



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

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The next COMMISSIONERS OF OXFORD regular meeting will be held in person at 101 Market Street on February 19, 2025, at 6 pm (*a rescheduling of the February 11, 2025 meeting due to inclement weather*)

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 ~ February 19, 2025, AGENDA

### REGULAR TOWN MEETING – 6 pm

- Pledge of Allegiance

### ANNOUNCEMENTS FROM COMMISSIONER

- Commissioners Comments/Announcements

### CONSENT AGENDA

- Meeting Minutes – October 22, 2024 & November 12, 2024
- Town Manager Report
- Police Report
- Fire Department Report
- Maintenance Report
- Finance Report

### ORDINANCES AND RESOLUTIONS

### UNFINISHED BUSINESS

### NEW BUSINESS

- (1) The Commissioners of Oxford to consider awarding a contract to Gold & Associates in the amount not to exceed \$3,000.00 to the “Wastewater Systems administrative cost” classification with total funds available of \$64,128.61 to complete training for Public Works employees to obtain class 5A Operator licensure to ensure redundancy of operations.
- (2) The Commissioners of Oxford to consider a special event permit for the Scottish Highland Creamery to use the Town Park for public celebration of their anniversary on May 3<sup>rd</sup> with a rain date of May 10<sup>th</sup>.

### LEGAL

- Town Attorney, Lyndsey Ryan

## **LETTERS RECEIVED**

- Skip Case – Excessive Speed Within The Town of Oxford
- Davenport West – Historic District

## **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

## **COMMUNITY EVENTS**

- Want to know what is happening in Oxford, follow the OBA at [portofoxford.com](http://portofoxford.com)

## **FUTURE COMMISSIONER'S MEETINGS**

- February 25, 2025
- March 11, 2025
- March 25, 2025

## **UPCOMING TOWN CLOSING**

- February 19, 2025 – Presidents' Day
- March 18, 2025 – Good Friday

## **CLOSED SESSION**

The Commissioners of the Town of Oxford to consider going into closed session under the Statutory Authority General Provisions Article § 3-305(b)(7) to consult with counsel to obtain legal advice; and Article § 3-305(b)(1), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

## **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.

**Town Commissioners Of Oxford  
Regular Meeting Minutes  
October 22, 2024**

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

**Present**

Attending the meeting were Commissioner Costigan, Commissioner Greer, Commissioner Bell, President, Town Attorney Lyndsey Ryan, Clerk/Treasurer Vickie Sharp, and Chief Chris Phillips.

**Closed Session**

There will be a closed session after the meeting, to go into discussion following the Open Meetings Act General Provision Article subsection §3-305(b) (7) to consult with counsel to obtain some legal guidance and advice.

**Announcements From Commissioners**

Commissioner Greer stated she would like to go first in new business with a bid on AECOM.

**Presentation**

There was a presentation by Tim Kearns with an update on transfer of fire truck and ambulance to TN and NC. We chose Tennessee because North Carolina was on the news and Tennessee was not. Also donated was a prefabricated brush truck by one of the local estates here in Oxford. We drove it down on a large trailer that Captain Bixler had. Stacy Dulin, Mike Greenhawk, and Captain Bixler spent a week going through all the different mechanics of each piece to make sure that we could make it 500 miles. The brush unit was the most valuable piece we could bring them. There was a Southern States Agricultural Center allowed us to park the trailer. This donation and trip help build camaraderie amongst the fire company, and I hope it builds camaraderie amongst all of you. It might be nice to have another fundraiser for them. A lot of other fire companies from Talbot County brought hoses, turn out gear, pumps, fans and other equipment. Every inch of the apparatus was packed full of donations.

**Resolution For Consideration**

Commissioner Greer made a motion to proceed with **RESOLUTION 2419 – A RESOLUTION OF THE COMMISSIONERS OF OXFORD TO REPEAL AND REPLACE THE RULES FOR CONDUCT AT COMMISSION MEETINGS, PUBLIC PARTICIPATION OF MEETINGS OF THE OXFORD COMMISSIONERS.** Commissioner Costigan seconded that motion. All were in favor, the motion carried.

### **Public Hearing - Ordinance No. 2416**

Commissioner Bell announced that this portion is a public hearing for **ORDINANCE 2416 – AN ORDINANCE OF THE TOWN OF OXFORD TO AMEND THE FLOODPLAIN MANAGEMENT ORDINANCE TO REVISE THE DEFINITION OF “SUBSTANTIAL IMPROVEMENT” REMOVING THE DATE OF “JULY 1, 2013” AND SUBSTITUTING “THE PREVIOUS FIVE (5) YEARS” AND TO REVISE THE DEFINITION OF “AGREEMENT TO SUBMIT AN ELEVATION CERTIFICATE” TO REMOVE THE REQUIREMENT FOR A FLOOD ELEVATION CERTIFICATE UPON PLACEMENT OF THE LOWEST FLOOR AND SUBSTITUTING THE REQUIREMENT FOR WRITTEN CONFIRMATION OF LOWEST FLOOR HEIGHT FROM A LICENSED ENGINEER OR SURVEYOR.**

Karina Pappy, does not understand ordinance, Commissioner Bell gave explanation.

Commissioner Greer made a motion to approve **Ordinance 2416**. Commissioner Costigan seconded that motion. All were in favor, the motion carried.

### **Unfinished Business**

Commissioner Bell stated that there has been 1 interview for the Admin Clerk position. Clerk/Treasurer, Vickie Sharp, we have contacted Quality Staffing Services in Easton to have a temp come in. This would give us at least 390 days to see if that person is compatible with the town so we have a contract with them tonight that I'm going to present to the Commissioners. I've had Lindsey review the contract. The only thing that she advised is that they have an automatic renewal clause in there and we're going to strike the automatic renewal and just have it end after one year.

Commissioner Greer gave an update on Baker Tilly regarding the town manager search. There were 37 applicants as of today. 18 of them were viable. 3 had bachelor's, 11 had master's in public administration, 2 had master's in business administration, 1 had a doctorate in public administration. All of the candidates will be given a questionnaire and due diligence form. From there will be video interviews with Baker Tilly. They will then present a semi-finalist list and will arrange a meeting with the Commissioners. Then it will be decided on which ones will proceed with an interview.

### **New Business**

Commissioner Greer gave an update on advertising for a Town Planner. Marilyn did us a huge favor when she left by contracting with AECOM to do the permitting. Chris Rogers has come in, he is AICP with almost 40 years of experience as a planner for large metropolitan areas as well as small places. He's a certified floodplain manager, and has a staff of people that are

surveyors, planners with historic backgrounds, et cetera. We've been expanding his role and until we get a town manager and they can hire a planner, would expand his role to helping with the committees. He is also helping Lindsey and myself with the RFPs for the FEMA elevations. Commissioner Greer would like to wait on hiring a town planner until a Town Manager comes on board.

Commissioner Greer made a motion to expand the scope of the AECOM contract to include the historic, planning and CRC. Also, for legal and RFPs. Commissioner Costigan seconded that motion. All were in favor, the motion carried.

Clerk/Treasurer, Vickie Sharp asked the commissioners to adjust the hours of the office, due to short staffing, as follows. The current office hours are 9:00 am to 4:00 pm closed between 12:00 pm and 1:00 pm for lunch. Suggested to open 8:00 am to 12:00 pm, then close to the public from 12:00 pm to 4:00 pm, Monday thru Friday. The current foot traffic is very time consuming and I need time to sit with Lisa before she retires to go over her position and to catch up on other work.

Commissioner Greer motioned that we amend the office hours temporarily until the first of the year. Commissioner Costigan seconded that motion. All were in favor, the motion carried.

### **Commissioner Comments**

Commissioner Greer stated she would like an update from GMB with the pumps at the next meeting. Explore putting out an RFP in hopes of getting lower prices.

Commissioner Costigan commented that on October 12th he attended the dedication of the John Wesley Church and the Nelly Brooks Leatherbury cook shop at the church out on the Oxford Road. Recommended everyone to visit the Church.

Chief Phillips announced on November 13<sup>th</sup> there will be an active shooter drill. This is a training with agencies come in from all around. This is to make sure we're going to make sure that we're all prepared and working together. Will send out a notice to the public.

### **Public Comments**

There were no public comments.

### **Special Public Works Pickup Days**

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

### **Community Events**

Trunk or Treat- October 31, 2024

### **Future Commissioners Meetings**

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

### **Upcoming Town Closings**

November 5, 2024- Election Day  
November 11, 2024 Veterans Day  
November 28, 2024- Thanksgiving Holiday  
November 29, 2024 American Indian Heritage Day  
December 24 & 25, 2024- Christmas Holiday  
December 26, 2024 thru January, 2025- Offices will be closed, limited staff

### **Adjournment of Open Session**

Commissioners adjourned Open Session and went into Closed Session.

**Commissioners Of Oxford  
Regular Meeting Minutes  
November 12, 2024**

The Commissioners meeting was held at 101 Market Street at 6 pm. The meeting opened with the Pledge of Allegiance.

**Present**

Attending were Commissioner Katrina Greer, Commissioner Norman Bell, Commissioner Tom Costigan, Clerk/Treasurer Vickie Sharp, and Chief Chris Phillips. There were approximately 32 people in attendance.

**Closed Session**

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

**Consent Agenda**

The Consent Agenda that included Police reports for the period of October 3 – November 7, 2024, Profit & Loss Budget vs. Actual for the FY23, Profit & Loss Budget vs. Actual for the FY24 to date, and check detail for October 2024, Commissioner Greer motioned to approve the Consent Agenda as presented and move them to audit. Commissioner Costigan seconded the motion, all were in favor, the motion carried.

**Unfinished Business**

Commissioner Greer gave an update on Baker Tilly and the Town Manager search. She also gave an update on FEMA housing raising. At this time the Town does not have a signed subaward. Until this document comes back from legal things are in limbo. I am going to send a letter out to the homeowners that are on the list so they understand where they are. It's a voluntary program, but right now we're in a holding pattern until we get that subaward contract back.

Commissioner Bell stated that Talbot County is looking for someone to appoint to the Economic Development Council. Clerk/Treasurer Vickie Sharp said there have not been any applications.

Commissioner Costigan has concerns about Public Works ability to install the pumping stations. Our Public Works department is extremely talented but I have concerns about them taking on a project this large. We can send out an RFP, bring in vendors, have them bid on it, but that hasn't happened yet. We need an engineer. I am going to reach out to Brett Jett at GMB to see just where we are with this project and get clarity.

Commissioner Bell stated that Marilyn Williams came in on Saturday to help Vickie with some of the permitting and try to pass some knowledge on to her. We are looking at bringing someone in on a temporary basis to work with some permitting as well as some administrative work. We are interviewing people for Lisa's job. Clerk/Treasurer Vickie Sharp stated we're outsourcing it to consultants or subcontractors.

Commissioner Bell suggested including PIA's as part of the meeting packets going forward. This will help with the transparency of what's been asked for, and it may reduce duplicate requests. Commissioner Greer motioned to include the PIA with the meeting packets. Commissioner Costigan seconded the motion, all were in favor, the motion carried.

Commissioner Greer made a motion to accept the final hearing procedures document sent at 10:27 this morning by our town attorney on ethics and hearing procedures. Commissioner Costigan seconded that motion, all were in favor, the motion carried.

Commissioner Greer gave a report on MOU for the ARPA funds. It's an interagency transfer to our own public works just to make sure that we have those ARPA funds allocated, about \$695,000. The reason that's important is we'll have to give them back to the Treasury. The purpose is not to lose the ARPA Funds. Move this to a special meeting for final approval.

