LR	
59.	11/19/2024	Scott Rensberger	Grant list		11/19/2024	LR	Oxford 00266 Oxford Final Expense Summary
60.	11/27/2024	Timothy McGahey	Permit records for 402 and 502 East Strant Road	12/4/2024		LR	LR email McGahey response will take longer than 10 days.

61.	12/8/2024	Scott Rensberger	façade/interior grants for 2018, 2019, 2021, 2022, 2023, 2024		
62.	12/8/2024	Scott Rensberger	Receipts and check stubs for Oxford 2100 Vision Grant for \$45,000		
63.	12/8/2024	Scott Rensberger	Break down of contractor payments for 2016 \$75,000 grant from DHDC		
64.	12/8/2024	Scott Rensberger	Receipts, check stubs, Mactavish payment for bike path project		
65.	12/8/2024	Scott Rensberger	receipts and check stubs for Community Central Park grant		
66.	12/8/2024	Scott Rensberger	receipts and check stubs for the Strand Project related to \$512,574 grant funds		
67.	12/8/2024	Scott Rensberger	photos, videos, and records of maintenance of the drainage gate located on Mill Street and pipe that runs underneath the Oxford Boatyard from the last 7 years		
68.	12/8/2024	Scott Rensberger	Maria Brophy credentials; costs or invoices for classes Brophy took to become a certified Town Planner; Brophy's job application		
69.	12/7/2024	Kelly Greenhawk	Lead and copper rule inventory	12/9/2024	

UNDERWOOD & ASSOCIATES, INC.

LANDSCAPE ARCHITECTURE

ECOLOGICAL RESTORATION

A DESIGN/BUILD Co.

To: Marilyn Williams
Town of Oxford
Oxford, MD 21654
oxfordplanner@goeaston.net

Date: August 23, 2024

Oxford Coastal Resilience Project Woody Material Removal

At the request of the Town, we propose to manually remove the woody material placed along the constructed islands at The Strand. Our team will access the island by boat, saw-cut the logs into manageable pieces, haul them to the shore, then remove them from the project area. We anticipate removal of the sixteen logs will take approximately one full work day, however more time may be needed due to the site conditions (weather, waves, etc.) and the challenging nature of the work. This work must be conducted in the winter at a winter low tide.

We estimate the total cost for this work to be \$20,000.00 however that amount could increase or decrease depending on the conditions on the day of work and the amount of time the work takes to complete.

To approve this proposal, please sign where indicated below. Questions regarding this proposal should be addressed to: Heather Jones at heather@ecosystemrestoration.com or 443-867-0380.

On behalf of the Town of Oxford, this proposal is APPROVED BY:

_____ (signature)

_____ (printed name & title)

_____ (date)



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: December 17, 2024

Agenda Subject: BayVanguard

Recommendation: Discussion

On November 27, 2024, Vickie Sharp, met with Greg Olinde from BayVanguard to discuss Town of Oxford funds at their bank.

Mr. Olinde confirmed that BayVanguard could not match the interest rates from Shore United. He also stated that the amount of business currently conducted out of the Oxford branch has dropped. He also confirmed that if the Town moved their money the Oxford branch would close. He also stated that there is no guarantee year to year that the branch will remain. As the board changes, they may choose to close the bank as this branch is not profitable.

We will continue to look at all options before any decision is made.



Commissioners of Oxford

Board: Oxford Commissioners
Meeting Date: December 17, 2024
Agenda Subject: Thomas Salvage Yard - Increase
Recommendation: Discussion

The Town currently uses Thomas Salvage Yard for the trash and recycle service. Tipping charges at the landfill have increased as well as the weight in trash being picked up from the Town.

Thomas' is requesting an increase in fees of \$1,000/per quarter.

Trash and recycle service cost \$50,118 for FY23 and FY24.

The \$1,000/per quarter increase will take effect as of January 1, 2025.

