



# Commissioners of Oxford

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The next COMMISSIONERS OF OXFORD regular meeting will be held in person at  
101 Market Street on January 14, 2025, 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](https://townhallstreams.com/towns/oxford_md)

## COMMISSIONERS OF OXFORD ~ January 14, 2025, AGENDA

### REGULAR TOWN MEETING – 6 pm

- Pledge of Allegiance

### ANNOUNCEMENTS FROM COMMISSIONER

- Commissioners Comments/Announcements

### OATH OF OFFICE

- Town Manager – Holly Wahl

### CONSENT AGENDA

- Meeting Minutes – October 8, 2024
- Town Manager Report
- Police Report
- Maintenance Report
- Finance Report
- Public Information Act Listing

### UNFINISHED BUSINESS

- Opening for the Planning Commission – Application due date extended to January 17, 2025

### NEW BUSINESS

- Commissioner discussion and consideration of upgrades to the Town website
- Commissioner discussion and consideration of the codification of the Town of Oxford Charter and Code to ensure citizen access to up to date and searchable Town legislation

### LEGAL

- Town Attorney, Lyndsey Ryan

### LETTERS RECEIVED

### COMMISSIONERS COMMENTS

## **PUBLIC COMMENTS**

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

## **SPECIAL PUBLIC WORKS PICKUP DAYS**

- Christmas Tree – Tree pickup will January 15, 2025

## **COMMUNITY EVENTS**

- Want to know what is happening in Oxford, follow the OBA at [portofoxford.com](http://portofoxford.com)
- Meet and Greet with the New Town Manager – Holly Wahl  
January 16, 2025 @ 5:00 pm at the Oxford Community Center

## **FUTURE COMMISSIONER'S MEETINGS**

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

## **UPCOMING TOWN CLOSING**

- January 20, 2025 – Martin Luther King Jr. Day
- February 19, 2025 – Presidents' Day

## **ADJOURNMENT**

The Commissioners of Oxford are governed by the Oxford Charter and are guided by Robert's Rules of Order. The Charter provides that all meetings of the Commissioners shall be open to the public, and the rules of the Commissioners shall provide that residents of the Town shall have a reasonable opportunity to be heard at any meeting in regard to any municipal question. Public Comment is included on all Commissioner regular meeting agendas and affords the public the opportunity to have a voice, and the Commissioners an opportunity to listen.

Public Comment is not a Debate. It is not a question-and-answer session or discussion. If, after a public comment, a Commissioner wishes to clarify a matter, they may do so. With that in mind, the Commissioners thank the public for their interest, welcomes the public to speak, and requests that anyone who would like to speak please state your name and address for the record.

OXFORD CHARTER

Section C12-1. Oath of Office Required.

- a) Before entering upon the duties of their offices, the Commissioners, the Clerk-Treasurer, the members of the Board of Supervisors of Elections, and all other person (persons) elected or appointed to any office or profit or trust in the Town government shall take and subscribe the following oath or affirmation:

“I **Holly Wahl**, do swear (or affirm, as the case may be), that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of **Town Manager**, according to the Constitution and Laws of this State.”

- b) The President of the Commissioners shall take and subscribe this oath or affirmation before the Clerk of the Circuit Court for Talbot County or before one of the sworn deputies of the Clerk. All other persons taking and subscribing the oath shall do so before the President of the Commissioners.

Date Signed: **January 14, 2025**

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Holly Wahl, Town Manager

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Norman Bell, President of the Commissioners of Oxford

**Commissioners of Oxford  
Regular Meeting Minutes  
October 8, 2024**

The Commissioners meeting was held at the Oxford Commissioners meeting room on October 8, 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, President, Commissioner Tom Costigan, Chief Chris Phillips, Clerk/Treasurer Vickie Sharp, and Town Attorney Lyndsey Ryan.

**Commissioners Comments/Announcements**

Commissioner Greer thanked Vickie Sharp for putting out a meeting packet that could be shared with everyone including attachments.

Commissioner Greer stated after the last meeting, Mr. Gray seemed concerned that her meeting with the citizens in the town park on September 24<sup>th</sup>, was in violation of the Open Meetings Act. Was that a violation of the Open Meetings Act?

Attorney Lyndsey Ryan stated the in order for it to be a meeting there has to be a quorum of the elected body needs to be present.

Commissioner Bell made a comment regarding Resolution 2417. That is one of the items that we were going to talk about when we revisit the Resolution. We had a mix-up in our communications prior to the meeting.

**Public Comments**

Debbie Krolicki – When will Resolution 2417 be revisited.

Commissioner Bell stated it would be today.

**Presentation**

Brent Jett (GMB) gave an update on the storm water pumps. The original project was bid as design-build, and we had Barber's Landing as our build portion. Due to health concerns, he has now hung up his hat. We can either find another partner to go forth, and they will price out what we design for the pumps, and you guys will sign the contract with them because we don't have a construction insurance for installation. We're working with two different pump station providers that pretty much will send you the whole package. The one will connect the control panels to it. The third option is we get a full-blown design,

and we send it out to bid. It's not going to change the pump station guys when they deliver it. They're still going to come in and connect the panel.

There was discussion and questions from Commissioners and Town Attorney regarding their concerns with GMB.

### **Oath**

Commissioner Bell gave oath of office to Stephen Selden, Board of Zoning Appeals.

### **Consent Agenda**

Commissioner Costigan moved to accept the consent agenda. Commissioner Greer seconded the motion. All were in favor, the motion carried.

### **Resolution For Consideration**

Commissioner Bell proposed Resolution 2411. It's a Resolution setting the fee schedule for the Town of Oxford's Mooring Program, replacing a portion of the Resolution 2212 and all previous fee schedules, effective July 23, 2024. The renewal fee for Moorings is hereby increased to \$350 for a two-year permit. This amendment will become part of the Town of Oxford's fee schedule.

Commissioner Costigan made a motion that we follow the advice of the Port Wardens and institute a fee of \$350 for a Mooring for two years. Commissioner Bell seconded the motion. With a 2 to 1 vote, the motion carried.

Commissioner Bell proposed Resolution 2418. A resolution of the Commissioners of Oxford amending the Oxford Police Manual to clarify that Officers will be compensated for the time spent while off duty appearing in court for time spent, or a minimum of two (2) hours, whichever is greater. Whichever is greater.

Chief Phillips commented on the resolution. What happens, for example, you can get called in on a Friday and you were supposed to be off and probably have a long weekend, but you have to appear for court on a Friday afternoon, this now cuts your day off. You go to court and find out you are not needed or it only takes 5 minutes. What this does is it provides a minimum of two hours of overtime for coming in on your off day you will be compensated.

Commissioner Greer made a motion to approve Resolution 2418, a resolution of the Commissioners of Oxford amending the Oxford Police Manual to clarify the officers will be compensated for time spent while off-duty appearing in court for time spent or a minimum of two hours. Whichever is greater. Commissioner Costigan seconded that motion. All were in favor, the motion carried.

## **Unfinished Business**

Commissioner Bell gave an update on the Strand. The funding for the next phase of the strand project has been approved. Commissioner Greer Stated the Board of Public Works approved the MDE grant for the last phase of it, which is \$300,000. The sand fencing was purchased, and they'll be taking down the orange fencing. The drawings in the parking lot and road raising were sent to Bayland Engineering to review. There is a \$100,000 town contribution to this last phase. The plantings are a concern for both NIFWF and DNR. A meeting with Underwood will be scheduled to review the planting.