### **New Business**

Clerk/Treasurer Vickie Sharp stated the Oxford Community Center has sent in a letter requesting \$15,000. The \$15,000 has been budgeted for the fiscal year 2024. Commissioner Costigan made a motion to approve the donation request to the Oxford Community Center in the amount of \$15,000. Commissioner Greer seconded that motion, all were in favor, the motion carried

Clerk/Treasurer Vickie Sharp stated the Oxford Garden Club has sent in a letter requesting a donation of \$500. Commissioner Costigan made a motion to approve the donation of \$500 to the Oxford Garden Club for their Memorial Day and Veterans Day ceremonies. Commissioner Greer seconded that motion, all were in favor, the motion carried.

Commissioner Bell announced that Talbot County Bicycle & Pedestrian Advisory Committee is looking for someone to serve on a pedestrian and bicycle safety committee for the county. They are looking for a resident from each municipal jurisdiction.

Commissioner Bell recommended to advertise for the Oxford Planning and Zoning Coordinator. After the last meeting, I followed up with the committee and commission chair people who are all in favor of moving ahead. I've also got a letter this morning from a contractor who is trying to do work at two locations, two residents, and one of them is to provide heat in the house and needs to get a quick permit and a backlog. I would like to suggest that we go ahead and advertise for the Oxford Planner. Commissioner



Costigan made a motion to place an advertisement for the Oxford Planning and Zoning Coordinator in accordance with the Oxford Hiring Guidelines ASAP. Commissioner Greer seconded that motion, all were in favor, the motion carried.

Clerk/Treasurer Vickie Sharp made a recommendation to have the dumpster at the post office removed. It is becoming a dumping ground by citizens, contractors, and anybody else who rides through town. It's for recyclables.

Commissioner Greer made a motion that we have the dumpster located at the Post Office removed. Commissioner Costigan seconded the motion, all were in favor, the motion carried.

Clerk/Treasurer Vickie Sharp recommended that the sewer line at 101 South Street be replaced. Two prices from Mr. Rooter were acquired, one is doing a full sewer line replacement in that area. The other would be to do a liner installation. The problem with the liner installation that I understand from my conversations with Matt is that in time that liner can fail as well. The cost right now that we have coming in from Roto-Rooter for the replacement is \$16,938, and just to run the liner is \$9,800.

I know that's a difference in cost because they don't have to do a lot of digging of the piping but we could be in the same situation a year from now. Commissioner Greer moved to approve the Mr. Rooter sewer line repair in accordance with the specifications for the sewer line for \$16,938. Commissioner Costigan seconded the motion, all were in favor, the motion carried.

There will be another meeting to discuss the Employee Evaluation form.

Clerk/Treasurer Vickie Sharp recommends moving forward with the printing and processing of new shirts, and turning in all the old rental gear. The public works currently outsources the cleaning and rentals of the shirts that they wear. That is charged at a rate of \$254.91 a week, which makes \$13,000 a year. In order to try to save money, looking forward to finishing out this year's budget and looking forward to next year's budget. They will be given a stipend twice a year of \$500. That would ensure for them to purchase their own pants and shoes to meet requirements of the dress code. This in turn now will bring our budget down, and we will save almost \$5,000. Compared to the \$13,000, it's only going to cost us \$8,375 going forward. The first year, we'll save \$5,000. The second year, I expect to save more. No vote was needed to move forward with this recommendation

Clerk/Treasurer Vickie Sharp spoke about changing the Town's bank from Bay Vanguard to Shore United Bank. Bay Vanguard had currently notified the Town that the federal funds in their ICS account, had dropped a half a percent. She then reached out to Shore United to find out what the rate was that they were offering, because it's federal funds and federal income all the rates are the same for every bank. Shore United is offering a higher interest rate in our ICS account. They will also give us a remote deposit for free, which means we can do our deposits of checks right from the

desktop here at the office. There was discussion about switching from Bay Vanguard to Shore United Bank.

Chief Phillips announced Eric Kellner has left the Oxford Police Department and has rejoined the Easton Police Department.

Chief Phillips announced there was supposed to be active shooter training tomorrow at NOAA, just found out it has been cancelled. We are going to have a class session that will include the fire department about what is to be done in an emergency for tragic events.

Chief Phillips recommends switching police vehicles to Tesla. The Tesla that would be considered is a Tesla Model Y. The price is about \$54,000. This price does not include rebates or incentives from the government. Potentially purchasing one of these vehicles could immediately be cheaper than even the Dodge Rams that we have. The warranty is really good from Tesla, is an 8-year, 120,000-mile warranty compared to the Dodge Rams, which are 5-year, 60,000-mile warranty. These vehicles get replaced every 5 years. For Tesla, you'd only be replacing them every 8 years. When you look at the savings to fuel costs, it's a quarter of the cost. When you look at the maintenance costs, the maintenance costs are almost nonexistent for a Tesla. You're looking at savings of about \$300,000 over a 20-year period.

### **Letters Received**

Commissioners didn't have list of letters but they will be attached.

### **Commissioners Comments**

Commissioner Costigan read a letter from Lisa Willoughby.

### **Public Comments**

Mr. West questioned why Jenny Stanley's commission was reinstated when there were 5 other applicants.

Bob Burgner mentioned the trees on the strand were pruned well enough for the time being. He was also wondering if a committee to assist with engineering and design issues would be helpful. Recommended CR6 on the Strand to help the water flow off the street so no one falls when it freezes.

Terry Sullivan is concerned that if the bank closes there will be an empty building with no rent coming in.

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

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

Special Brush- For month of November, November 25-27, 2024

Special Brush- For month of December, December 19, 20, & 23, 2024

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

**Community Events**

Bria Skonberg- November 30, 2024

Holiday Potluck- December 18, 2024

**Future Commissioner's Meetings**

December 10, 2024

January 14, 2025

January 28, 2025

February 11, 2025

February 25, 2025

**Upcoming Town Closing**

November 28, 2024- Thanksgiving Holiday

November 29, 2024- American Indian Heritage Day

December 24 & 25, 2024- Christmas Holiday

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

January 1, 2025- New Year's Day

January 20, 2025- Martin Luther King Jr. Day

**Adjournment of Open Session**

Commissioner Greer made a motion to go into closed session. All were in favor, the motion carried.



## **Report of the Town Manager**

Holly Wahl, MBA

*February 11, 2025, Commissioners Meeting*

### **I. Award of Funding:**

The Town received notification on January 22, 2025, that the Maryland Department of Housing and Community Development (Department) approved the Town's request for funding in the amount of \$50,000. This allocation of funds provided by the Maryland General Assembly will be administered by the Department through the Division of Neighborhood Revitalization. The funds will be available for facade improvements in the Town. Are you a local business interested in requesting funds from this program? Please complete the form [here](#) or contact the Town Manager at [oxfordmanager@goeaston.net](mailto:oxfordmanager@goeaston.net).

### **II. Staff Training:**

- a. Water Reclamation Treatment Plant:** The Town requires redundancies of Maryland Department of Environment (MDE) licensure to operate the Town of Oxford Water Reclamation Treatment Plant (WRTP). To obtain MDE licensure, public works staff must prepare for and pass a test to become certified to operate the plant. A training plan is currently in the design for existing Town staff with the goal of adding licensure for (2) two additional staff members to operate the plant in addition to the licensed Operator and Superintendent, Matthew Ozman. A training plan is before the Commissioners in this meeting to provide this additional training for existing Town staff.
- b. Certified Public Manager (CPM):** The Town Manager attended Public Manager training through the University of Baltimore during the week of January 27<sup>th</sup> that focused primarily on "Data-Based Decision Making". The training is provided at no cost to the Town through the Maryland General Assembly and provides the opportunity for the Town Manager to work with other Public Managers to develop solutions to challenges faced by all jurisdictions. The Town Manager expects to receive the CPM designation at the completion of the program in June 2025.



### III. Town Planning:

- a. **Comprehensive Plan Updates:** The Town requires an update to the 2010 Comprehensive Plan. As part of that work, the Planning Commission held a work session to discuss the process for the update on January 24<sup>th</sup>, is currently reviewing service providers to ensure a good fit for the support required by the Commission to complete the revisions to the plan. The Town will be providing additional public notices for community members to stay engaged throughout the process.
- b. **Critical Area Updates:** The Town is in the process of reviewing amended Critical Area Commission regulations to ensure that the Town of Oxford Critical Area Ordinance remains in compliance. The Town Manager met with staff from the Maryland Department of Natural Resources to discuss the changes to the Town's ordinance on January 22, 2025. Draft language will be before the Planning Commission members for review and recommendations for the Commissioners' consideration.
- c. **Town Planner position:** The Town Planner position has been posted for several months in local newspapers, which resulted in (10) ten resumes received. Currently, the Town is working on an hourly basis for temporary assistance to provide coverage in Town Hall in addition to utilizing a contracted planning service. The temporary efforts have focused on facilitating permit review working through a backlog of permits. The Town manager is currently screening candidates for the Commissioners consideration on a path forward for the position.
- d. **Talbot County Report of the Review:** The Town is following the Talbot County "Report of the Review" (ROTR), which offers a snapshot of current and approved water and sewer policies, plans, and data in Talbot County. In addition, it identifies sections of the Comprehensive Water and Sewer Plan (CWSP) that have been amended by legislative action, and updates maps, figures, etc. since the last ROTR. For additional information on the review process, please click [here](#).

### IV. Remediation Projects:

- a. **Coastal resiliency shoreline enhancement project ("the Strand") Phase I:** The Town coordinated with DNR and NWF to hold a meeting with the Town's contractor



(“Underwood”) on February 3rd for the completion of Phase I of the project. There are several items that the Town is working to mitigate with Underwood to ensure the completion meets the contracted scope of work. The Town will not release the contractor’s performance bond until all work is complete. Thank you to the volunteers who have spent countless hours counting plantings and reporting issues to the Town as we work to finalize Phase I.

- b. **FEMA House Grant:** The Town received a grant from FEMA to raise (14) fourteen residential homes in Town. The Town Manager is working to gather information on this project and will contact each homeowner.

**V. Hazard Mitigation:**

- a. **BRIC Hazard Mitigation:** On Friday, January 10th, the Town submitted a Letter of Intent (LOI) in response to the Building Resilient Infrastructure and Communities (BRIC) FEMA to request assistance with flooding on Bank Street. The purpose of LOI is to establish the Town’s interest in the Hazard Mitigation Program and to identify projects that are a priority for the community to reduce and/or eliminate the need for future emergency or disaster costs. The Town received “Notice to Provide” to move forward with a sub application for the “HISTORIC DISTRICT - BANKS STREET” project, which is due to MDEM no later than Friday, February 14th, 2025.

**Improvements for the “HISTORIC DISTRICT - BANKS STREET” project include:**

- **Raising the Intersection** – Reconstruction of the intersection of Banks and Wilson Streets will serve to reduce the frequency of intersection flooding. The reconstruction would be designed to elevate the pavement and inlet rims along the southbound travel lane of Banks Street. In particular, there are four (4) existing inlets that could be raised by 7 ½ inches or more. This rise in the street grade can be accommodated while still allowing tie-in to the existing driveway at the boatyard on Banks Street and to the post office off of Wilson Street.
- **Storm Drain Replacement** – The existing storm drain on Banks Street is undersized and needs to be replaced with a larger diameter 24-inch storm drain laid. The new storm drain would extend along Banks Street from Wilson Street to Tilghman Street.