Estimated cost for FY25 will be \$52,118. Increase takes effect mid-year
Estimated cost for FY26 will be \$54,118. Full year increase

Would like to Commissioners approval for this increase as Thomas Salvage has justified the need.

Thomas Salvage Yard LLC

4479 Ocean Gateway

Trappe, MD 21673

September 4, 2024

Telephone: 410-82-7428

Cell: 443-496-1104

Commissioners of Oxford:

I am writing to request an additional tipping fee. The weight in trash has changed within the past year and I have been trying to make it work. The weight has increased to over 3 tons since the end of 2023. The last time I received an additional tipping fee was back in May 2022. I am requesting a weight increase in the amount of \$1,000 each quarter. Which would give us \$6,764.75 per check which I receive twice a quarter. We have had the base rate of \$5,339.75 since May 2007.

I have attached my tipping charges from the landfill with the weights and the amounts from April 2024 to September 23, 2024.

If you have any questions, you may reach out to me on my cell at 443-496-1104 or by email at virginia.hayman@gmail.com. Thanks so much for the consideration.

Virginia Thomas Hayman

Owner

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: December 17, 2024
Agenda Subject: Contract for Professional Services
Recommendation: Discussion

Lucy Garliauskas, Chairman, for the Oxford Planning Commission is requesting assistance to assist with completing the Comprehensive Plan.

In the past the Town of Oxford has used Peter Johnston for this service and the Planning Commission would like to use Mr. Johnston again for the same.

Current Consultant rate is \$150/hour with a not to exceed \$24,000 without authorization from the Town.

Asking for approval to move forward with contract.

**CONTRACT FOR PROFESSIONAL SERVICES
COMPREHENSIVE PLAN UPDATE
OXFORD, MARYLAND**

THIS CONTRACT, made and entered into this ____ day of November 2024, by and between the "TOWN COMMISSIONERS OF OXFORD, MARYLAND" after this referred to as the "**TOWN**" and PETER JOHNSTON & ASSOCIATES, LLC, 416 Goldsborough Street, Easton, Maryland, 21601, hereinafter referred to as the "**CONSULTANT**."

WITNESSETH:

WHEREAS, the **TOWN** desires to engage the **CONSULTANT** to perform the professional services described herein; and

WHEREAS, the **CONSULTANT** is qualified to undertake the project described in **APPENDIX A** and represent themselves to be professionally competent and capable of performing the services described herein in a timely manner.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the **TOWN** does hereby engage the **CONSULTANT**, and the **CONSULTANT** hereby accepts employment in accordance with the covenants and conditions which follow together with the work scope outlined in **Appendix A: Work Program, Comprehensive Plan Update, Oxford, Maryland**.

ARTICLE I - DESCRIPTION OF PROJECT

The project for which professional services are required is described in **Appendix A: Work Program, Comprehensive Plan Update, Oxford, Maryland**, attached hereto and made part of this contract.

ARTICLE II - SCOPE OF PROFESSIONAL SERVICES

The **CONSULTANT** agrees to provide professional services in accordance with the following requirements.

- A. Consultant's Responsibility - The **CONSULTANT** shall be responsible for the completeness and accuracy of all services rendered and correction of all significant errors of omission or commission of any drawings, illustrations, text, or other documents required by this agreement to be provided by the **CONSULTANT**, notwithstanding prior approval by the **TOWN**.

- B. Professional Services - The **CONSULTANT** agrees to render professional services promptly and diligently upon consummation of this Contract between the **TOWN** and the **CONSULTANT**.
- C. Notice to Proceed - The **CONSULTANT** agrees to render professional services promptly and diligently upon receipt of a signed copy of this Contract with work enumerated herein. It is further agreed that the **TOWN** assumes no obligation under the terms of this Contract until and unless the **CONSULTANT** receives a signed copy of this Contract.
- D. Meetings - The **CONSULTANT** will meet with the **TOWN** as outlined in Appendix A or as mutually agreed to by the **TOWN** and **CONSULTANT**.
- E. Data Collection - The **CONSULTANT** will be responsible for conducting research, data collection and other work required to complete the project except those items specifically to be provided by the **TOWN**.