Commissioner Greer stated there are 20 applicants from Baker Tilly. Most of your applicants came in, in the last two weeks before the deadline.

Commissioner Greer stated she submitted the Christopher Reese grant. That will be for \$20,000 to buy the Moby Mats so that we are ADA compliant on the strand.

Town Attorney, Lyndsey Ryan discussed Charter language. There's been some discussion about the provision within the Charter related to public comment. The provision states that the Commissioners can adopt rules for regulating meetings, but the rules shall provide that residents of the town shall have a reasonable opportunity to be heard at any meeting in regard to any municipal question.

Commissioner Bell read Resolution 2419. A Resolution of the Commissioners of Oxford to amend the rules for conduct at Commission Meetings. *Public participation in meetings of the Oxford Commissioner.* Commissioner Bell read aloud proposed Resolution 2419.

There was discussion among Commissioners regarding Resolution 2419.

Commissioner Bell opened the meeting for public comments.

Susan Kordell – Referred to Item 6 on the proposed Resolution 2419, then she referred to the agenda for the meeting under Public Comments “Public comments are encouraged and can be emailed to [oxfordclerktreasurer@goeaston.net](mailto:oxfordclerktreasurer@goeaston.net), mailed or dropped off at the Town Office by Noon on the Thursday before every meeting”. She stated “You are not providing any visibility into the agenda so the public can make informed comments by mail or email.”

David Donovan – Spoke regarding the language on the Resolution. Timing of comments and the 2 of the three don't agree on the wording. Further comments about public comment. Should adopt Resolution 2419 because it makes sense.

Jane McCarthy – Asked Commissioner Bell and Commissioner Costigan what they are hiding. Why are you afraid we are going to ask questions? Believes it is unconscionable trying to keep people from talking and expressing ideas.

Dan Kordell – Questioned the 7<sup>th</sup> “whereas” phrase on page 1 – WHEREAS, the Commissioners have determined it appropriate to allow from time-to-time public comment in connection with specific agenda items specifically designated by the Commissioners”, what does this mean? Is that one Commissioner, is it unanimous, is it the majority, how does that happen? Commissioner Bell stated it is the majority. Mr. Kordell stated it needs to be clarified. It should be one Commissioner that if they had knowledge they would want to hear from that person.

Rose Donovan, would like to pig back on the previous comment, what if the language was “may invite public comment” and if stated there would be a vote on which items would have a public comment, is there going to be a comment on the vote among the Commissioners to have comment on. What is the criteria on items that the Commissioners may or will allow public comment on. Commissioner Bell stated that would be decided by the Commissioners as they put together the agenda. Mrs. Donovan, so outside of public view the Commissioner would decide what action items would receive public comment, this doesn’t sound like what the Oxford Citizens want from the Commissioners.

Rebecca Ellison, discussed an email she received regarding shall and may. Attorney Lyndsey Ryan help clarify.

Susan Delean-Botkin, commented that this is a representative democracy, we elected you to do the work of the people. On C3-7, The Procedures of the Commission, The Commission shall determine its own rules and order of business,

Warren Davidson, seems there will be no public comment at the beginning of the meeting and you will take comment at the end of the meeting and at the discretion whether to comment during the course of the meeting. If you are voting on something you should take public comment.

Commissioner Bell commented, this issue of public comment on specific items was included in the Resolution 2417 that was passed 2 weeks ago.

Commissioners continued further discussion with Town Attorney regarding Resolution 2419. Commissioner Bell motioned to change the title of Resolution 2419 as follows:

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

*MEETINGS OF THE OXFORD COMMISSIONERS* and 2419 includes a requirement of public comment before any vote is taken on any Resolution or Ordinance. Commissioner Greer seconded the motion. All were in favor, the motion carried.

Clarification on receipt of letters for public comment, letters must be received the Monday before the Commissioners by Noon. The letters will no longer be included with the agenda but will be attached to the meeting minutes.

There was discussion among Commissioners and Town Attorney about which employment application to use. It was decided to use option 1 with modifications to add, have you ever been convicted of fraud, theft or embezzlement: this would be for individuals handling cash.

Commissioner Greer made a motion to amend the July 9<sup>th</sup> meeting minutes. Commissioner Costigan seconded the motion. All were in favor, the motion carried.

Commissioner Bell attended a meeting with Marilyn and Underwood and Associates to discuss some concerns and questions. There is an email from Marilyn included in the packet addressing the key points.

Commissioner Greer, we're going to look at using AECOM and the new permitting person for the planning purposes that will come through the FEMA grants. In terms of Underwood and what she was saying, that will also help us with some of the storm management stuff that didn't take place.

### **New Business**

There was discussion about The Oxford Museum requesting a donation. Last year we gave them \$3,000. Commissioner Costigan made a motion that we donate \$3,000 as we did last year to the Oxford Museum. Commissioner Greer seconded that motion. All were in favor, the motion carried.

There was discussion on appointment to the Talbot County Economic Commission. Asking for recommendations through constant contact.

Commissioner Greer moved to approve the Town of Oxford Committee Resilience Committee mandate. Commissioner Costigan seconded that. All were in favor, the motion carried.

Commissioner Greer discussed the RFP for the FEMA grant. We're going to put an RFP out for a structural engineer so they can come in and evaluate whether the homes can be lifted safely, structurally, and not fall apart in the lifting process. I'll work with my fellow commissioners to evaluate whether we need to go to an outside firm to manage the rest of the grant.



Commissioner Greer made a comment regarding Interim Staff. The town office is not going to run itself. I feel strongly of hiring a temp accountant or the clerk for a few months and keep them for a little bit to see if our new admin works out.

### **Legal**

Town Attorney, Lyndsey Ryan, discussed the First Amendment of the United States Constitution. It is a very broad topic and I know everyone wants to exercise their First Amendment rights and you have no intent to impede on those First Amendment rights. It's a balancing act of being able to conduct your meeting in an orderly fashion.

### **Letters Received**

Letters received are included in the packet.

### **Commissioners Comments**

Commissioner Costigan announced that today was Marilyn Williams' last day. Wished her the best in her new position.

### **Public Comments**

Russ Gray expressed concern over Commissioner Greer not inviting all commissioners to a meeting. If I invite a designated selected group of individuals to a meeting and I invite one of the other two town commissioners, without providing public notice, would that constitute a potential violation of the Open Meetings Act?

Rebecca Ellison stated everybody admires Katrina for being open and available. I'm so proud of her and so proud of the people that were there. She was also concerned about the way one of her friends (Wayne Sard) was treated.

Bob Burgner doesn't agree with how the size of the pump will be decided. You determine the size of the pump based on engineering. He was also concerned with the contractor not putting a 4ft grass strip on the Strand.

Debra Pulzone has a problem with Mr. Rensberger, a journalist. There are seven fraternity brothers against one girl. The analogies that he draws is offensive for somebody who has lived through sexual abuse. I find this unacceptable, and it's part of what's tearing this town apart.