- **Tide Gate** – The existing 14-inch tide gate causes a restriction in flow and should be upsized to 24-inch to match the existing outfall, and the proposed storm drain replacement.
- **Installing a New Bioretention Basin** – In conjunction with the replacement storm drain and street reconstruction work, a bioretention basin is recommended at the intersection, located as shown on Exhibit 4-1. The basin would provide additional storage volume for flood attenuation in addition to water quality enhancement through filtration and biological uptake. The proposed location is ideally suited to receive runoff direct from the post office parking lot and portions of Banks and Wilson Streets. One or more of the catch basins which are currently located at the edge of the street would be relocated into the bioretention area and rims elevated to serve as overflow structures.
- **Dual Outfall** – A second outfall is needed in parallel to the existing outfall to serve as a dedicated outlet for the piped flows received from Wilson Street and Morris Street. By disconnecting the Wilson/Morris Street network from Banks Street will serve to relieve hydraulic pressure on the Banks Street system by the Morris Street system which is nearly 6 feet higher in elevation. This dedicated outfall for Wilson/Morris will not need a tide gate since the street grades on Morris Street are sufficiently higher than Banks Street.
- **Expand/Extend Existing Bioswale** – The existing bioswale at the south end of Banks Street appears to be effective and should be expanded to the extent practicable. The property at the corner of Banks and Market Street is owned by the Town and partially vacant. The bioswale should be extended to form an “L” shape such that it wraps around the corner and alongside Market Street. With this improvement, it is also recommended that the stormwater that collects in the northwest corner of the Banks/Market Street intersection be collected and piped across Banks Street to the expanded bioswale.’
- **Stormwater Pumping Station** – A stormwater pumping station should be considered as a longer-term upgrade. As presented previously, it is difficult to achieve adequate stormwater storage volume in low-lying areas such as Banks Street, where the elevation of inlet rims are only a few inches above mean high tide and causing the filling of the street during high intensity storms. A stormwater pumping station would alleviate this condition. Stormwater pumps would be activated based upon a level control that is set at a lower elevation than the street or other properties to be protected.



- b. Stormwater Pumps: The Town is currently reviewing proposals received to install pumps and to acquire portable pumps with the use of American Rescue Plan Act (ARPA) funding as allocated by the Commissioners. Town staff will hold an onsite meeting on Friday February 7th to review the specifications of the pumps with Engineering. Proposals will be brought forward for discussion and consideration in an upcoming Commissioners meeting.
  
- a. Public Information Requests: Table 1 below lists the Public Information Requests submitted to the Town. The Town will provide answers to requests based on public documents contained within the Town’s records. As we move forward a landing page will be created on the Town website with information on the status of the requests for transparency.

**Table 1 - Public Information Request status, report from January 1, 2024, to present**

<b>Date Received</b>	<b>Requester</b>	<b>Topic</b>	<b>Response Date</b>
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	not processed
1/25/2024	Deborah Pulzone	List of requested PIAs	1/30/2024
1/30/2024	Will Cawley	Job descriptions and pay of public works employees; dates hired and starting salary	2/28/2024
1/30/2024	Will Cawley	All information relating to Town's participation in the CRS under FEMA, including application, recertification, class 7 point system	2/16/2024





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
3/5/2024	Scott Rensberger	Town Manager income 2013, 2019, 2024	3/22/2024
3/19/2024	John Dalager	Environmental Impact Study for Shoreline Project on East Strand	4/10/2024
3/27/2024	Will Cawley	Electrical Board letter	4/5//24
3/22/2024	Scott Rensberger	PIA filed on his behalf; budget line item illustrating TM salary	3/22/2024
4/23/2024	Scott Rensberger	Has Gordon Fronk ever owned any part of the Post Office or Bank	4/24/2024
4/18/2024	Scott Rensberger	in past 10 years has Town ever given Cheryl extra monetary funds	5/7/2024
4/18/2024	Scott Rensberger	In past 10 years did Town pay for Cheryl's home office	5/2/2024
4/18/2024	Scott Rensberger	In past 10 years has Cheryl received funds as payment for writing grants	4/26/2024
4/18/2024	Scott Rensberger	In past 10 years did any Commissioner receive any monetary funds	4/26/2024
4/18/2024	Scott Rensberger	Past 5 years did Town change its retirement benefits	4/28/2024
4/18/2024	Scott Rensberger	Past 10 years has Town ever addressed Cheryl's pay raises in open session	5/6/2024
4/18/2024	Scott Rensberger	Has Cheryl benefited from rental properties attached to the Foster farm through an LLC	4/26/2024



4/18/2024	Scott Rensberger	Properties the Town owns and maintenance responsibilities	5/16/2024
4/18/2024	Scott Rensberger	Current or past Commissioners or employee's ownership or business involvement with Bay Vanguard in Oxford	4/26/2024
4/18/2024	Scott Rensberger	Process for citizens to be placed on committees and commissions, length of term, list of committees	4/26/2024
4/18/2024	Scott Rensberger	Lease of the Mews	4/26/2024
4/18/2024	Scott Rensberger	where in 2023 budget and audit is Cheryl's complete income	4/26/2024
4/18/2024	Scott Rensberger	Why hasn't Susan Delean-Botkin or Town responded to one-on-one meeting	4/26/2024
4/18/2024	Scott Rensberger	Email turned into PIA	4/26/2024
5/1/2024	Scott Rensberger	line items of budget pertaining to Cheryl's income	5/2/2024
4/30/2024	John Fairhall	approved licenses for STRs	
5/3/2024	Jane McCarthy	Cheryl's complete retirement package when she retires	5/28/2024
5/4/2024	Henry Hale	All addresses of properties which are zoned M or MI but not used for maritime business	5/14/2024
5/27/2024	Henry Hale	All "M" properties	5/31/2024
6/10/2024	Scott Rensberger	Form regarding questions of Will Cawley's court case	6/11/2024



6/3/2024	Barbara Paca	Grants List request	6/13/2024
7/22/2024	John Fairhall	Plans, permits, related documents related to Docs Sunset building permit submittal	8/9/2024
7/25/2024	Ron Walker	Strand Documents	Complete (per MW 9/26/24)
7/31/2024	Davenport West III	final invoice for tennis court rehabilitation grant project; final invoice for grant project	13-Aug
8/5/2024	Kelly Greenhawk	June and July credit card statements 2021 - 2024	8/7/2024
8/6/2024	Janet Greenhawk	12 months of water/sewer bill for 1055 W Division Street	8/8/2024
8/19/2024	Davenport West III	Barkers Landing invoices	8/22/2024
8/13/2024	Davenport West III	Brinsfield Fence invoice 5878 & Cunningham Associates invoice 22175 in Dugout Park paperwork	8/13/2024
8/19/2024	Davenport West III	copy of personal water bills for past 3 years	8/19/2024
8/19/2024	Davenport West III	information related to LG grants 2013 - 2023	12/4/2024
8/15/2024	Davenport West III	All letters to the Commissioners from May 14 - August 13, 2024	8/22/2024
8/9/2024	Henry Hale	The last 2 years letters to Commissioners	8/22/2024
8/22/2024	Davenport West III	Bank statements for general expenses checking account from July 2020 - July 2024	12/4/2024



8/30/2024	Scott Rensberger	Grant questions	9/20/2024
9/2/2024	Scott Rensberger	Updated grant list	9/2/2024
10/15/2024	Deborah Pulzone	list of PIAs from January 1, 2024 & list of voting results of Town Commissioners for the last Town Manager and Board Members since July 2024	10/22/2024
10/22/2024	Jim Wilcox	Stop work order issued at RMI	10/23/2024
10/25/2024	Scott Rensberger	Receipts from Dog Park grant project	
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
10/25/2024	Scott Rensberger	Façade and Interior Grants - records for 2016, 2017, and 2020 grants	12/10 provided spreadsheet again and 2016 invoices
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 benefited directly from these grants	
10/25/2024	Scott Rensberger	Check Stubs for 2016, 2017, 2018, 2019, 2020	
10/25/2024	Scott Rensberger	Credit Card Statements for 2019, 2020, 2021, 2022, 2023	
10/29/2024	Scott Rensberger	Information on lead line inventory work done by GMB	11/11/2024



10/29/2024	Scott Rensberger	The Strand - documents where Town discussed changes to scope of project and related information	
10/29/2024	Will Cawley	Copy of the tree removal permit for 106 Stewart Ave issued 07/2022	11/14/2024
11/1/2024	Will Cawley	Permit #21-91 for 101 Tilghman Street	1/10/2025
11/19/2024	Scott Rensberger	Grant list	11/19/2024
11/27/2024	Timothy McGahey	Permit records for 402 and 502 East Strand Road	
12/8/2024	Scott Rensberger	façade/interior grants for 2018, 2019, 2021, 2022, 2023, 2024	12/10/2024
12/8/2024	Scott Rensberger	Receipts and check stubs for Oxford 2100 Vision Grant for \$45,000	1/10/2025
12/8/2024	Scott Rensberger	Breakdown of contractor payments for 2016 \$75,000 grant from DHDC	12/10/2024
12/8/2024	Scott Rensberger	Receipts, check stubs, Mactavish payment for bike path project	1/10/2025
12/8/2024	Scott Rensberger	receipts and check stubs for Community Central Park grant	
12/8/2024	Scott Rensberger	receipts and check stubs for the Strand Project related to \$512,574 grant funds	12/8/2024



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 for the last 7 years	
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	1/10/2025
12/7/2024	Kelly Greenhawk	Lead and copper rule inventory	12/9/2024
12/10/2024	Scott Rensberger	Records for Strand Project matching funds of \$36,621	1/10/2025
12/14/2023	Will Cawley	Requesting all copies and any related information for the "storm water management" study done for the ditches and any drainage for Bank Street and Market Street.	1/13/2024
12/14/2023	Will Cawley	Requesting copies of the permit for the speed camera installed coming into town; copies of all invoices to purchase, any studies done, installation fees and any other costs related to the setup and installation; and copies of any current maintenance agreement or financial agreement to pay for the cost of the "speed feedback camera".	1/13/2023
12/21/2023	Will Cawley	Requesting copies of all correspondence "between Town Manager, Town Engineer (DMS), and Chris Waters firm for stormwater management from start to finish and final approval for permit purposes" including all notes and comments from any telecon between all parties involved for 101 South Street, including photos reviewed.	1/19/2024



12/21/2023	Will Cawley	Requesting copies of all correspondence for the “stormwater management process to final approval for 101 Tilghman Street between DMS, Beacon, and the Town Manager”. To include DMS resubmittal, comments to DMS, Beacon telecom, all correspondence and photos, and review notes from all parties, all notes highlighted on 6 attachments.	1/19/2024
12/26/2023	Muckrock	Name, number, race, gender, hire date, 2022 salary, overtime police staff	1/10/2024
12/22/2024, received 1/22/2025	Kelly Greenhawk	a list of PIA’s that the Town has received since February 1, 2023. I am requesting a list that includes date received, name of PIA submitter, and subject of PIA"	1/28/2024
1/22/2025	Will Cawley	I would like a copy of all the correspondence between Justin Werner and the town office describing what was "wrong" with 106 Stewart Ave and what information was shared with Justin Werner in his official capacity.	1/28/2024
1/21/2025	Scott Rensberger	Public Documents related to "102 Caroline Street to build a second home"	1/24/2024
1/30/2025	Jan Greenhawk	Salaries of, Oxford Police Chief Phillips, Oxford Police Officer Bobbick  Total rental income received by the Town from Chief Phillips Total utilities paid by the Town on Chief Philips behalf.  Total payment to the Talbot County Sheriff's Department for coverage from November 2024 through January 2025.	