ARTICLE III - TOWN 'S RESPONSIBILITIES

- A. The **TOWN** will assist in gathering existing information required to perform the tasks outlined in Appendix A, including access to GIS data held by the **Town** and/or other consulting professionals.

ARTICLE IV - PAYMENT FOR SERVICES

- A. The **CONSULTANT** shall be paid for their services by the **TOWN** at the rate of \$150 per hour.
- B. Total **CONSULTANT** fees shall not exceed \$24,000.00 without authorization of the **TOWN**.
- C. Payments shall be made on a monthly basis pursuant to an invoice indicating the time for completion of the work tasks identified in Appendix A. Upon receipt of each invoice, the **TOWN** shall pay the balance due within thirty (30) days.

ARTICLE V - CURTAILMENT AND TERMINATION

Curtailement or Termination of Services:

- A. The Contract shall be terminated upon written request of either party upon receipt of

written notification.

- B. Upon such termination or abandonment, the **CONSULTANT** shall deliver to the **TOWN** all drawings, illustrations, text, data, and other documents entirely or partially completed, together with all unused material supplied by the **TOWN**.
- C. The **CONSULTANT** shall appraise the work they have completed and submit their appraisal to the **TOWN** for evaluation.
- D. The **CONSULTANT** shall receive their compensation in full for services performed to the date of such termination, abandonment, or curtailment, which shall be a fee for the percentage of the work satisfactorily completed. This fee shall be a percentage of the **CONSULTANT'S** fee described in the Contract and shall be in the amount to be agreed mutually by the **CONSULTANT** and the **TOWN**. If there is no mutual agreement, the **CONSULTANT** will provide the **TOWN** with records, and the **TOWN** will use the same method used for additional work as a guide in the final determination. The **TOWN** shall make this final payment within thirty (30) days after the **CONSULTANT** has delivered the last of the partially completed documents, together with any records that may be required to determine the amount due.
- E. Compensation to the **CONSULTANT** under the provisions of this Article shall be subject to the provisions of Article IV B.

ARTICLE VI - CONFIDENTIALITY AND NON-DISCLOSURE

- A. The **CONSULTANT** agrees that any work products created in connection with this Agreement are for the confidential information of the **TOWN**. Neither the **CONSULTANT** nor any member of the **CONSULTANT'S** personnel will disclose any of the same to any person whatsoever other than the **TOWN**, its designees, or its authorized representatives, except when expressly authorized to do so by the **TOWN**, in writing when compelled to testify in relation to such report or conclusion under oath in a judicial forum, or as may otherwise be required by law.
- B. All work products prepared by the **CONSULTANT** under this Contract shall be the property of the **TOWN** and shall be delivered to the **TOWN** upon completion of Services. Products shall be complete and functional for the purposes intended, except for any deficiencies which are due to causes beyond the control of the **CONSULTANT**. The **CONSULTANT** will retain the right to use all work products that are their work for its business purposes.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first above written.

ATTEST TO:

For OXFORD, MARYLAND

President, Town Commissioners

ATTEST TO:

For PETER JOHNSTON & ASSOCIATES, LLC

Peter Johnston, Principal

DRAFT

**Appendix A
Work Program
Comprehensive Plan Update
Oxford, Maryland.**

The Consultant will assist the Oxford Planning Commission in the update of the 2010 Oxford Comprehensive Plan. The Consultant's scope of work will include the following tasks.

1. Edit and produce the latest red-line version of chapters 1-4. Suggest revisions as appropriate.
2. Attend work sessions/ workshops and lead discussions of each plan chapter.
3. Edit and draft chapters 5-9 as directed by the Planning Commission.
4. Identify any new State-mandated plan elements and incorporate them as appropriate.
5. Assemble a public review draft Comprehensive Plan that incorporates the Planning Commission suggestions, marked-up edits, etc.
6. Participate in public input and review sessions.