### **Special Public Works Pick Up Days**

Leaf Pick Up- Every Wednesday starting October 16, 2024 to December 18, 2024

Special Brush- November 25-27, 2024

Special Brush- December 19, 20, and 23, 2024

Christmas Tree- Tree pick up will be January 15, 2025

### **Community Events**

OVFD- October 13, 2024

Community Day/Oxford Community Center- October 19, 2024

Walk/Run For Mental Health/Oxford Community Center- October 19, 2024

Trunk or Treat- October 31, 2024

### **Future Commissioners Meetings**

October 22, 2024

November 12, 2024

December 10, 2024

January 14, 2025

January 28, 2025

### **Upcoming Town Closing**

October 14, 2024- Columbus Day

November 5, 2024- Election Day

November 11, 2024- Veterans Day

November 28, 2024- Thanksgiving Holiday

November 29, 2024- American Indian Heritage Day

December 26, 2024- January 1, 2025- Offices will be closed, limited staff

### **Adjournment**

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

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

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### Maintenance Report

1/14/2025

1. Oxford has experienced its first snowstorm of the year and public works was active pushing/clearing snow for all of town. All employees were in for a total of 16hrs during the snow event from start to finish. Including a total of 10hrs after the storm for further clean up. Total man hours of 26hrs for the entirety of the storm.
2. Public works have spread salt in icy areas to help with the melt.
3. Wastewater plant update, this has been a very cold start to winter we have experienced exceptionally low temperatures since November with a very up and down trend from thirties to sixties and we have seen temperatures below 20 at night. This can have a very adverse effect on wastewater biology. Wastewater does not like cold temperatures so we must feed the biological side of the plant with synthetic supplements to get through cold snaps like these and happy to report its working and working well for how cold it is right now.
4. The new year has begun, and we are in the process of yearly cleaning and doing inventory on our equipment and supplies.
5. Public works experienced a breakdown with the salt spreader and unfortunately it cannot be repaired, and an emergency purchase was made for a new one. The Replacement has been ordered and should take delivery as early as next week.

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
<b>Income</b>				
<b>41000 - Real Property Tax</b>				
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	1,111,146.10	1,060,475.00	50,671.10	104.78%
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%
<b>Total 41000 - Real Property Tax</b>	<b>1,011,188.67</b>	<b>956,225.00</b>	<b>54,963.67</b>	<b>105.75%</b>
<b>42000 - Intergovernmental Revenues</b>				
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%
<b>Total 42000 - Intergovernmental Revenues</b>	<b>95,819.22</b>	<b>453,637.75</b>	<b>(357,818.53)</b>	<b>21.12%</b>
<b>43000 - Licenses and Permits</b>				
43100 - Animal Registration	0.00	0.00	0.00	0.0%
43300 - Building Permits	11,186.48	28,000.00	(16,813.52)	39.95%
43400 - Cable Franchise	0.00	4,770.00	(4,770.00)	0.0%
43450 - Port Warden Permits	600.00	2,000.00	(1,400.00)	30.0%
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%
<b>Total 43000 - Licenses and Permits</b>	<b>16,636.48</b>	<b>38,770.00</b>	<b>(22,133.52)</b>	<b>42.91%</b>
<b>44000 - Revenues from Other Agencies</b>				
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%
<b>Total 44000 - Revenues from Other Agencies</b>	<b>1,592.00</b>	<b>628,668.00</b>	<b>(627,076.00)</b>	<b>0.25%</b>
<b>45000 - Revenues from Properties</b>				
45100 - Dock Rentals	23,366.00	25,000.00	(1,634.00)	93.46%
45200 - Parking Permits	270.00	1,500.00	(1,230.00)	18.0%
<b>45300 - Land/Property Leases</b>				
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%

## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
45305 · Tred Avon Yacht Club	0.00	26,463.72	(26,463.72)	0.0%
45306 · Farm Land Rent	1,792.00			
45300 · Land/Property Leases - Other	0.00	0.00	0.00	0.0%
<b>Total 45300 · Land/Property Leases</b>	<b>33,560.14</b>	<b>90,000.00</b>	<b>(56,439.86)</b>	<b>37.29%</b>
45400 · Town House Rental	1,100.00	3,500.00	(2,400.00)	31.43%
<b>Total 45000 · Revenues from Properties</b>	<b>58,296.14</b>	<b>120,000.00</b>	<b>(61,703.86)</b>	<b>48.58%</b>
<b>46000 · Miscellaneous Revenues</b>				
46853 · Water Well #2 Repairs	33,521.11			
46200 · Hanks Christmas Tree Fund	1,181.16	2,000.00	(818.84)	59.06%
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			
46451 · Police Report	5.00	0.00	5.00	100.0%
46500 · Reimbursed Appeals Expense	350.00	0.00	350.00	100.0%
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%
46925 · Historic Consult/Review	25.00			
46950 · Interest Income	102,541.63	170,000.00	(67,458.37)	60.32%
<b>Total 46000 · Miscellaneous Revenues</b>	<b>141,994.58</b>	<b>174,500.00</b>	<b>(32,505.42)</b>	<b>81.37%</b>
<b>47000 · Enterprise Services</b>				
<b>47100 · Water Service</b>				
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%
<b>Total 47100 · Water Service</b>	<b>103,211.00</b>	<b>367,300.00</b>	<b>(264,089.00)</b>	<b>28.1%</b>
<b>47500 · Wastewater Services</b>				
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			
47550 · BRF O&M Grant	30,000.00	25,000.00	5,000.00	120.0%
<b>Total 47500 · Wastewater Services</b>	<b>189,090.96</b>	<b>577,200.00</b>	<b>(388,109.04)</b>	<b>32.76%</b>
<b>47700 · Stormwater/Shoreline SMSP</b>				
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%
<b>Total 47700 · Stormwater/Shoreline SMSP</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>47900 · Enterprise Services Other</b>				
47910 · Interest - Water	0.00	0.00	0.00	0.0%
47930 · Plumbing Permits	640.00	1,100.00	(460.00)	58.18%
<b>Total 47900 · Enterprise Services Other</b>	<b>640.00</b>	<b>1,100.00</b>	<b>(460.00)</b>	<b>58.18%</b>
<b>Total 47000 · Enterprise Services</b>	<b>392,941.96</b>	<b>1,045,600.00</b>	<b>(652,658.04)</b>	<b>37.58%</b>
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%
<b>Total Income</b>	<b>1,727,286.50</b>	<b>3,452,900.75</b>	<b>(1,725,614.25)</b>	<b>50.02%</b>

## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Gross Profit</b>	1,727,286.50	3,452,900.75	(1,725,614.25)	50.02%
<b>Expense</b>				
<b>50000 · Legislation</b>				
50100 · Commissioners Salary	4,500.00	9,000.00	(4,500.00)	50.0%
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%
<b>Total 50000 · Legislation</b>	5,384.39	20,500.00	(15,115.61)	26.27%
<b>51000 · Financial Administration</b>				
51050 · Accounting & Auditing	5,750.00	40,000.00	(34,250.00)	14.38%
51075 · Administrative Contract/Temp	2,590.00			
51100 · Administrative Salaries	91,718.72	200,000.00	(108,281.28)	45.86%
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	105.00	1,000.00	(895.00)	10.5%
<b>Total 51101 · Advertising</b>	2,487.07	4,000.00	(1,512.93)	62.18%
51199 · Bank Fees	134.10			
51200 · Computer Main & Repair	3,050.00	4,000.00	(950.00)	76.25%
51220 · Communications	3,750.00	3,000.00	750.00	125.0%
51250 · Copier Services Main & Supplies	2,457.91	5,500.00	(3,042.09)	44.69%
51300 · Education and Training	0.00	3,000.00	(3,000.00)	0.0%
51350 · Electricity	4,431.69	8,500.00	(4,068.31)	52.14%
51450 · Legal Fees	32,457.62	65,000.00	(32,542.38)	49.94%
51451 · Telephone	3,537.97	7,500.00	(3,962.03)	47.17%
51452 · Internet	738.00	1,500.00	(762.00)	49.2%
51500 · Memberships & Dues	1,295.20	5,000.00	(3,704.80)	25.9%
51550 · Office Supplies & Expenses	2,334.87	6,000.00	(3,665.13)	38.92%
51600 · Postage	1,757.48	3,200.00	(1,442.52)	54.92%
51650 · Planning & Zoning Admin				
51651 · Stormwater Management Review	2,250.00			
51650 · Planning & Zoning Admin - Other	3,353.54	16,000.00	(12,646.46)	20.96%
<b>Total 51650 · Planning &amp; Zoning Admin</b>	5,603.54	16,000.00	(10,396.46)	35.02%
51660 · Search Frim - 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%
<b>Total 51000 · Financial Administration</b>	194,899.17	374,700.00	(179,800.83)	52.02%
<b>52000 · Government Properties</b>				
52100 · Municipal Bldg Main and Repair				
52110 · Bldg Main and Repair Salaries	2,504.04	4,500.00	(1,995.96)	55.65%
52100 · Municipal Bldg Main and Repair - Other	10,657.23	25,000.00	(14,342.77)	42.63%
<b>Total 52100 · Municipal Bldg Main and Repair</b>	13,161.27	29,500.00	(16,338.73)	44.61%

## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>52200 · Town Houses Main and Repair</b>				
52220 · Town House Electric #B	750.45	0.00	750.45	100.0%
52200 · Town Houses Main and Repair - Other	3,895.75	5,000.00	(1,104.25)	77.92%
<b>Total 52200 · Town Houses Main and Repair</b>	<b>4,646.20</b>	<b>5,000.00</b>	<b>(353.80)</b>	<b>92.92%</b>
<b>52300 · Customs House Main &amp; Repair</b>	361.51	1,500.00	(1,138.49)	24.1%
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%
<b>Total 52000 · Government Properties</b>	<b>21,546.50</b>	<b>68,600.00</b>	<b>(47,053.50)</b>	<b>31.41%</b>
<b>52500 · General Government Other</b>				
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%
<b>52560 · Contributions</b>				
52561 · Community Center	15,000.00	15,000.00	0.00	100.0%
52562 · Hanks Christmas Trees	3,420.34	2,500.00	920.34	136.81%
52563 · Talbot County Arts Council	0.00	2,000.00	(2,000.00)	0.0%
52564 · Oxford Day	0.00	1,000.00	(1,000.00)	0.0%
52565 · Oxford Museum	3,000.00	3,000.00	0.00	100.0%
52566 · Oxford Library	0.00	500.00	(500.00)	0.0%
52567 · R Gordon Graves	1,000.00	2,000.00	(1,000.00)	50.0%
52569 · Miscellaneous Contributions	4,000.00	5,000.00	(1,000.00)	80.0%
55520 · Fireworks	0.00	15,000.00	(15,000.00)	0.0%
<b>Total 52560 · Contributions</b>	<b>26,420.34</b>	<b>46,000.00</b>	<b>(19,579.66)</b>	<b>57.44%</b>
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%
<b>Total 52500 · General Government Other</b>	<b>32,417.82</b>	<b>70,700.00</b>	<b>(38,282.18)</b>	<b>45.85%</b>
<b>52600 · Government Shared Expenses</b>				
52610 · Insurance - General	44,163.00	41,000.00	3,163.00	107.72%
52620 · Insurance - Property/Flood	0.00	3,500.00	(3,500.00)	0.0%
52630 · Workmens Comp	21,499.00	18,000.00	3,499.00	119.44%
52640 · Unemployment	160.00	320.00	(160.00)	50.0%
<b>52655 · Employee Benefits</b>				
52656 · Employee Billing Assistance	0.00	0.00	0.00	0.0%
52655 · Employee Benefits - Other	219,307.63	275,500.00	(56,192.37)	79.6%
<b>Total 52655 · Employee Benefits</b>	<b>219,307.63</b>	<b>275,500.00</b>	<b>(56,192.37)</b>	<b>79.6%</b>
52660 · Payroll Expenses	43,630.79	80,000.00	(36,369.21)	54.54%
<b>Total 52600 · Government Shared Expenses</b>	<b>328,760.42</b>	<b>418,320.00</b>	<b>(89,559.58)</b>	<b>78.59%</b>
<b>53000 · Public Safety</b>				
<b>53100 · Police Department</b>				
53150 · Police Salaries	133,196.39	346,000.00	(212,803.61)	38.5%

## TOWN OF OXFORD

### Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
51351 · Police Overtime	0.00	0.00	0.00	0.0%
53152 · Police Other Agency Support	450.00			
53175 · Park Patrol	0.00	0.00	0.00	0.0%
53200 · Uniforms & Equipment	1,691.77	7,000.00	(5,308.23)	24.17%
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	5,063.18	17,300.00	(12,236.82)	29.27%
53600 · Office Supplies	4,519.31	5,000.00	(480.69)	90.39%
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%
<b>Total 53100 · Police Department</b>	<b>147,209.25</b>	<b>464,200.00</b>	<b>(316,990.75)</b>	<b>31.71%</b>
<b>53700 · Fire Department</b>				
53800 · Grant to Oxford Fire Department	20,000.00	20,000.00	0.00	100.0%
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%
<b>Total 53700 · Fire Department</b>	<b>22,720.00</b>	<b>35,000.00</b>	<b>(12,280.00)</b>	<b>64.91%</b>
<b>Total 53000 · Public Safety</b>	<b>169,929.25</b>	<b>499,200.00</b>	<b>(329,270.75)</b>	<b>34.04%</b>
<b>54000 · Public Works</b>				
<b>54100 · Operational Cost</b>				
54110 · Shop - Salaries	35,970.09	60,000.00	(24,029.91)	59.95%
54130 · Shop - Telephone and Internet	7,502.78	15,000.00	(7,497.22)	50.02%
54140 · Shop - Uniforms	8,453.42	20,650.00	(12,196.58)	40.94%
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	3,710.12	4,000.00	(289.88)	92.75%
54170 · Education and Training	1,287.07	1,000.00	287.07	128.71%
54180 · Vehicle Operations	7,620.09	23,000.00	(15,379.91)	33.13%
54190 · Vehicle Main and Repairs	5,713.31	18,000.00	(12,286.69)	31.74%
85000 · Public Works Capital	0.00	55,000.00	(55,000.00)	0.0%
<b>Total 54100 · Operational Cost</b>	<b>71,026.17</b>	<b>200,650.00</b>	<b>(129,623.83)</b>	<b>35.4%</b>
<b>54200 · Roads Department</b>				
54210 · Streets - Salaries	16,418.46	35,000.00	(18,581.54)	46.91%
54220 · Streets - Main/Repairs	944.33	16,000.00	(15,055.67)	5.9%
54230 · Streets - Lighting	22,984.15	45,000.00	(22,015.85)	51.08%
54240 · Streets - Repaving	0.00	30,000.00	(30,000.00)	0.0%
54250 · Snow Removal	1,027.73	1,000.00	27.73	102.77%
54200 · Roads Department - Other	0.00	3,100.00	(3,100.00)	0.0%
<b>Total 54200 · Roads Department</b>	<b>41,374.67</b>	<b>130,100.00</b>	<b>(88,725.33)</b>	<b>31.8%</b>
<b>54300 · Trash Collection</b>				



## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
54310 · Trash Collection Salaries	20,896.02	30,000.00	(9,103.98)	69.65%
54330 · Trash Pick up - Contractors	38,117.15	80,000.00	(41,882.85)	47.65%
<b>Total 54300 · Trash Collection</b>	<b>59,013.17</b>	<b>110,000.00</b>	<b>(50,986.83)</b>	<b>53.65%</b>
<b>54400 · Miscellaneous Public Works</b>				
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%
<b>Total 54400 · Miscellaneous Public Works</b>	<b>1,483.76</b>	<b>7,500.00</b>	<b>(6,016.24)</b>	<b>19.78%</b>
<b>Total 54000 · Public Works</b>	<b>172,897.77</b>	<b>448,250.00</b>	<b>(275,352.23)</b>	<b>38.57%</b>
<b>55000 · Parks and Recreation</b>				
55100 · Parks/Mowing - Salaries	24,125.43	65,000.00	(40,874.57)	37.12%
55200 · Parks/Mowing - Main & Repair	2,364.55	5,000.00	(2,635.45)	47.29%
55300 · Parks and Recreation Electric	1,758.30	3,000.00	(1,241.70)	58.61%
55400 · Docks/Shoreline - Main & Repair	367.43	3,000.00	(2,632.57)	12.25%
55500 · Parks & Recreation Expenses	16,905.26	40,000.00	(23,094.74)	42.26%
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%
<b>Total 55000 · Parks and Recreation</b>	<b>45,714.00</b>	<b>206,500.00</b>	<b>(160,786.00)</b>	<b>22.14%</b>
<b>56000 · Grant Projects</b>				
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%
56150 · Strand Project	1,324.70			
<b>Total 56000 · Grant Projects</b>	<b>45,893.62</b>	<b>0.00</b>	<b>45,893.62</b>	<b>100.0%</b>
<b>57000 · Enterprise Fund Expenditures</b>				
<b>57100 · Water System Admin Cost</b>				
57110 · Administrative Salaries	5,608.34	45,000.00	(39,391.66)	12.46%
57120 · Administrative Expenses	456.50	3,000.00	(2,543.50)	15.22%
57140 · Depreciation	11,580.53	0.00	11,580.53	100.0%
57160 · Interest on Debt	1,208.16	2,000.00	(791.84)	60.41%
<b>Total 57100 · Water System Admin Cost</b>	<b>18,853.53</b>	<b>50,000.00</b>	<b>(31,146.47)</b>	<b>37.71%</b>
<b>57200 · Water System Operations</b>				
57201 · Water - Salaries	26,333.69	60,000.00	(33,666.31)	43.89%
57210 · Electricity	18,323.94	30,000.00	(11,676.06)	61.08%
57220 · Utilities	240.06	500.00	(259.94)	48.01%
57225 · Chemicals	2,062.00	4,000.00	(1,938.00)	51.55%
57230 · Lab Expenses	1,298.00	3,000.00	(1,702.00)	43.27%
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	350.00	1,500.00	(1,150.00)	23.33%
57280 · Maintenance & Repairs	8,200.95	15,000.00	(6,799.05)	54.67%

## TOWN OF OXFORD

### Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
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%
<b>Total 57200 · Water System Operations</b>	<b>105,217.90</b>	<b>119,750.00</b>	<b>(14,532.10)</b>	<b>87.87%</b>
<b>57500 · Wastewater System Admin Cost</b>				
57510 · Administrative Salaries	4,742.94	45,000.00	(40,257.06)	10.54%
57520 · Administrative Expenses	434.50	5,000.00	(4,565.50)	8.69%
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%
<b>Total 57500 · Wastewater System Admin Cost</b>	<b>21,995.54</b>	<b>106,000.00</b>	<b>(84,004.46)</b>	<b>20.75%</b>
<b>57600 · Wastewater System Operations</b>				
57601 · Wastewater Salaries	31,669.35	60,000.00	(28,330.65)	52.78%
57610 · Electricity	4,828.18	80,000.00	(75,171.82)	6.04%
57620 · Utilities	2,741.82	5,000.00	(2,258.18)	54.84%
57625 · Chemicals	11,583.09	25,000.00	(13,416.91)	46.33%
57630 · Lab Expenses	6,792.11	10,000.00	(3,207.89)	67.92%
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	27,146.68	20,000.00	7,146.68	135.73%
57690 · Wastewater Expenses - Other	3,574.43			
<b>Total 57600 · Wastewater System Operations</b>	<b>96,806.96</b>	<b>215,000.00</b>	<b>(118,193.04)</b>	<b>45.03%</b>
<b>57700 · Stormwater/Shoreline SMSP</b>				
57710 · Stormwater Salaries	43,930.76	60,000.00	(16,069.24)	73.22%
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	7,879.36	20,000.00	(12,120.64)	39.4%
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	10,564.46	20,000.00	(9,435.54)	52.82%
81500 · SMSP Improvement Capital	0.00	824,155.00	(824,155.00)	0.0%
<b>Total 57700 · Stormwater/Shoreline SMSP</b>	<b>64,954.40</b>	<b>964,155.00</b>	<b>(899,200.60)</b>	<b>6.74%</b>
<b>Total 57000 · Enterprise Fund Expenditures</b>	<b>307,828.33</b>	<b>1,454,905.00</b>	<b>(1,147,076.67)</b>	<b>21.16%</b>
<b>58000 · Bay Restoration</b>				
58100 · Bay Restoration Payment	16,672.87	34,800.00	(18,127.13)	47.91%
<b>Total 58000 · Bay Restoration</b>	<b>16,672.87</b>	<b>34,800.00</b>	<b>(18,127.13)</b>	<b>47.91%</b>
59000 · Bad Debt	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,341,944.14</b>	<b>3,596,475.00</b>	<b>(2,254,530.86)</b>	<b>37.31%</b>
<b>Net Ordinary Income</b>	<b>385,342.36</b>	<b>(143,574.25)</b>	<b>528,916.61</b>	<b>(268.39%)</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				

## TOWN OF OXFORD

### Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
49000 - Loan Proceeds	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
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%
<b>Total 90000 - Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>385,342.36</b>	<b>(143,574.25)</b>	<b>528,916.61</b>	<b>(268.39%)</b>