## Oxford PD – Commissioner’s Report (January 2025)

1. 1/3/25 – Attended EOC winter weather brief
2. 1/21/25 – LESC Meeting
3. 1/22/25 – Contact NRP about hunting options/regulations due to concerns over hunting near town waterways
4. Updating town staff security awareness training
5. Coffee with a cop on 1/31 has a good turnout. Working with Liza on a new event at the end of February.
6. 1/31/25 - FB Live Steam “Fraud / Identity Theft”
  - a. Over 1.7k views
  - b. I would like to begin a monthly FB Live series that focuses on different topics each month in relation to public safety.
7. New Blotter Reporting Method
  - a. People can see date/time/call types/ and reports that may be associated with those calls.
8. Stats of Note – January
  - a. 3 Reports
  - b. 3 Warrants Issued, still requiring service
  - c. 8 Traffic Stops
    - i. 2 Tickets / 7 Warnings



Dispatch #	Agency	Call Date	Call Type	Incident Report #
2025-00004576	Oxford Pol	1/21/2025 19:04	ASSTFIRE	
2025-00003041	Oxford Pol	1/14/2025 13:48	ASSTLAW	OX25-00002
2025-00000829	Oxford Pol	1/4/2025 16:46	Abandoned Vehicle	
2025-00000528	Oxford Pol	1/3/2025 9:41	Administrative Assig	
2025-00000990	Oxford Pol	1/5/2025 13:48	Administrative Assig	
2025-00002700	Oxford Pol	1/12/2025 23:29	Administrative Assig	
2025-00003675	Oxford Pol	1/17/2025 10:03	Administrative Assig	
2025-00005804	Oxford Pol	1/26/2025 23:27	Administrative Assig	
2025-00000069	Oxford Pol	1/1/2025 9:53	Alarm	
2025-00004828	Oxford Pol	1/22/2025 16:59	Animal Complaint	
2025-00004780	Oxford Pol	1/22/2025 13:14	Civil Complaint	
2025-00006614	Oxford Pol	1/30/2025 9:22	Civil Process	
2025-00006832	Oxford Pol	1/31/2025 9:52	Community Policing	
2025-00006856	Oxford Pol	1/31/2025 11:55	Community Policing	
2025-00003163	Oxford Pol	1/15/2025 8:30	Court-On Duty	
2025-00002641	Oxford Pol	1/12/2025 17:26	DISABLEMOTOR	
2025-00000088	Oxford Pol	1/1/2025 13:02	Foot Patrol	
2025-00001186	Oxford Pol	1/6/2025 14:38	Foot Patrol	
2025-00001391	Oxford Pol	1/7/2025 15:59	Foot Patrol	
2025-00001621	Oxford Pol	1/8/2025 16:12	Foot Patrol	
2025-00002602	Oxford Pol	1/12/2025 14:43	Foot Patrol	
2025-00005280	Oxford Pol	1/24/2025 16:20	Foot Patrol	
2025-00005720	Oxford Pol	1/26/2025 14:33	Foot Patrol	
2025-00006911	Oxford Pol	1/31/2025 15:59	Foot Patrol	
2025-00006090	Oxford Pol	1/28/2025 10:28	Fraud	OX25-00003
2025-00000587	Oxford Pol	1/3/2025 14:24	HOLDUPALARM	
2025-00001366	Oxford Pol	1/7/2025 13:35	Hit&Run PD	OX25-00001
2025-00000220	Oxford Pol	1/1/2025 23:24	Miscellaneous	
2025-00001718	Oxford Pol	1/8/2025 23:25	Miscellaneous	
2025-00003085	Oxford Pol	1/14/2025 17:57	Miscellaneous	
2025-00003388	Oxford Pol	1/15/2025 23:28	Miscellaneous	
2025-00004895	Oxford Pol	1/22/2025 23:37	Miscellaneous	
2025-00006561	Oxford Pol	1/29/2025 23:31	Miscellaneous	
2025-00004979	Oxford Pol	1/23/2025 10:54	PARKVIOL	
2025-00000071	Oxford Pol	1/1/2025 10:35	PC	
2025-00000072	Oxford Pol	1/1/2025 10:35	PC	
2025-00000105	Oxford Pol	1/1/2025 15:07	PC	
2025-00000106	Oxford Pol	1/1/2025 15:07	PC	
2025-00000149	Oxford Pol	1/1/2025 20:02	PC	
2025-00000150	Oxford Pol	1/1/2025 20:03	PC	
2025-00000191	Oxford Pol	1/1/2025 22:05	PC	
2025-00000192	Oxford Pol	1/1/2025 22:05	PC	
2025-00000619	Oxford Pol	1/3/2025 17:29	PC	

2025-00000620	Oxford Pol	1/3/2025 17:30	PC
2025-00000623	Oxford Pol	1/3/2025 17:37	PC
2025-00000624	Oxford Pol	1/3/2025 17:38	PC
2025-00000656	Oxford Pol	1/3/2025 20:09	PC
2025-00000658	Oxford Pol	1/3/2025 20:10	PC
2025-00000688	Oxford Pol	1/3/2025 21:56	PC
2025-00000689	Oxford Pol	1/3/2025 21:56	PC
2025-00000786	Oxford Pol	1/4/2025 11:22	PC
2025-00000787	Oxford Pol	1/4/2025 11:22	PC
2025-00000801	Oxford Pol	1/4/2025 13:09	PC
2025-00000802	Oxford Pol	1/4/2025 13:10	PC
2025-00000944	Oxford Pol	1/5/2025 8:36	PC
2025-00000945	Oxford Pol	1/5/2025 8:36	PC
2025-00000949	Oxford Pol	1/5/2025 9:00	PC
2025-00000950	Oxford Pol	1/5/2025 9:01	PC
2025-00000973	Oxford Pol	1/5/2025 12:41	PC
2025-00001165	Oxford Pol	1/6/2025 12:56	PC
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2025-00001204	Oxford Pol	1/6/2025 16:29	PC
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2025-00001213	Oxford Pol	1/6/2025 17:43	PC
2025-00001214	Oxford Pol	1/6/2025 17:43	PC
2025-00001215	Oxford Pol	1/6/2025 17:44	PC
2025-00001331	Oxford Pol	1/7/2025 11:04	PC
2025-00001332	Oxford Pol	1/7/2025 11:05	PC
2025-00001333	Oxford Pol	1/7/2025 11:05	PC
2025-00001419	Oxford Pol	1/7/2025 18:31	PC
2025-00001420	Oxford Pol	1/7/2025 18:31	PC
2025-00001433	Oxford Pol	1/7/2025 19:57	PC
2025-00001434	Oxford Pol	1/7/2025 19:58	PC
2025-00001602	Oxford Pol	1/8/2025 14:35	PC
2025-00001603	Oxford Pol	1/8/2025 14:35	PC
2025-00001636	Oxford Pol	1/8/2025 17:20	PC
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2025-00001671	Oxford Pol	1/8/2025 20:15	PC
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2025-00001805	Oxford Pol	1/9/2025 9:46	PC
2025-00001824	Oxford Pol	1/9/2025 10:57	PC
2025-00001826	Oxford Pol	1/9/2025 10:58	PC

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2025-00002108	Oxford Pol	1/10/2025 9:54	PC
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2025-00002197	Oxford Pol	1/10/2025 15:42	PC
2025-00002198	Oxford Pol	1/10/2025 15:42	PC
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2025-00002625	Oxford Pol	1/12/2025 15:59	PC
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2025-00002691	Oxford Pol	1/12/2025 22:52	PC
2025-00002693	Oxford Pol	1/12/2025 22:52	PC
2025-00002994	Oxford Pol	1/14/2025 10:52	PC
2025-00002995	Oxford Pol	1/14/2025 10:52	PC
2025-00003015	Oxford Pol	1/14/2025 12:33	PC
2025-00003016	Oxford Pol	1/14/2025 12:34	PC
2025-00003056	Oxford Pol	1/14/2025 15:52	PC
2025-00003057	Oxford Pol	1/14/2025 15:53	PC
2025-00003238	Oxford Pol	1/15/2025 12:49	PC
2025-00003240	Oxford Pol	1/15/2025 12:50	PC
2025-00003329	Oxford Pol	1/15/2025 17:55	PC
2025-00003330	Oxford Pol	1/15/2025 17:55	PC
2025-00003383	Oxford Pol	1/15/2025 22:42	PC
2025-00003384	Oxford Pol	1/15/2025 22:42	PC
2025-00003411	Oxford Pol	1/16/2025 6:31	PC
2025-00003413	Oxford Pol	1/16/2025 6:31	PC
2025-00003434	Oxford Pol	1/16/2025 8:25	PC
2025-00003435	Oxford Pol	1/16/2025 8:25	PC
2025-00003493	Oxford Pol	1/16/2025 11:43	PC
2025-00003494	Oxford Pol	1/16/2025 11:43	PC
2025-00003708	Oxford Pol	1/17/2025 11:24	PC
2025-00003709	Oxford Pol	1/17/2025 11:25	PC
2025-00003813	Oxford Pol	1/17/2025 19:50	PC
2025-00003814	Oxford Pol	1/17/2025 19:50	PC
2025-00003847	Oxford Pol	1/17/2025 21:32	PC
2025-00003848	Oxford Pol	1/17/2025 21:32	PC
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2025-00004570	Oxford Pol	1/21/2025 18:01	PC
2025-00004571	Oxford Pol	1/21/2025 18:01	PC
2025-00004776	Oxford Pol	1/22/2025 13:03	PC
2025-00004777	Oxford Pol	1/22/2025 13:04	PC
2025-00004778	Oxford Pol	1/22/2025 13:04	PC
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2025-00005241	Oxford Pol	1/24/2025 14:18	PC
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2025-00006142	Oxford Pol	1/28/2025 13:22	PC
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2025-00006382	Oxford Pol	1/29/2025 11:31	PC
2025-00006466	Oxford Pol	1/29/2025 16:23	PC
2025-00006467	Oxford Pol	1/29/2025 16:24	PC
2025-00006468	Oxford Pol	1/29/2025 16:24	PC

2025-00006511	Oxford Pol	1/29/2025 20:04	PC
2025-00006512	Oxford Pol	1/29/2025 20:04	PC
2025-00006576	Oxford Pol	1/30/2025 6:06	PC
2025-00006577	Oxford Pol	1/30/2025 6:06	PC
2025-00006617	Oxford Pol	1/30/2025 9:37	PC
2025-00006618	Oxford Pol	1/30/2025 9:38	PC
2025-00006650	Oxford Pol	1/30/2025 11:38	PC
2025-00006651	Oxford Pol	1/30/2025 11:38	PC
2025-00006868	Oxford Pol	1/31/2025 12:45	PC
2025-00006869	Oxford Pol	1/31/2025 12:45	PC
2025-00006871	Oxford Pol	1/31/2025 12:54	PC
2025-00006872	Oxford Pol	1/31/2025 12:55	PC
2025-00000705	Oxford Pol	1/3/2025 23:28	SASG
2025-00000952	Oxford Pol	1/5/2025 9:28	SASG
2025-00003872	Oxford Pol	1/17/2025 23:38	SASG
2025-00000576	Oxford Pol	1/3/2025 13:44	Traffic Assignment
2025-00000793	Oxford Pol	1/4/2025 12:06	Traffic Assignment
2025-00000968	Oxford Pol	1/5/2025 12:09	Traffic Assignment
2025-00001781	Oxford Pol	1/9/2025 7:58	Traffic Assignment
2025-00002174	Oxford Pol	1/10/2025 13:37	Traffic Assignment
2025-00003018	Oxford Pol	1/14/2025 12:40	Traffic Assignment
2025-00003241	Oxford Pol	1/15/2025 12:57	Traffic Assignment
2025-00003459	Oxford Pol	1/16/2025 9:56	Traffic Assignment
2025-00003743	Oxford Pol	1/17/2025 14:34	Traffic Assignment
2025-00004182	Oxford Pol	1/19/2025 13:25	Traffic Assignment
2025-00004809	Oxford Pol	1/22/2025 15:06	Traffic Assignment
2025-00004978	Oxford Pol	1/23/2025 10:53	Traffic Assignment
2025-00006154	Oxford Pol	1/28/2025 14:00	Traffic Assignment
2025-00006432	Oxford Pol	1/29/2025 14:05	Traffic Assignment
2025-00006596	Oxford Pol	1/30/2025 8:19	Traffic Assignment
2025-00006923	Oxford Pol	1/31/2025 17:19	Traffic Assignment
2025-00000583	Oxford Pol	1/3/2025 14:13	Traffic Stop
2025-00000885	Oxford Pol	1/4/2025 21:23	Traffic Stop
2025-00004970	Oxford Pol	1/23/2025 10:10	Traffic Stop
2025-00004976	Oxford Pol	1/23/2025 10:46	Traffic Stop
2025-00005061	Oxford Pol	1/23/2025 16:22	Traffic Stop
2025-00006193	Oxford Pol	1/28/2025 17:16	Traffic Stop