DRAFT

SWALLOWS 200 LLC

P.O. BOX 427
OXFORD, MARYLAND 21654

December 2, 2024

Commissioners of the
Town of Oxford, Maryland
101 Market Street
Oxford, Maryland 21654

Re: Request for Repairs to Town Owned Sidewalk in front of 200 Tred Avon Avenue.

Dear Commissioners:

Please be advised that the public sidewalk in front of 200 Tred Avon Avenue is in a state of disrepair, specifically the bricks that comprise the surface of the sidewalk are uneven, creating potential tripping hazards for pedestrians. I have enclosed a photograph showing the current conditions. The sidewalk is located on public property within the Town owned right-of-way. Pursuant to Section 9.2 of the Town Code, the Town is responsible for maintaining the public sidewalks within our community. To address the current deficiencies and to avoid foreseeable injury, please have the sidewalk repaired as soon as possible. Thank you in advance for your prompt attention to this matter.

Sincerely,

SWALLOWS 200 LLC

By: Thomas Caravythà



Commissioners:

I would like to give my opinion on the BayVanguard Bank.

I understand about earning more interest on existing money, but I think there is a larger issue at play. Not everything is about money, what about the "sense of community"? The bank serves quite a few seniors who do not drive, cannot just go to Easton on any given day. It is nice to be able to go into the Oxford Bank, see Gail + Pat, converse with neighbors, and do all that in Oxford. Not every resident has the luxury to be able to run to Easton to do their banking. I believe if the bank in Oxford closes, it will create a greater division, than the existing one, between groups of people. I believe part of the appeal of Oxford is being able to bank, shop, and have places to eat all in one town.

So again I leave this opinion - with this thought -

What is more important

Money or a "sense of community"

Money or the well being of seniors

Money or public opinion

Money or local business

Thank you

Jennifer Cox

- P.S. - Yes I use the bank in Oxford, and would miss it greatly!

Jennifer
Cox

J. CHRIS MCKELVY

OXFORD MARKET

CONTACT

Oxford Market
Box 217
Oxford Md. 21654
410-226-0015

RECIPIENT

Oxford Town Commissioners

Dear Oxford Town Commissioners

It has come to my attention that there is a plan to move The Town of Oxford's bank accounts to Shore United Bank in Easton. While this may result in more money for the town it would create a huge loss for the town, if Bay Vanguard were to close. I personally use Bay Vanguard for my business. We typically go to the bank once a day but sometimes two or three times a day. If Bay Vanguard were to close someone would have to go to Easton every day sometimes twice a day, as a result this would cost me several hours a week and the cost of fuel. If the other businesses in town use bay Vanguard I think they also would experience the same inconvenience.

Therefore, I would ask that the Oxford Town Commissioners do not move the Oxford town funds to Shoer United.

Sincerely,



J.Chris McKelvy

Susan Campbell: Campbell's Boatyards

Good evening guys – we were not able to come to the meeting tonight but watched in front of the fireplace. As a business owner in Oxford I find it very concerning that the Commissioners and Town Office would consider jeopardizing the relationship with Bay Vanguard to get a ½ percent more interest at Shore United.

We bank both banks personally and business-wise – there is an old saying “don’t put all your eggs in one basket” that we stick with when working with banking partners but especially with our larger vendors. Sometimes you pay a bit more to keep the business going and keep relationships strong with several entities.

I know that several businesses use Bay Vanguard in the Town. Oxford Market is in there quite frequently when I am there for deposits but MORE importantly to get change. If you are not a Bay Vanguard customer you cannot just go in and request change for your business or cash a check if needed. Many of our employees (we have 28 total) also bank with Bay Vanguard so that they can get there on their break – they are not afforded the luxury of driving to Easton during banking hours.