**TOWN OF OXFORD**  
**Check Detail**  
**December 2024**

Num	Date	Name	Memo	Account	Paid Amount
25672	12/11/2024	Aquafix	VitaStim 1 gallon/Liquid Smart BOD	11302 - BayVanguard 302 General Acct	
IN016129	12/10/2024		VitaStim 1 gallon/Liquid Smart BOD	57625 - Chemicals	-794.29
TOTAL					-794.29
25673	12/11/2024	Backtown Automotive and Accessories		11302 - BayVanguard 302 General Acct	
3031	11/26/2024		Repair Air Compressor	54190 - Vehicle Main and Repairs	-250.48
3030	11/26/2024		Repair Jetter	54190 - Vehicle Main and Repairs	-693.23
TOTAL					-943.71
25674	12/11/2024	Bob Jackson Landscapes, Inc.		11302 - BayVanguard 302 General Acct	
87073	12/06/2024		November Horticultural Visit and Spring Mulch	55200 - Parks/Mowing - Main & Repair	-282.00
TOTAL					-282.00
25675	12/11/2024	Booth, Cropper and Marriner		11302 - BayVanguard 302 General Acct	
38580	12/02/2024		Water Meter Project	12272 - USDA Water System Upgrade	-189.00
38579	12/02/2024		General Matters	51450 - Legal Fees	-7,299.62
TOTAL					-7,488.62
25676	12/11/2024	Chesapeake Employers	Audit Sept 6, 2023 - Sept 6, 2024	11302 - BayVanguard 302 General Acct	
Audit 23/24	12/02/2024		Audit Sept 6, 2023 - Sept 6, 2024 - Police	52630 - Workmens Comp	-3,512.24
			Audit Sept 6, 2023 - Sept 6, 2024 - Clerical	52630 - Workmens Comp	-1,051.10
			Audit Sept 6, 2023 - Sept 6, 2024 - Public Works	52630 - Workmens Comp	-1,812.66
TOTAL					-6,376.00
25677	12/11/2024	Crystal Springs		11302 - BayVanguard 302 General Acct	
23190374 113024	11/30/2024		water	54165 - Shop - Miscellaneous	-31.99
			water	51550 - Office Supplies & Expenses	-36.74
TOTAL					-68.73
25678	12/11/2024	GT Mid Atlantic - Greenwood	Repair Case Backhoe	11302 - BayVanguard 302 General Acct	
SWO223776-1	11/18/2024		Repair to Case Backhoe	54190 - Vehicle Main and Repairs	-2,742.66
TOTAL					-2,742.66
25679	12/11/2024	Katherine Leneski		11302 - BayVanguard 302 General Acct	
WE 12/03/2024	12/03/2024		Remote Work Nov 27 - Dec 3, 2024	51075 - Administrative Contract/Temp	-20.00
WE 12/10/2024	12/10/2024		Remote Work Dec 3-10, 2024	51075 - Administrative Contract/Temp	-90.00
TOTAL					-110.00
25680	12/11/2024	Kelly & Associates	121780	11302 - BayVanguard 302 General Acct	
Jan 2025	12/05/2024		January 2025 Insurance	52655 - Employee Benefits	-5,230.81
TOTAL					-5,230.81
25681	12/11/2024	Lowe's Companies, Inc.		11302 - BayVanguard 302 General Acct	
Statement Nov24	11/25/2024		Inv#981187 Sakrete Leak Stopper	57730 - Stormwater Main & Repair	-25.16
			Inv#984789 LED Light Bulbs	52100 - Municipal Bldg Main and Repair	-43.66
TOTAL					-68.82

**TOWN OF OXFORD**  
**Check Detail**  
**December 2024**

Num	Date	Name	Memo	Account	Paid Amount
<b>25682</b>	<b>12/11/2024</b>	<b>Maryland Environmental Service</b>		<b>11302 - BayVanguard 302 General Acct</b>	
337181	12/02/2024		11/19 Ticket #1053844 1.09ton	54330 - Trash Pick up - Contractors	-87.20
			11/19 Ticket #1053920 1.22ton	54330 - Trash Pick up - Contractors	-97.60
			11/19 Ticket #1053965 1.20ton	54330 - Trash Pick up - Contractors	-96.00
TOTAL					-280.80
<b>25683</b>	<b>12/11/2024</b>	<b>Maryland State Retirement Agency</b>	<b>Location 8528 - FY2025</b>	<b>11302 - BayVanguard 302 General Acct</b>	
8972	12/01/2024		pension	52655 - Employee Benefits	-86,344.00
			contributory	52655 - Employee Benefits	-24,757.00
			alt contrib	52655 - Employee Benefits	-11,356.00
TOTAL					-122,457.00
<b>25684</b>	<b>12/11/2024</b>	<b>Middle Department Inspection Agency</b>		<b>11302 - BayVanguard 302 General Acct</b>	
SI018733	12/02/2024		100 Riverview #24-59HVAC	51650 - Planning & Zoning Admin	-85.00
SI018732	12/02/2024		100 Riverview #333	51650 - Planning & Zoning Admin	-60.35
TOTAL					-145.35
<b>25685</b>	<b>12/11/2024</b>	<b>Mr. Rooter, Mid-Shore</b>	<b>101 South Street</b>	<b>11302 - BayVanguard 302 General Acct</b>	
55097	12/10/2024		101 South Street - Sewer Line Replacement	57680 - Maintenance & Repairs	-11,000.00
TOTAL					-11,000.00
<b>25686</b>	<b>12/11/2024</b>	<b>NAPA Auto Parts</b>		<b>11302 - BayVanguard 302 General Acct</b>	
545533	12/02/2024		Antifreeze	54190 - Vehicle Main and Repairs	-23.94
546059	12/09/2024		Battery/Hydragrucultural Fluid	54190 - Vehicle Main and Repairs	-289.97
TOTAL					-313.91
<b>25687</b>	<b>12/11/2024</b>	<b>Pep-Up</b>		<b>11302 - BayVanguard 302 General Acct</b>	
7417129	12/02/2024		181.5 gal \$2.4228	54180 - Vehicle Operations	-560.80
742567	12/04/2024		jl thompson	57620 - Utilities	-1,150.88
TOTAL					-1,711.68
<b>25688</b>	<b>12/11/2024</b>	<b>Republic Services</b>		<b>11302 - BayVanguard 302 General Acct</b>	
001116015	12/10/2024		jl thompson	54330 - Trash Pick up - Contractors	-547.00
			causeway	54330 - Trash Pick up - Contractors	-200.92
			tilghman	54330 - Trash Pick up - Contractors	-300.92
			fees	54330 - Trash Pick up - Contractors	-410.21
TOTAL					-1,459.05
<b>25689</b>	<b>12/11/2024</b>	<b>Republic Services 2</b>	<b>Jl Thompson - 2 Containers</b>	<b>11302 - BayVanguard 302 General Acct</b>	
001116019	11/20/2024		10/28 4.28	57770 - Stormwater/Shoreline Trash	-146.38
			10/28 4.03	57770 - Stormwater/Shoreline Trash	-137.83
			10/28	57770 - Stormwater/Shoreline Trash	-240.34
			10/28	57770 - Stormwater/Shoreline Trash	-240.34
			11/05 3.51	57770 - Stormwater/Shoreline Trash	-120.04
			11/05 4.99	57770 - Stormwater/Shoreline Trash	-170.66
			11/05	57770 - Stormwater/Shoreline Trash	-240.34
			11/05	57770 - Stormwater/Shoreline Trash	-240.34
TOTAL					-1,536.27