Dispatch #	Agency	Call Date	Call Type	Incident Report #
2025-00000501	Talbot County SI	1/3/2025 7:57	Alarm	
2025-00000659	Talbot County SI	1/3/2025 20:12	Alarm	
2025-00003128	Talbot County SI	1/15/2025 1:03	Alarm	
2025-00003186	Talbot County SI	1/15/2025 9:46	Open Door/Window	
2025-00000368	Talbot County SI	1/2/2025 15:31	PARKVIOL	
2025-00000511	Talbot County SI	1/3/2025 8:26	PARKVIOL	
2025-00000052	Talbot County SI	1/1/2025 8:48	PC	
2025-00000513	Talbot County SI	1/3/2025 8:39	PC	
2025-00000874	Talbot County SI	1/4/2025 20:29	PC	
2025-00001207	Talbot County SI	1/6/2025 16:38	PC	
2025-00001917	Talbot County SI	1/9/2025 17:03	PC	
2025-00002024	Talbot County SI	1/9/2025 22:55	PC	
2025-00002023	Talbot County SI	1/9/2025 22:54	PC	
2025-00002071	Talbot County SI	1/10/2025 8:00	PC	
2025-00003932	Talbot County SI	1/18/2025 9:09	PC	
2025-00004013	Talbot County SI	1/18/2025 17:43	PC	
2025-00004157	Talbot County SI	1/19/2025 10:14	PC	
2025-00004722	Talbot County SI	1/22/2025 9:40	PC	
2025-00004855	Talbot County SI	1/22/2025 19:58	PC	
2025-00006013	Talbot County SI	1/27/2025 23:09	PC	
2025-00006294	Talbot County SI	1/29/2025 1:33	PC	
2025-00006312	Talbot County SI	1/29/2025 6:17	PC	
2025-00006995	Talbot County SI	1/31/2025 22:24	PC	
2025-00005536	Talbot County SI	1/25/2025 19:00	Susp Condition	

Oxford Fire Company Report for 1/25 thru 2/7 (2 weeks):

Fire/Rescue: (3 siren cycles, or more)  
2 calls : both were mutual-aid  
10 member responses by 8 members  
1.5 hours worked

Medical EMS: (One siren cycle)  
4 calls  
20 member responses by 10 members  
17 hours worked

During the weekend of Jan 31- Feb 2, members participated in various training as part of MIEMSS Winterfest 2025

(hosted by Talbot County DES).  
Classes covered a wide range of topics including :  
EMT Recertification, Advanced Pediatric Care, & Agricultural Rescue.

Several members will be attending a lecture on the Shock Trauma "Go Team" being held at Chesapeake College for medically trained first responders.

Two members are currently enrolled in formal training classes provided by Maryland Fire & Rescue Institute (MFRI).

We are looking for new members as some of our members exceed 30 years of service...  
Auxiliary: Thank you for a successful Rummage Sale last weekend...

Spaghetti Dinner - Feb 17th- Monday. starting at 530.

Food provided by "spaghetti house".

\$15 dollars adults \$5 children.

Beer and Wine available to purchase. Pay at door. Reservations not necessary.

Soup night - Monday March 3. 5 to 7.p.m Chili, chicken noodle, Italian wedding -

16 oz.,dinner roll and dessert.

\$8 each.

Email Lisa at [lchollyharbor57@gmail.com](mailto:lchollyharbor57@gmail.com) for more information

Or call 410.829.2301.

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

2/11/2025

1. Public Works is happy to announce that we have taken delivery of our new Salt dog Pro 1500 Salt spreader and has been installed on our 2006 Chevy 2500 work truck. This truck is the oldest truck in our fleet and was the perfect candidate for installation and used as our new salt spreader for adverse weather. In our next weather event such as snow or ice Public Works will be ready with our new spreader and stockpile of salt.
2. During this record cold that we have experienced over this past month we have had minimally froze and broken pipes with only one residential and one commercial so far this winter. Now with a hard freeze and now the thaw we may find some leaks so if anyone notices any wet spots or pooling water laying in spots and is not going away, please call the town office so we may investigate.
3. BFPE has been in to do our yearly fire inspections.
4. A new water and wastewater training program is being implemented for the Public Works.
5. Public Works are working on rehab of the stone parking lots on town properties after this harsh winter we will be grading them out to turn over the material that is there once the ground dries up; we will be top coating them with fresh stone.
6. Just a reminder now that winter is winding down Public Works will be out fixing ruts on edges of the road on town right of ways and raking out any debris and stones on the edges of the road. Please be on the lookout for employees working on the edges of the roadways and please give them room to work safely while driving by.

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	23,929.70	85,437.75	(61,508.05)	28.01%
42500 - Traders Licenses	2.29	2,000.00	(1,997.71)	0.12%
42600 - Tax Revenues - Other	0.00	1,000.00	(1,000.00)	0.0%
<b>Total 42000 - Intergovernmental Revenues</b>	<b>111,209.31</b>	<b>453,637.75</b>	<b>(342,428.44)</b>	<b>24.52%</b>
<b>43000 - Licenses and Permits</b>				
43100 - Animal Registration	0.00	0.00	0.00	0.0%
43300 - Building Permits	11,850.60	28,000.00	(16,149.40)	42.32%
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>17,300.60</b>	<b>38,770.00</b>	<b>(21,469.40)</b>	<b>44.62%</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	3,184.00	10,913.00	(7,729.00)	29.18%
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>3,184.00</b>	<b>628,668.00</b>	<b>(625,484.00)</b>	<b>0.51%</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	16,090.88	24,136.32	(8,045.44)	66.67%
45302 - MEWS Rent	8,000.00	12,000.00	(4,000.00)	66.67%
45303 - USPS Rent	11,083.31	18,999.96	(7,916.65)	58.33%
45304 - BayVanguard Bank - Rent	4,900.00	8,400.00	(3,500.00)	58.33%

## 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	0.00	1,792.00	100.0%
45300 · Land/Property Leases - Other	0.00	0.00	0.00	0.0%
<b>Total 45300 · Land/Property Leases</b>	<b>41,866.19</b>	<b>90,000.00</b>	<b>(48,133.81)</b>	<b>46.52%</b>
45400 · Town House Rental	1,300.00	3,500.00	(2,200.00)	37.14%
<b>Total 45000 · Revenues from Properties</b>	<b>66,802.19</b>	<b>120,000.00</b>	<b>(53,197.81)</b>	<b>55.67%</b>
<b>46000 · Miscellaneous Revenues</b>				
46853 · Water Well #2 Repairs	33,521.11	0.00	33,521.11	100.0%
46200 · Hanks Christmas Tree Fund	2,696.40	2,000.00	696.40	134.82%
46250 · Artist Group	0.70	0.00	0.70	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	350.00	0.00	350.00	100.0%
46700 · Reimbursed Expenses - Other	0.00	0.00	0.00	0.0%
46850 · PIA Request	45.25	0.00	45.25	100.0%
46900 · Misc Revenues - Other	1,670.10	0.00	1,670.10	100.0%
46925 · Historic Consult/Review	50.00	0.00	50.00	100.0%
46950 · Interest Income	127,645.34	170,000.00	(42,354.66)	75.09%
46000 · Miscellaneous Revenues - Other	0.00	0.00	0.00	0.0%
<b>Total 46000 · Miscellaneous Revenues</b>	<b>168,683.90</b>	<b>174,500.00</b>	<b>(5,816.10)</b>	<b>96.67%</b>
<b>47000 · Enterprise Services</b>				
<b>47100 · Water Service</b>				
47110 · Water Service Charge	189,877.51	365,800.00	(175,922.49)	51.91%
47130 · Connection Fees	2,500.00	1,500.00	1,000.00	166.67%
<b>Total 47100 · Water Service</b>	<b>192,377.51</b>	<b>367,300.00</b>	<b>(174,922.49)</b>	<b>52.38%</b>
<b>47500 · Wastewater Services</b>				
47510 · Wastewater Service Charge	293,745.77	550,700.00	(256,954.23)	53.34%
47530 · Connection Fees	2,500.00	1,500.00	1,000.00	166.67%
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>326,245.77</b>	<b>577,200.00</b>	<b>(250,954.23)</b>	<b>56.52%</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>619,263.28</b>	<b>1,045,600.00</b>	<b>(426,336.72)</b>	<b>59.23%</b>
48000 · Bay Restoration Fund	17,450.70	35,500.00	(18,049.30)	49.16%
48150 · Excess Lease Revenue	0.00	0.00	0.00	0.0%

## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>73200 - MEWS</b>	0.00	0.00	0.00	0.0%
<b>Total Income</b>	2,015,082.65	3,452,900.75	(1,437,818.10)	58.36%
<b>Gross Profit</b>	2,015,082.65	3,452,900.75	(1,437,818.10)	58.36%
<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	11,557.52	0.00	11,557.52	100.0%
51100 - Administrative Salaries	107,295.67	200,000.00	(92,704.33)	53.65%
51101 - Advertising				
51150 - General Advertising	2,378.06	1,000.00	1,378.06	237.81%
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>	3,174.32	4,000.00	(825.68)	79.36%
51199 - Bank Fees	134.10	0.00	134.10	100.0%
51200 - Computer Main & Repair	5,100.00	4,000.00	1,100.00	127.5%
51220 - Communications	3,750.00	3,000.00	750.00	125.0%
51250 - Copier Services Main & Supplies	2,833.86	5,500.00	(2,666.14)	51.53%
51300 - Education and Training	0.00	3,000.00	(3,000.00)	0.0%
51350 - Electricity	6,344.36	8,500.00	(2,155.64)	74.64%
51450 - Legal Fees	32,457.62	65,000.00	(32,542.38)	49.94%
51451 - Telephone	4,585.69	7,500.00	(2,914.31)	61.14%
51452 - Internet	861.00	1,500.00	(639.00)	57.4%
51500 - Memberships & Dues	1,295.20	5,000.00	(3,704.80)	25.9%
51550 - Office Supplies & Expenses	3,158.22	6,000.00	(2,841.78)	52.64%
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	3,494.20	16,000.00	(12,505.80)	21.84%
<b>Total 51650 - Planning &amp; Zoning Admin</b>	5,744.20	16,000.00	(10,255.80)	35.9%
51660 - Search Frim - Town Manager	27,849.72	0.00	27,849.72	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>	226,748.96	374,700.00	(147,951.04)	60.52%
<b>52000 - Government Properties</b>				
52100 - Municipal Bldg Main and Repair				
52110 - Bldg Main and Repair Salaries	2,861.76	4,500.00	(1,638.24)	63.6%