Jeopardizing the relationship with Bay Vanguard would be very troublesome if you want to keep businesses in the Town of Oxford – or maybe that doesn’t matter and you want to go after that half a percent interest - believe me - I know - a little more money in any businesses or Towns pocket seems good - but at what cost to the rest of the Town (residents and businesses)??

Please consider this carefully before chasing the dollar sign. Thank you!

Kathy Harig: Mystery Loves Company Booksellers

Well, we use them 2 times a week. We do not use the ATM. We get change and make deposits. We sometimes go to the main branch or the one on Glebe. That said I have a personal account and the condo account with Shore whom I like a lot. It would be inconvenient but alright. But we need an ATM in town.

Ben Sheets: Capsize

As a business, I use the banking facilities at Bay Vanguard in Oxford almost daily. Not having to drive to Easton is a huge benefit. There are weeks I never go to Easton, because Oxford has banking and postal facilities right here in town. To lose the opportunity do my banking in Oxford would be a great burden.

Skip Case: Caseworks

Neither Kathleen nor I use either Bay Vanguard or the ATM alongside for our business and personal/family accounts. The Oxford Day bank account that Kathleen manages is located at BV Oxford and our annual transaction count is quite likely 25 or less.

While losing the bank (any bank) and ATM from Oxford would be a loss of convenience, I believe many other Oxfordians do appear to use the bank’s services. Can BV provide the Commissioners with any verified transaction counts from either the ATM and/or inside the bank? Like everything else that changes in Town, our Oxfordians are resilient and we’d “get used to it”.... Like it or not... Thanks again

Barbara Ranson: Oxford Vintage and Trade

Has anyone talked to Bay Vanguard? Do they have a statement? Earlier this year, there was a concern about Bay Vanguard leaving, but this was not confirmed. In fact, it was confirmed that Bay Vanguard said they had no plans to leave Oxford; has this changed?

Additionally, I do not use Bay Vanguard for my business or personal accounts. When shopping for a local bank, I did not find their services and rates competitive.

I do not think it reasonable for the OBA to ask the citizens and taxpayers of Oxford to pay for the protection of a commercial and/or banking institution for our benefit. Bay Vanguard has the opportunity to provide competitive services to all, including the Town of Oxford.

Chris McKelvy: Oxford Market

We at the Oxford Market are opposed to the moving of the Oxford funds to Shore United.

Katherine Henning: Island Creek Events

I do not use the local bank services, so the loss of Bay Vanguard wouldn't have much impact on me. I understand the financial benefits of switching to Shore Bank, and I'm willing to consider it for the sake of the Town's bottom line.

Kathleen Case: Oxford Day

I agree with Skip that the town's interests are primary. I will say that in the past, January thru April, our Oxford Day treasurer makes at least one - two weekly deposits of donations at BV as she is picking up more mail donations at our post office box. We can work around that.

Jean Konopacz: JK Threads

I have used the local ATM once in 5 years. I bank in Easton but probably go into the bank not even once a year. I do all my banking on my phone on line. It would be nice to have a local ATM. Chris has one in the market. But I don't think we need the physical building. In my opinion, better to have a gas station than bank. Go for the better rate, no question.

Julie Wells: Oxford Museum

I think we have to be certain there is a presence of a bank and an ATM, which bank it is doesn't matter. I don't think we should give up these conveniences we have in place.

For the record, The Oxford Museum uses Bay Vanguard as their bank. I'm not sure we would switch. The convenience of taking a deposit to the Oxford location, having an ATM, getting change, etc. is a considerable time saver. I certainly hope we keep Bay Vanguard or at least have a bank provide these same amenities.

Jane McCarthy: Benson and Mangold

I do not know why we still have an account at Bay Vanguard after all the discussions we had at the commissioner's meetings last year. While it is convenient for some in town to use the bank, an ATM

would serve the same purpose for many. So many people also bank on their phones and I believe Leslie Howells is a notary, so we don't even need that anymore.