**TOWN OF OXFORD**  
**Check Detail**  
**December 2024**

Num	Date	Name	Memo	Account	Paid Amount
25690	12/11/2024	Talbot County Maryland	Real Property Tax	11302 - BayVanguard 302 General Acct	
14407	07/01/2024		reimbursable taxes - Real Property Tax	52400 - MEWS	-2,433.33
TOTAL					-2,433.33
25691	12/11/2024	Traffic Concepts, Inc.	Traffic Study thru Oct 31, 2024	11302 - BayVanguard 302 General Acct	
4127-1	11/14/2024		Traffic Study thru Oct 31, 2024	51700 - Miscellaneous - Financial Admin	-3,100.00
TOTAL					-3,100.00
25692	12/11/2024	Unemployment Tax Service Inc		11302 - BayVanguard 302 General Acct	
14984	12/05/2024		January - March 2025	52640 - Unemployment	-80.00
TOTAL					-80.00
25693	12/11/2024	UniFirst Corporation	Uniforms	11302 - BayVanguard 302 General Acct	
1430157715	12/04/2024		PW Uniforms	54140 - Shop - Uniforms	-254.91
TOTAL					-254.91
25694	12/11/2024	Verizon	For Period of 11/16/24 - 12/15/24	11302 - BayVanguard 302 General Acct	
4102265740 Nov 15	11/15/2024		For Period of 11/16/24 - 12/15/24	54130 - Shop - Telephone and Internet	-1,081.66
TOTAL					-1,081.66
25695	12/11/2024	Verizon main		11302 - BayVanguard 302 General Acct	
Nov 21, 2024	11/21/2024		police	53500 - Utilities	-100.00
			office emerg equip	51451 - Telephone	-426.57
TOTAL					-526.57
25696	12/11/2024	Verizon Wireless		11302 - BayVanguard 302 General Acct	
9979090081	12/11/2024		car cell x1	53500 - Utilities	-40.01
			ipad service	57220 - Utilities	-40.01
			ipad service	51451 - Telephone	-40.05
			police oncall	53500 - Utilities	-42.69
			police sim	53500 - Utilities	-40.01
			police sim	53500 - Utilities	-40.01
			fee	53500 - Utilities	-0.05
			Town Manager Cell Phone 410-463-5895	51451 - Telephone	-42.69
TOTAL					-285.52
25697	12/11/2024	Verizon Wireless Office		11302 - BayVanguard 302 General Acct	
9979494189	12/15/2024		office phones	51451 - Telephone	-156.20
			vehicles	53500 - Utilities	-120.03
TOTAL					-276.23
25698	12/17/2024	Aflac	PN296-933459	11302 - BayVanguard 302 General Acct	
335415	12/08/2024		M. Bell	21000 - Payroll Liabilities	-137.86
TOTAL					-137.86
25699	12/17/2024	Chesapeake Employers	Increase Police Wages	11302 - BayVanguard 302 General Acct	

**TOWN OF OXFORD**  
**Check Detail**  
**December 2024**

Num	Date	Name	Memo	Account	Paid Amount
Increase 24	12/17/2024		Increase Police Wages for Sept 6 2024 - Sept 6	52630 · Workmens Comp	-615.00
TOTAL					-615.00
<b>25700</b>	<b>12/17/2024</b>	<b>Chesapeake Environmental Lab</b>	<b>Water testing</b>	<b>11302 · BayVanguard 302 General Acct</b>	
412031	12/12/2024		bacteria - 12/4/2024	57230 · Lab Expenses	-66.00
			Arsenic - 12/4/2024	57230 · Lab Expenses	-70.00
			Fluoride - 12/4/2024	57230 · Lab Expenses	-40.00
			Nitrate - 12/4/2024	57230 · Lab Expenses	-22.00
TOTAL					-198.00
<b>25701</b>	<b>12/17/2024</b>	<b>Comfort Plus Services</b>	<b>Diagnostic Call - Main Office</b>	<b>11302 · BayVanguard 302 General Acct</b>	
7411001	11/26/2024		Diagnostic Call - Main Office	52100 · Municipal Bldg Main and Repair	-99.00
TOTAL					-99.00
<b>25702</b>	<b>12/17/2024</b>	<b>Easton Utilities</b>	<b>WWTP Lab Testing</b>	<b>11302 · BayVanguard 302 General Acct</b>	
28695	12/11/2024		November 2024 - WWTP Lab Testing	57630 · Lab Expenses	-485.00
TOTAL					-485.00
<b>25703</b>	<b>12/17/2024</b>	<b>Farmington Transfer Station</b>		<b>11302 · BayVanguard 302 General Acct</b>	
4355-000004175	11/30/2024		11/21 1.97	54330 · Trash Pick up - Contractors	-193.06
			11/29 1.82	54330 · Trash Pick up - Contractors	-178.36
4355-000004186	12/15/2024		12/05 1.63	54330 · Trash Pick up - Contractors	-159.74
			12/12 1.71	54330 · Trash Pick up - Contractors	-167.58
TOTAL					-698.74
<b>25704</b>	<b>12/17/2024</b>	<b>Fidelity Power Systems</b>	<b>Service Call</b>	<b>11302 · BayVanguard 302 General Acct</b>	
FPS0104498	12/06/2024		Service Call	57680 · Maintenance & Repairs	-505.00
TOTAL					-505.00
<b>25705</b>	<b>12/17/2024</b>	<b>George, Miles &amp; Buhr, LLC</b>	<b>Stormwater Management Review</b>	<b>11302 · BayVanguard 302 General Acct</b>	
0082914	12/06/2024		SWM Review - 110 First Street	51651 · Stormwater Management Review	-750.00
			SWM Review - 106 Stewart Avenue	51651 · Stormwater Management Review	-750.00
			SWM Review - Factor Street	51651 · Stormwater Management Review	-750.00
TOTAL					-2,250.00
<b>25706</b>	<b>12/17/2024</b>	<b>Intercoastal Trading, Inc.</b>	<b>Aluminum Sulfate</b>	<b>11302 · BayVanguard 302 General Acct</b>	
244809	11/25/2024		aluminum sulfate	57625 · Chemicals	-1,161.60
TOTAL					-1,161.60
<b>25707</b>	<b>12/17/2024</b>	<b>Maryland Transportation Authority</b>	<b>Toll Bay Bridge - North Beach</b>	<b>11302 · BayVanguard 302 General Acct</b>	
B1531139424319	12/05/2024		Toll Bridge 11/22/2024 - North Beach	51550 · Office Supplies & Expenses	-6.00
TOTAL					-6.00
<b>25708</b>	<b>12/17/2024</b>	<b>NAPA Auto Parts</b>	<b>Hydraulic Oil</b>	<b>11302 · BayVanguard 302 General Acct</b>	
546369	12/11/2024		Hydraulic Oil	54165 · Shop - Miscellaneous	-177.98
TOTAL					-177.98
<b>25709</b>	<b>12/17/2024</b>	<b>P&amp;M Hydraulics, Inc.</b>	<b>Truck Repairs</b>	<b>11302 · BayVanguard 302 General Acct</b>	