## TOWN OF OXFORD

### Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
52100 · Municipal Bldg Main and Repair - Other	10,756.23	25,000.00	(14,243.77)	43.03%
<b>Total 52100 · Municipal Bldg Main and Repair</b>	<b>13,617.99</b>	<b>29,500.00</b>	<b>(15,882.01)</b>	<b>46.16%</b>
52200 · Town Houses Main and Repair				
52220 · Town House Electric #B	976.60	0.00	976.60	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>4,872.35</b>	<b>5,000.00</b>	<b>(127.65)</b>	<b>97.45%</b>
52300 · Customs House Main & Repair	570.72	1,500.00	(929.28)	38.05%
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>22,438.58</b>	<b>68,600.00</b>	<b>(46,161.42)</b>	<b>32.71%</b>
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	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	80.00	0.00	80.00	100.0%
<b>Total 52500 · General Government Other</b>	<b>32,497.82</b>	<b>70,700.00</b>	<b>(38,202.18)</b>	<b>45.97%</b>
52600 · Government Shared Expenses				
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	22,265.00	18,000.00	4,265.00	123.69%
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	229,942.95	275,500.00	(45,557.05)	83.46%
<b>Total 52655 · Employee Benefits</b>	<b>229,942.95</b>	<b>275,500.00</b>	<b>(45,557.05)</b>	<b>83.46%</b>
52660 · Payroll Expenses	49,325.59	80,000.00	(30,674.41)	61.66%
<b>Total 52600 · Government Shared Expenses</b>	<b>345,856.54</b>	<b>418,320.00</b>	<b>(72,463.46)</b>	<b>82.68%</b>
53000 · Public Safety				

## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>53100 · Police Department</b>				
53150 · Police Salaries	150,012.37	346,000.00	(195,987.63)	43.36%
51351 · Police Overtime	0.00	0.00	0.00	0.0%
53152 · Police Other Agency Support	450.00	0.00	450.00	100.0%
53175 · Park Patrol	0.00	0.00	0.00	0.0%
53200 · Uniforms & Equipment	2,225.77	7,000.00	(4,774.23)	31.8%
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	640.00	2,000.00	(1,360.00)	32.0%
53500 · Utilities	5,669.53	17,300.00	(11,630.47)	32.77%
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>165,805.58</b>	<b>464,200.00</b>	<b>(298,394.42)</b>	<b>35.72%</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>188,525.58</b>	<b>499,200.00</b>	<b>(310,674.42)</b>	<b>37.77%</b>
<b>54000 · Public Works</b>				
<b>54100 · Operational Cost</b>				
54110 · Shop - Salaries	44,387.38	60,000.00	(15,612.62)	73.98%
54130 · Shop - Telephone and Internet	8,960.69	15,000.00	(6,039.31)	59.74%
54140 · Shop - Uniforms	13,913.91	20,650.00	(6,736.09)	67.38%
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	5,168.58	4,000.00	1,168.58	129.22%
54170 · Education and Training	1,287.07	1,000.00	287.07	128.71%
54180 · Vehicle Operations	10,889.39	23,000.00	(12,110.61)	47.35%
54190 · Vehicle Main and Repairs	6,064.77	18,000.00	(11,935.23)	33.69%
85000 · Public Works Capital	5,600.00	55,000.00	(49,400.00)	10.18%
<b>Total 54100 · Operational Cost</b>	<b>97,041.08</b>	<b>200,650.00</b>	<b>(103,608.92)</b>	<b>48.36%</b>
<b>54200 · Roads Department</b>				
54210 · Streets - Salaries	18,505.08	35,000.00	(16,494.92)	52.87%
54220 · Streets - Main/Repairs	3,991.47	16,000.00	(12,008.53)	24.95%
54230 · Streets - Lighting	26,829.92	45,000.00	(18,170.08)	59.62%
54240 · Streets - Repaving	0.00	30,000.00	(30,000.00)	0.0%
54250 · Snow Removal	3,367.62	1,000.00	2,367.62	336.76%
54200 · Roads Department - Other	0.00	3,100.00	(3,100.00)	0.0%

## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Total 54200 · Roads Department</b>	52,694.09	130,100.00	(77,405.91)	40.5%
<b>54300 · Trash Collection</b>				
54310 · Trash Collection Salaries	23,316.73	30,000.00	(6,683.27)	77.72%
54330 · Trash Pick up - Contractors	39,741.29	80,000.00	(40,258.71)	49.68%
<b>Total 54300 · Trash Collection</b>	63,058.02	110,000.00	(46,941.98)	57.33%
<b>54400 · Miscellaneous Public Works</b>				
54410 · Mosquito Control	1,757.33	2,000.00	(242.67)	87.87%
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>	3,241.09	7,500.00	(4,258.91)	43.22%
<b>Total 54000 · Public Works</b>	216,034.28	448,250.00	(232,215.72)	48.2%
<b>55000 · Parks and Recreation</b>				
55100 · Parks/Mowing - Salaries	24,909.16	65,000.00	(40,090.84)	38.32%
55200 · Parks/Mowing - Main & Repair	2,739.55	5,000.00	(2,260.45)	54.79%
55300 · Parks and Recreation Electric	1,987.69	3,000.00	(1,012.31)	66.26%
55400 · Docks/Shoreline - Main & Repair	396.64	3,000.00	(2,603.36)	13.22%
55500 · Parks & Recreation Expenses	18,093.26	40,000.00	(21,906.74)	45.23%
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>	48,319.33	206,500.00	(158,180.67)	23.4%
<b>56000 · Grant Projects</b>				
56115 · USDA Water System Upgrade	0.00	0.00	0.00	0.0%
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	0.00	1,324.70	100.0%
<b>Total 56000 · Grant Projects</b>	2,375.21	0.00	2,375.21	100.0%
<b>57000 · Enterprise Fund Expenditures</b>				
<b>57100 · Water System Admin Cost</b>				
57110 · Administrative Salaries	6,906.43	45,000.00	(38,093.57)	15.35%
57120 · Administrative Expenses	481.50	3,000.00	(2,518.50)	16.05%
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>	20,176.62	50,000.00	(29,823.38)	40.35%
<b>57200 · Water System Operations</b>				
57201 · Water - Salaries	29,106.28	60,000.00	(30,893.72)	48.51%
57205 · Water Billing Software	626.61			
57210 · Electricity	21,556.20	30,000.00	(8,443.80)	71.85%
57220 · Utilities	280.07	500.00	(219.93)	56.01%
57225 · Chemicals	3,273.00	4,000.00	(727.00)	81.83%
57230 · Lab Expenses	1,473.00	3,000.00	(1,527.00)	49.1%
57250 · Materials, Tools and Equipment	4,018.26	5,000.00	(981.74)	80.37%

## TOWN OF OXFORD

# Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
57260 · Testing Expenses	0.00	750.00	(750.00)	0.0%
57270 · Education and Training	400.00	1,500.00	(1,100.00)	26.67%
57280 · Maintenance & Repairs	8,430.97	15,000.00	(6,569.03)	56.21%
57290 · Water Expenses - Other	178.17	0.00	178.17	100.0%
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>115,108.66</b>	<b>119,750.00</b>	<b>(4,641.34)</b>	<b>96.12%</b>
57500 · Wastewater System Admin Cost				
57510 · Administrative Salaries	6,041.03	45,000.00	(38,958.97)	13.43%
57520 · Administrative Expenses	459.50	5,000.00	(4,540.50)	9.19%
57535 · Consulting/Legal Fees	10,504.90	8,000.00	2,504.90	131.31%
57540 · Depreciation	0.00	0.00	0.00	0.0%
57560 · Interest on Debt	24,865.96	48,000.00	(23,134.04)	51.8%
<b>Total 57500 · Wastewater System Admin Cost</b>	<b>41,871.39</b>	<b>106,000.00</b>	<b>(64,128.61)</b>	<b>39.5%</b>
57600 · Wastewater System Operations				
57601 · Wastewater Salaries	40,736.55	60,000.00	(19,263.45)	67.89%
57610 · Electricity	11,558.23	80,000.00	(68,441.77)	14.45%
57620 · Utilities	2,741.82	5,000.00	(2,258.18)	54.84%
57625 · Chemicals	12,744.69	25,000.00	(12,255.31)	50.98%
57630 · Lab Expenses	10,785.26	10,000.00	785.26	107.85%
57635 · Materials, Tools and Equipment	1,791.08	4,000.00	(2,208.92)	44.78%
57640 · Maintenance Contracts	8,279.80	9,000.00	(720.20)	92.0%
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	0.00	3,574.43	100.0%
<b>Total 57600 · Wastewater System Operations</b>	<b>119,358.54</b>	<b>215,000.00</b>	<b>(95,641.46)</b>	<b>55.52%</b>
57700 · Stormwater/Shoreline SMSP				
57710 · Stormwater Salaries	47,122.23	60,000.00	(12,877.77)	78.54%
57715 · Shoreline Salaries	0.00	0.00	0.00	0.0%
57720 · Administrative Salaries	3,797.81	40,000.00	(36,202.19)	9.5%
57725 · Training and Education	644.00	0.00	644.00	100.0%
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	11,454.86	20,000.00	(8,545.14)	57.27%
81500 · SMSP Improvement Capital	0.00	824,155.00	(824,155.00)	0.0%
<b>Total 57700 · Stormwater/Shoreline SMSP</b>	<b>71,122.58</b>	<b>964,155.00</b>	<b>(893,032.42)</b>	<b>7.38%</b>
<b>Total 57000 · Enterprise Fund Expenditures</b>	<b>367,637.79</b>	<b>1,454,905.00</b>	<b>(1,087,267.21)</b>	<b>25.27%</b>
58000 · Bay Restoration				
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>1,472,491.35</b>	<b>3,596,475.00</b>	<b>(2,123,983.65)</b>	<b>40.94%</b>

## TOWN OF OXFORD

### Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Net Ordinary Income</b>	542,591.30	(143,574.25)	686,165.55	(377.92%)
<b>Other Income/Expense</b>				
<b>Other Income</b>				
49000 - Loan Proceeds	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	0.00	0.00	0.00	0.0%
<b>Other Expense</b>				
90000 - Other Expenses				
90000EF - Transfers	(636.00)	0.00	(636.00)	100.0%
90000GF - GF Transfers	636.00	0.00	636.00	100.0%
90000 - Other Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 90000 - Other Expenses</b>	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>542,591.30</b>	<b>(143,574.25)</b>	<b>686,165.55</b>	<b>(377.92%)</b>



# TOWN OF OXFORD

## Check Detail

### January 2025

Num	Date	Name	Memo	Account	Paid Amount
<b>25725</b>	<b>01/03/2025</b>	<b>A-1 Sanitation</b>		<b>11302 - BayVanguard 302 General Acct</b>	
455071	12/13/2024		Strand - Nov 15 - Dec 16, 2024	55500 - Parks & Recreation Expenses	-297.00
455074	12/13/2024		tilghman - Nov 15 - Dec 16, 2024	55500 - Parks & Recreation Expenses	-183.00
455070	12/13/2024		causeway prk - Nov 15 - Dec 16, 2024	55500 - Parks & Recreation Expenses	-297.00
455072	12/13/2024		ferry dock - Nov 15 - Dec 16, 2024	55500 - Parks & Recreation Expenses	-228.00
455073	12/13/2024		ballfield - Nov 15 - Dec 16, 2024	55500 - Parks & Recreation Expenses	-183.00
TOTAL					-1,188.00
<b>25726</b>	<b>01/03/2025</b>	<b>APG Media of Chesapeake LLC</b>	<b>Port Wardens</b>	<b>11302 - BayVanguard 302 General Acct</b>	
3070352	12/19/2024		Port Wardens Meeting Ad	51154 - Port Wardens	-105.00
TOTAL					-105.00
<b>25727</b>	<b>01/03/2025</b>	<b>Breezeline 1</b>	<b>For Period of 12/22/24-1/21/25</b>	<b>11302 - BayVanguard 302 General Acct</b>	
december 2024	12/16/2024		For Period of 12/22/24-1/21/25	51452 - Internet	-123.00
			For Period of 12/22/24-1/21/25	53500 - Utilities	-123.55
TOTAL					-246.55
<b>25728</b>	<b>01/03/2025</b>	<b>Breezeline 2</b>	<b>8335 30 016 0090158</b>	<b>11302 - BayVanguard 302 General Acct</b>	
12182024	12/18/2024		December 28, 2024 - January 27, 2025	54130 - Shop - Telephone and Internet	-170.56
TOTAL					-170.56
<b>25729</b>	<b>01/03/2025</b>	<b>Delmarva Power</b>		<b>11302 - BayVanguard 302 General Acct</b>	
Nov 10 - Dec 9, 2024	12/10/2024		5001 7616 736- 102 Oxford Town Dock - Nov 10 - Dec 9, 2024	55300 - Parks and Recreation Electric	-35.19
			5500 5154 020- 102 Oxford Rd Car Charger - Nov 10 - Dec 9, 2024	55300 - Parks and Recreation Electric	-213.82
			5501 1958 182 - Street Lights - Nov 10 - Dec 9, 2024	54230 - Streets - Lighting	-3,800.76
			5001 7876 561- 103 JL Thompson/water - Nov 10 - Dec 9, 2024	157210 - Electricity	-3,000.00
			5001 7876 561- 103 JL Thompson/sewer - Nov 10 - Dec 9, 2024	57610 - Electricity	-3,403.14