While Cheryl somehow thought it necessary to keep the town money in that bank, I do not think for the difference we would make from Shore United, that we should keep those accounts open.

For some odd reason also, I do think Bay Vanguard said they would keep an ATM in town, or the town asked that they would do that in their rental agreement if they no longer had that space. Some think that because we have rental income from the bank that we should keep it. We have very little commercial space for rent in town and I am sure someone would be happy to rent it. Thank you for asking for our opinion.

Jennifer Stanley: St. Paul's Church and Oxford Kids Camp

I urge you to tackle the banking issue with calm strength—the business community in Oxford should have an important say about whether having an actual bank in Oxford is important or not. The idea of having the bank close to save the town money—while important, it is also the responsibility of the town to serve the people. Who will be most affected if the actual bank leaves town and how easy will it be for those people to adjust to the absence of a bank, are very important considerations. It came up before and a majority of commissioners and the town manager voiced concern for their responsibility to those who may not be so privileged to drive into town during banking hours, as well as other considerations when you have the only bank in town leave. Making and saving money is not the only consideration when you are in charge of a “community.” I hope the business community and the people who enjoy having a bank that they can go into to do their banking and make inquiries in person, are adequately heard from.

Captains Judy and Tom Bixler: Oxford Bellevue Ferry

We use bay vanguard but don't feel it is worth losing the interest money to keep them here.

Barbara Paca: The Water's Edge Museum

To Whom it may concern,

I do not use banking facilities at Bay Vanguard, nor would I ever choose to do so as Shore United Bank provides superior service and better rates.

The managers and staff at all Shore United Bank branches are courteous, efficient, and helpful in making sure that my money works hard for me and it has been a pleasure to work with them for over 20 years as they transitioned gracefully from the Talbot Bank.

I am glad that there are others in the town of Oxford who share a sense of fiscal responsibility.

Pam Baker: Volunteer

Keeping a bank in Oxford is very important!

Over the years, I have been Treasurer for 5 volunteer organizations (not including OCC), all of which banked in Oxford. With one group, I moved the account from Easton to Oxford. One issue is that three of these groups had no office so that any funds received were kept by the Treasurer. Prompt deposits were essential. Without a local bank, I would not have accepted that responsibility.

While most of us can drive to Easton whenever we wish, there are a number of people in town who do not have that ability and do not use online banking. They should not be forgotten nor should the people who work here.

Is this an all-or-nothing decision? Are there hard numbers on the difference in interest income? One report was \$30,000, another was hundreds of thousands.

Note also that the limit one can withdraw from the ATM at Oxford Market is half the amount one gets at the bank ATM. (That is not set by the Market, but by the ATM owner.)

Monika Mraz: Doehrn Tea Company

My business account is with BayVanguard and I go there at least once a week, if not more often. We also have personal accounts there because it is the bank in town.

Is the town really going to save hundreds of thousands of dollars by moving to Shore United? I will look into the meeting notes for the facts to answer that. If our commissioners are negotiating the move to Shore United they should require an ATM presence, not hope for one.

As others have asked are we assuming BayVanguard will leave? What are the commissioners' plans for the building?

I feel strongly that having a bank in town is important for all the businesses, residents, and visitors. I have not been to a commissioners' meeting so have not heard their full plan but have to believe these factors are all connected and important.

I need more about how a new bank will guarantee saving the town such significant funds as you mention below before making a final decision.

Melinda Hudson: Oxford Garden Club President

I vote yes to shore united. Better rates and likely more services. It is small enough to know who you are!

Connie Greenhawk: Holy Trinity Church

For the church I like the convenience of having a bank in town. I am assuming they would not be going away? Does town own bank building or could Shore United buy it and continue with banking here in town?

Wendy Gibson sent a letter directly opposing the Town moving the money and how important a bank presence is to the community