**TOWN OF OXFORD**  
**Check Detail**  
**December 2024**

Num	Date	Name	Memo	Account	Paid Amount
47540	12/16/2024		Truck Repairs	54190 · Vehicle Main and Repairs	-641.04
TOTAL					-641.04
<b>25710</b>	<b>12/17/2024</b>	<b>Response Computer Group Inc.</b>		<b>11302 · BayVanguard 302 General Acct</b>	
00230259	12/01/2024		support	57120 · Administrative Expenses	-25.00
			support	57520 · Administrative Expenses	-25.00
TOTAL					-50.00
<b>25711</b>	<b>12/17/2024</b>	<b>Shore United Bank</b>	<b>Monthly Statement</b>	<b>11302 · BayVanguard 302 General Acct</b>	
Nov-Dec 2024	12/10/2024		M. Bell Water Sampler Certification Class	54170 · Education and Training	-25.00
			Staples - Office Supplies	54165 · Shop - Miscellaneous	-167.46
			Employee Lunch	54165 · Shop - Miscellaneous	-35.52
			Constant Contact	51550 · Office Supplies & Expenses	-12.00
			N. Bell Business Cards	51550 · Office Supplies & Expenses	-22.24
			New Sand/Snow Fence to replace orange fence	56150 · Strand Project	-1,324.70
			Police Dept - New All In One Printer	53600 · Office Supplies	-392.40
			Public Works - New All In One Printer	54165 · Shop - Miscellaneous	-392.39
			Police Dept - 3 new Chairs	53600 · Office Supplies	-478.02
			Police Dept - 3 Tactical Holsters	53200 · Uniforms & Equipment	-867.00
			Police Dept - Operator Composite Belt Set	53200 · Uniforms & Equipment	-138.69
			Police Dept - Padded Sling	53200 · Uniforms & Equipment	-87.87
			Police Dept - McAfee Computer protection	53500 · Utilities	-84.79
			Police Dept - Tactical Boots	53200 · Uniforms & Equipment	-322.16
TOTAL					-4,350.24
<b>25712</b>	<b>12/17/2024</b>	<b>UniFirst Corporation</b>	<b>Uniforms</b>	<b>11302 · BayVanguard 302 General Acct</b>	
1430158655	12/11/2024		PW Uniforms	54140 · Shop - Uniforms	-254.91
TOTAL					-254.91
<b>25713</b>	<b>12/17/2024</b>	<b>USA Blue Book</b>	<b>Waste Water Testing</b>	<b>11302 · BayVanguard 302 General Acct</b>	
557295	12/03/2024		Wastewater Testing	57630 · Lab Expenses	-1,041.66
TOTAL					-1,041.66
<b>25714</b>	<b>12/17/2024</b>	<b>Xerox Corporation</b>	<b>11/30-12/29/2024</b>	<b>11302 · BayVanguard 302 General Acct</b>	
6563603	12/10/2024		11/30-12/29/2024	51250 · Copier Services Main & Supplies	-269.90
TOTAL					-269.90
<b>25715</b>	<b>12/18/2024</b>	<b>Katherine Leneski</b>	<b>Remote Work Dec 11-17, 2024</b>	<b>11302 · BayVanguard 302 General Acct</b>	
WE 12/17/2024	12/17/2024		Remote Work Dec 11-17, 2024	51075 · Administrative Contract/Temp	-180.00
TOTAL					-180.00
<b>25716</b>	<b>12/18/2024</b>	<b>Samonisky, Ashley</b>	<b>November 19-27, 2024</b>	<b>11302 · BayVanguard 302 General Acct</b>	
001	11/27/2024		Contractor - Planning & Zoning November 19-27	51075 · Administrative Contract/Temp	-1,360.00
TOTAL					-1,360.00



Date Received	Requester	Topic	10-day letter	Response Date	Assigned	Notes
1/3/2024	Deborah Krolicki	Ethics Committee vacancy and selection process		1/22/2024		
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
1/25/2024	Deborah Pulzone	List of requested PIAs		1/30/2024	LR	
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	
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	
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	
3/5/2024	Scott Rensberger	Town Manager income 2013, 2019, 2024	3/8/2024	3/22/2024	LR	
3/19/2024	John Dalager	Environmental Impact Study for Shoreline Project on East Strand	3/29/2024	4/10/2024	CL	
3/27/2024	Will Cawley	Electrical Board letter		4/5/24	CL	
3/22/2024	Scott Rensberger	PIA filed on his behalf; budget line item illustrating TM salary		3/22/2024	LR	
4/23/2024	Scott Rensberger	Has Gordon Fronk ever owned any part of the Post Office or Bank		4/24/2024	LR	
4/18/2024	Scott Rensberger	in past 10 years has Town ever given Cheryl extra monetary funds	4/26/2024	5/7/2024	LR	
4/18/2024	Scott Rensberger	In past 10 years did Town pay for Cheryl's home office	4/26/2024	5/2/2024	LR	
4/18/2024	Scott Rensberger	In past 10 years has Cheryl received funds as payment for writing grants		4/26/2024	LR	
4/18/2024	Scott Rensberger	In past 10 years did any Commissioner receive any monetary funds		4/26/2024	LR	
4/18/2024	Scott Rensberger	Past 5 years did Town change its retirement benefits		4/28/2024	LR	
4/18/2024	Scott Rensberger	Past 10 years has Town ever addressed Cheryl's pay raises in open session		5/6/2024	LR	
4/18/2024	Scott Rensberger	Has Cheryl benefited from rental properties attached to the Foster farm through an LLC		4/26/2024	LR	
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	
4/18/2024	Scott Rensberger	Current or past Commissioners or employees ownership or business involvement with Bay Vanguard in Oxford		4/26/2024	LR	
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	
4/18/2024	Scott Rensberger	Lease of the Mews		4/26/2024	LR	
4/18/2024	Scott Rensberger	where in 2023 budget and audit is Cheryl's complete income		4/26/2024	LR	
4/18/2024	Scott Rensberger	Why hasn't Susan Delean-Botkin or Town responded to one on one meeting		4/26/2024	LR	
4/18/2024	Scott Rensberger	Email turned into PIA		4/26/2024	LR	
5/1/2024	Scott Rensberger	line items of budget pertaining to Cheryl's income		5/2/2024	LR	
4/30/2024	John Fairhall	approved licenses for STRs	5/10/2024		CL	Reviewed documents in Town Office
5/3/2024	Jane McCarthy	Cheryl's complete retirement package when she retires	5/13/2024	5/28/2024	LR	
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	
5/27/2024	Henry Hale	All "M" properties		5/31/2024	LR	
6/10/2024	Scott Rensberger	Form regarding questions of Will Cawley's court case		6/11/2024	LR	
6/3/2024	Barbara Paca	Grants List request		6/13/2024	LR	
7/22/2024	John Fairhall	Plans, permits, related documents related to Docs Sunset building permit submittal	7/26/2024	8/9/2024	MW	

Oxford Cumulative PIA list

7/25/2024	Ron Walker	Strand Documents	7/26/2024	Complete (per MW 9/26/24)	MW	
7/31/2024	Davenport West III	final invoice for tennis court rehabilitation grant project; final invoice for grant project		13-Aug	LR	
8/5/2024	Kelly Greenhawk	June and July credit card statements 2021 - 2024		8/7/2024	VS	
8/6/2024	Janet Greenhawk	12 months of water/sewer bill for 1055 W Division Street		8/8/2024	VS	
8/19/2024	Davenport West III	Barkers Landing invoices		8/22/2024	VS	
8/13/2024	Davenport West III	Brinsfield Fence invoice 5878 & Cunningham Associates invoice 22175 in dugout park paperwork		8/13/2024	VS	
8/19/2024	Davenport West III	copy of personal water bills for past 3 years		8/19/2024	VS	
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)
8/15/2024	Davenport West III	All letters to the Commissioners from May 14 - August 13, 2024		8/22/2024	LR	
8/9/2024	Henry Hale	Previous 2 years letters to Commissioners		8/22/2024	VS/LR/KG	
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
8/30/2024	Scott Rensberger	Grant questions		9/20/2024	LR	
9/2/2024	Scott Rensberger	Updated grant list		9/2/2024	LR	no updated list exists
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	