# TOWN OF OXFORD

## Check Detail

### January 2025

Num	Date	Name	Memo	Account	Paid Amount
			5500 2079 121- 100 Lovers lane - Nov 10 - Dec	52300 · Customs House Main & Repair	-130.32
			5500 3384 785- Banks Street - Nov 10 - Dec 9,	57610 · Electricity	-218.10
			5500 5273 390- 400 Tilghman Street - Nov 10 -	57210 · Electricity	-98.44
			5500 3892 548- 26110 Bachelors Point - Nov 10	57610 · Electricity	-77.25
			5500 5273 713- 100 Morris Street office - Nov 1	51350 · Electricity	-1,055.74
			5500 5298 207- 101 1/2 Townpark- Nov 10 - De	55300 · Parks and Recreation Electric	-39.07
			5500 3382 847- 102 1/2 Bonfield - Nov 10 - Dec	57610 · Electricity	-172.21
			5500 3340 167- 211 E Pier Street/docks - Nov 1	55400 · Docks/Shoreline - Main & Repair	-29.05
			5503 6907 487 - 203 E Pier St. B - Nov 10 - Dec	52220 · Town House Electric #B	-64.94
			5002 3367 506 - 102 Oxford Road - Nov 10 - De	57610 · Electricity	-448.49
TOTAL					-12,786.52
<b>25730</b>	<b>01/03/2025</b>	<b>Katherine Leneski</b>		<b>11302 · BayVanguard 302 General Acct</b>	
WE 12/24/2024	12/24/2024		Remote Work Dec 18-24, 2024	51075 · Administrative Contract/Temp	-110.00
WE 12/31/2024	12/31/2024		Remote Work Dec 25-31, 2024	51075 · Administrative Contract/Temp	-70.00
TOTAL					-180.00
<b>25731</b>	<b>01/03/2025</b>	<b>Lowe's Companies, Inc.</b>		<b>11302 · BayVanguard 302 General Acct</b>	
Statement Dec24	12/25/2024		Inv#981004 Fluor Heater	57690 · Wastewater Expenses - Other	-31.33
			Inv#975356 Ext Poles	57690 · Wastewater Expenses - Other	-69.21
			Inv#983425 Batteries and storage containers	54165 · Shop - Miscellaneous	-60.54
TOTAL					-161.08
<b>25732</b>	<b>01/03/2025</b>	<b>Maryland Environmental Service</b>		<b>11302 · BayVanguard 302 General Acct</b>	
337245	12/18/2024		12/6 Ticket #1055812 0.57 ton	54330 · Trash Pick up - Contractors	-45.60
TOTAL					-45.60
<b>25733</b>	<b>01/03/2025</b>	<b>Maryland Rural Water Association</b>	<b>Membership Dues 2024-2025</b>	<b>11302 · BayVanguard 302 General Acct</b>	
10594	10/11/2024		Membership Dues 2024-2025	57270 · Education and Training	-250.00

**TOWN OF OXFORD**  
**Check Detail**  
January 2025

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-250.00
<b>25734</b>	<b>01/03/2025</b>	<b>Maryland Water Quality Finance Admin</b>	<b>Water Quality Loan Payment</b>	<b>11302 - BayVanguard 302 General Acct</b>	
24269	01/02/2025		princ arsenic	28130 - Maryland Restoration Water Loan	-47,068.84
			prince morris	28160 - Wastewater Upgrade Interim Loc	-23,826.06
			interest morris	57160 - Interest on Debt	-1,208.16
TOTAL					-72,103.06
<b>25735</b>	<b>01/03/2025</b>	<b>Middle Department Inspection Agency</b>		<b>11302 - BayVanguard 302 General Acct</b>	
SI019562	12/19/2024		Permit #24-62 Woofter, Footer	51650 - Planning & Zoning Admin	-137.57
SI019751	12/24/2024		Permit #334/Plumbing - Dean	51650 - Planning & Zoning Admin	-94.34
SI019755	12/24/2024		Permit #23-61/HVAC - Dean - 202 Market St	51650 - Planning & Zoning Admin	-85.00
TOTAL					-316.91
<b>25736</b>	<b>01/03/2025</b>	<b>Paul T Ewing, Inc.</b>	<b>Pipe and Suction Hose</b>	<b>11302 - BayVanguard 302 General Acct</b>	
0529736	12/17/2024		Suction Hose & Smooth Bore Pipe	57730 - Stormwater Main & Repair	-974.20
TOTAL					-974.20
<b>25737</b>	<b>01/03/2025</b>	<b>Republic Services</b>		<b>11302 - BayVanguard 302 General Acct</b>	
001121357	12/20/2024		jl thompson	54330 - Trash Pick up - Contractors	-243.14
			fees	54330 - Trash Pick up - Contractors	-76.05
TOTAL					-319.19
<b>25738</b>	<b>01/03/2025</b>	<b>Republic Services 2</b>	<b>JI Thompson - 2 Containers</b>	<b>11302 - BayVanguard 302 General Acct</b>	
001121361	12/20/2024		11/27 4.01	57770 - Stormwater/Shoreline Trash	-137.14
			11/27 5.50	57770 - Stormwater/Shoreline Trash	-188.10
			11.27	57770 - Stormwater/Shoreline Trash	-240.34
			11.27	57770 - Stormwater/Shoreline Trash	-240.34

**TOWN OF OXFORD**  
**Check Detail**  
January 2025

Num	Date	Name	Memo	Account	Paid Amount
	12/06	3.72		57770 · Stormwater/Shoreline Trash	-127.22
	12/06	5.17		57770 · Stormwater/Shoreline Trash	-176.81
	12/06			57770 · Stormwater/Shoreline Trash	-240.34
	12/06			57770 · Stormwater/Shoreline Trash	-240.34
	12/17	4.64		57770 · Stormwater/Shoreline Trash	-158.69
	12/17			57770 · Stormwater/Shoreline Trash	-240.34
	12/18	4.49		57770 · Stormwater/Shoreline Trash	-153.56
	12/18			57770 · Stormwater/Shoreline Trash	-240.34
TOTAL					<u>-2,383.56</u>
<b>25739</b>	<b>01/03/2025</b>	<b>Skip Case Reimbursement</b>	<b>Town Of Oxford Donation To Hank's Christm</b>	<b>11302 · BayVanguard 302 General Acct</b>	
2024 Donation	12/31/2024		Town Of Oxford Donation To Hank's Christmas	52562 · Hanks Christmas Trees	-3,420.34
TOTAL					<u>-3,420.34</u>
<b>25740</b>	<b>01/03/2025</b>	<b>Staples</b>		<b>11302 · BayVanguard 302 General Acct</b>	
6019499930	12/14/2024		2 new staplers	51550 · Office Supplies & Expenses	-18.52
			paper	51550 · Office Supplies & Expenses	-37.34
6019499929	12/14/2024		Year End 2024 tax forms W-2/1099	51550 · Office Supplies & Expenses	-63.87
6019499928	12/14/2024	Staples	Office Supplies	20100 · Accounts Payable - General	0.00
6019937160	12/21/2024		Office Supplies	51550 · Office Supplies & Expenses	-37.69
6020418331	12/28/2024		Manila folders	51550 · Office Supplies & Expenses	-22.12
			Colored File Folders	51550 · Office Supplies & Expenses	-27.16
TOTAL					<u>-206.70</u>
<b>25741</b>	<b>01/03/2025</b>	<b>Talbot County Sheriff's Office</b>	<b>July 4th Coverage</b>	<b>11302 · BayVanguard 302 General Acct</b>	
TOO 24-001	12/18/2024		July 4th - Additional Coverage	53152 · Police Other Agency Support	-450.00
TOTAL					<u>-450.00</u>
<b>25742</b>	<b>01/03/2025</b>	<b>Thomas's Salvage Yard</b>	<b>Oct, Nov, Dec 2024 - 2nd Half</b>	<b>11302 · BayVanguard 302 General Acct</b>	

**TOWN OF OXFORD**  
**Check Detail**  
**January 2025**

Num	Date	Name	Memo	Account	Paid Amount
232	12/23/2024		Oct, Nov, Dec 2024 - 2nd Half	54330 · Trash Pick up - Contractors	-6,264.75
TOTAL					-6,264.75
<b>25743</b>	<b>01/03/2025</b>	<b>UniFirst Corporation</b>		<b>11302 · BayVanguard 302 General Acct</b>	
1430159669	12/18/2024		PW Uniforms	54140 · Shop - Uniforms	-254.91
1430160613	12/25/2024		PW Uniforms	54140 · Shop - Uniforms	-254.91
TOTAL					-509.82
<b>25744</b>	<b>01/03/2025</b>	<b>Verizon</b>	<b>For Period of 12/16/24 - 1/15/25</b>	<b>11302 · BayVanguard 302 General Acct</b>	
4102265740 Dec 15	12/15/2024		For Period of 12/16/24 - 1/15/25	54130 · Shop - Telephone and Internet	-1,081.15
TOTAL					-1,081.15
<b>25745</b>	<b>01/03/2025</b>	<b>Verizon Wireless</b>		<b>11302 · BayVanguard 302 General Acct</b>	
6101507482	12/19/2024		car cell x1	53500 · Utilities	-40.01
			ipad service	57220 · Utilities	-40.01
			ipad service	51451 · Telephone	-40.01
			police oncall cell phone 443-786-8353	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					-285.48
<b>25746</b>	<b>01/03/2025</b>	<b>Verizon Wireless Office</b>		<b>11302 · BayVanguard 302 General Acct</b>	
6101914411	12/23/2024		office phones	51451 · Telephone	-156.20
			vehicles	53500 · Utilities	-120.03
TOTAL					-276.23
<b>25747</b>	<b>01/03/2025</b>	<b>Maryland Bay Restoration</b>		<b>11302 · BayVanguard 302 General Acct</b>	

**TOWN OF OXFORD**  
**Check Detail**  
January 2025

Num	Date	Name	Memo	Account	Paid Amount
4th Qtr 2024	12/31/2024		4th Qtr 2024	58100 · Bay Restoration Payment	-8,376.57
TOTAL					-8,376.57
<b>25748</b>	<b>01/03/2025</b>	<b>Pitney Bowes Inc.</b>	<b>350338</b>	<b>11302 · BayVanguard 302 General Acct</b>	
0016357092	12/11/2024		ink cart	51600 · Postage	-182.58
TOTAL					-182.58
<b>25749</b>	<b>01/16/2025</b>	<b>Aflac</b>	<b>PN296-933459</b>	<b>11302 · BayVanguard 302 General Acct</b>	
666773	01/02/2025		M. Bell	21000 · Payroll Liabilities	-137.86
TOTAL					-137.86
<b>25750</b>	<b>01/16/2025</b>	<b>APG Media of Chesapeake LLC</b>	<b>Port Wardens</b>	<b>11302 · BayVanguard 302 General Acct</b>	
3070149	12/31/2024		Planning & Zoning Coordinator Ad	51150 · General Advertising	-556.00
TOTAL					-556.00
<b>25751</b>	<b>01/16/2025</b>	<b>Bay Imprint</b>	<b>PW Shirts</b>	<b>11302 · BayVanguard 302 General Acct</b>	
2033473	01/03/2025		New Shirts for Public Works	54140 · Shop - Uniforms	-1,733.75
TOTAL					-1,733.75
<b>25752</b>	<b>01/16/2025</b>	<b>Board of Waterworks &amp; Wastewater</b>	<b>Water 1 &amp; Water 5AS</b>	<b>11302 · BayVanguard 302 General Acct</b>	
Bell - 2025	01/14/2025		Bell - Water 1 & Water 5AS	57270 · Education and Training	-50.00
TOTAL					-50.00
<b>25753</b>	<b>01/16/2025</b>	<b>Bob Jackson Landscapes, Inc.</b>	<b>December 2024</b>	<b>11302 · BayVanguard 302 General Acct</b>	
87312	01/08/2025		December Leaf Removal	55200 · Parks/Mowing - Main & Repair	-375.00
TOTAL					-375.00

**TOWN OF OXFORD**  
**Check Detail**  
January 2025

Num	Date	Name	Memo	Account	Paid Amount
<b>25754</b>	<b>01/16/2025</b>	<b>Comfort Plus Services</b>	<b>Diagnostic Call - Main Office</b>	<b>11302 - BayVanguard 302 General Acct</b>	
7421637	12/02/2024		Diagnostic Call - Main Office	52100 - Municipal Bldg Main and Repair	-99.00
TOTAL					<u>-99.00</u>
<b>25755</b>	<b>01/16/2025</b>	<b>Crystal Springs</b>		<b>11302 - BayVanguard 302 General Acct</b>	
23190374 122824	12/28/2024		water	54165 - Shop - Miscellaneous	-98.74
			water	51550 - Office Supplies & Expenses	-36.74
TOTAL					<u>-135.48</u>
<b>25756</b>	<b>01/16/2025</b>	<b>Farmington Transfer Station</b>	<b>Recyclables</b>	<b>11302 - BayVanguard 302 General Acct</b>	
4355-000004199	12/31/2024		12/19 1.84	54330 - Trash Pick up - Contractors	-180.32
			12/27 2.46	54330 - Trash Pick up - Contractors	-241.08
TOTAL					<u>-421.40</u>
<b>25757</b>	<b>01/16/2025</b>	<b>Ferguson Enterprises</b>		<b>11302 - BayVanguard 302 General Acct</b>	
0726545	12/26/2024		Reducer Fittings	57250 - Materials, Tools and Equipment	-323.80
0726544	12/26/2024		Pit Setter - Cawley Property at Stewart Street	57250 - Materials, Tools and Equipment	-1,051.30
TOTAL					<u>-1,375.10</u>
<b>25758</b>	<b>01/16/2025</b>	<b>Health Enhancements Center Inc.</b>	<b>DOT Drug Test</b>	<b>11302 - BayVanguard 302 General Acct</b>	
62367	12/31/2024		M. Carroll	54165 - Shop - Miscellaneous	-49.00
			M. Bell	54165 - Shop - Miscellaneous	-49.00
TOTAL					<u>-98.00</u>
<b>25759</b>	<b>01/16/2025</b>	<b>Katherine Leneski</b>	<b>Remote Work Jan 1-7, 2025</b>	<b>11302 - BayVanguard 302 General Acct</b>	
WE 1/7/2025	01/07/2025		Remote Work Jan 1-7, 2025	51075 - Administrative Contract/Temp	-50.00

**TOWN OF OXFORD**  
**Check Detail**  
January 2025

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-50.00
<b>25760</b>	<b>01/16/2025</b>	<b>Maryland Environmental Service</b>		<b>11302 - BayVanguard 302 General Acct</b>	
337309	01/02/2025		12/17 0.82 ton	54330 - Trash Pick up - Contractors	-65.60
			12/17 1.10 ton	54330 - Trash Pick up - Contractors	-88.00
			12/17 1.39 ton	54330 - Trash Pick up - Contractors	-111.20
TOTAL					-264.80
<b>25761</b>	<b>01/16/2025</b>	<b>Oxford Volunteer Fire Department</b>	<b>Annual Donation</b>	<b>11302 - BayVanguard 302 General Acct</b>	
FY25 Donation	01/07/2025		annual contribution	53800 - Grant to Oxford Fire Department	-18,000.00
TOTAL					-18,000.00
<b>25762</b>	<b>01/16/2025</b>	<b>Paul T Ewing, Inc.</b>	<b>Hydraulic Hoses for Salt Spreader</b>	<b>11302 - BayVanguard 302 General Acct</b>	
0530125	01/08/2025		Hydraulic Hoses for Salt Spreader	54190 - Vehicle Main and Repairs	-300.47
TOTAL					-300.47
<b>25763</b>	<b>01/16/2025</b>	<b>Pep-Up</b>		<b>11302 - BayVanguard 302 General Acct</b>	
7473231	12/23/2024		183.5 gallons \$2.4228	54180 - Vehicle Operations	-566.93
7538646	01/13/2025		220.0 Gallons \$2.2580	54180 - Vehicle Operations	-642.66
TOTAL					-1,209.59
<b>25764</b>	<b>01/16/2025</b>	<b>Preston Lawn and Equipment</b>	<b>Walk Behind Saw &amp; Backpack Blower</b>	<b>11302 - BayVanguard 302 General Acct</b>	
30925	01/02/2025		Stihl Walk Behind Saw & Backpack Blower	54220 - Streets - Main/Repairs	-3,047.14
TOTAL					-3,047.14
<b>25765</b>	<b>01/16/2025</b>	<b>Response Computer Group Inc.</b>		<b>11302 - BayVanguard 302 General Acct</b>	
00230630	01/03/2025		support	57120 - Administrative Expenses	-25.00



**TOWN OF OXFORD**  
**Check Detail**  
January 2025

Num	Date	Name	Memo	Account	Paid Amount
			support	57520 · Administrative Expenses	-25.00
TOTAL					-50.00
<b>25766</b>	<b>01/16/2025</b>	<b>Samonisky, Ashley</b>	<b>December 2024</b>	<b>11302 · BayVanguard 302 General Acct</b>	
002	12/30/2024		Contractor - Planning & Zoning December 2024	51075 · Administrative Contract/Temp	-1,598.00
TOTAL					-1,598.00
<b>25767</b>	<b>01/16/2025</b>	<b>Scottish Highland Creamery.</b>	<b>Strand Site Visit</b>	<b>11302 · BayVanguard 302 General Acct</b>	
8244	12/17/2024		Meeting with agencies to visit Strand improve	57725 · Training and Education	-644.00
TOTAL					-644.00
<b>25768</b>	<b>01/16/2025</b>	<b>TrafficLogix</b>	<b>Annual Contract Cloud Access Radar Signs</b>	<b>11302 · BayVanguard 302 General Acct</b>	
SIN25445	07/01/2024		Annual Contract Cloud Access Radar Signs	53200 · Uniforms & Equipment	-500.00
TOTAL					-500.00
<b>25769</b>	<b>01/16/2025</b>	<b>UniFirst Corporation</b>	<b>Uniforms</b>	<b>11302 · BayVanguard 302 General Acct</b>	
1430162691	01/08/2025		PW Uniforms	54140 · Shop - Uniforms	-254.91
TOTAL					-254.91
<b>25770</b>	<b>01/16/2025</b>	<b>Verizon main</b>		<b>11302 · BayVanguard 302 General Acct</b>	
Dec 21, 2024	12/21/2024		police	53500 · Utilities	-100.00
			office emerg equip	51451 · Telephone	-424.13
TOTAL					-524.13
<b>25771</b>	<b>01/16/2025</b>	<b>Xerox Corporation</b>	<b>12/30/2024-1/29/2025</b>	<b>11302 · BayVanguard 302 General Acct</b>	
6678867	01/10/2025		12/30/2024-1/29/2025	51250 · Copier Services Main & Supplies	-375.95
TOTAL					-375.95

# TOWN OF OXFORD

## Check Detail

### January 2025

Num	Date	Name	Memo	Account	Paid Amount
<b>25772</b>	<b>01/16/2025</b>	<b>Oxford Volunteer Fire Department</b>	<b>Contribution to Retirement Fund</b>	<b>11302 - BayVanguard 302 General Acct</b>	
FY2025 Donation	01/07/2025		annual contribution to retirement fund	53800 - Grant to Oxford Fire Department	-2,000.00
TOTAL					-2,000.00
<b>25773</b>	<b>01/23/2025</b>	<b>A-1 Sanitation</b>		<b>11302 - BayVanguard 302 General Acct</b>	
456823	01/10/2025		ballfield - Dec 14, 2024 - Jan 10, 2025	55500 - Parks & Recreation Expenses	-183.00
456822	01/10/2025		ferry dock - Dec 14, 2024 - Jan 10, 2025	55500 - Parks & Recreation Expenses	-228.00
456820	01/10/2025		causeway prk - Dec 14, 2024 - Jan 10, 2025	55500 - Parks & Recreation Expenses	-297.00
45684	01/10/2025		tilghman - Dec 14, 2024 - Jan 10, 2025	55500 - Parks & Recreation Expenses	-183.00
456821	01/10/2025		Strand - Dec 14, 2024 - Jan 10, 2025	55500 - Parks & Recreation Expenses	-297.00
TOTAL					-1,188.00
<b>25774</b>	<b>01/23/2025</b>	<b>BDK, Inc.</b>	<b>1 New Laptop</b>	<b>11302 - BayVanguard 302 General Acct</b>	
225-00346	01/13/2025		1 new laptop - Town Manager	51200 - Computer Main & Repair	-1,050.00
TOTAL					-1,050.00
<b>25775</b>	<b>01/23/2025</b>	<b>Chesapeake Employers</b>	<b>Increase Police Wages</b>	<b>11302 - BayVanguard 302 General Acct</b>	
Increase 2024	01/08/2025		Increase Police Wages for Sept 6 2024 - Sept 6 52630 - Workmens Comp		-766.00
TOTAL					-766.00
<b>25776</b>	<b>01/23/2025</b>	<b>Delmarva Power</b>		<b>11302 - BayVanguard 302 General Acct</b>	
Dec 10 - Jan 10 2025	01/13/2025		5001 7616 736- 102 Oxford Town Dock - Dec 10	55300 - Parks and Recreation Electric	-31.48
			5500 5154 020- 102 Oxford Rd Car Charger - Dec 10	55300 - Parks and Recreation Electric	-151.65
			5501 1958 182 - Street Lights - Dec 10 - Jan 10	54230 - Streets - Lighting	-3,845.77
			5001 7876 561- 103 JL Thompson/water - Dec 10	157210 - Electricity	-3,000.00
			5001 7876 561- 103 JL Thompson/sewer - Dec 10	57610 - Electricity	-5,413.19
			5500 2079 121- 100 Lovers lane - Dec 10 - Jan 10	52300 - Customs House Main & Repair	-209.21

## TOWN OF OXFORD Check Detail January 2025

Num	Date	Name	Memo	Account	Paid Amount
			5500 3384 785- Banks Street - Dec 10 - Jan 10 57610 · Electricity		-217.77
			5500 5273 390- 400 Tilghman Street - Dec 10 - .57210 · Electricity		-232.26
			5500 3892 548- 26110 Bachelors Point - Dec 10 57610 · Electricity		-182.02
			5500 5273 713- 100 Morris Street office - Dec 1(51350 · Electricity		-1,912.67
			5500 5298 207- 101 1/2 Townpark- Dec 10 - Jar 55300 · Parks and Recreation Electric		-46.26
			5500 3382 847- 102 1/2 Bonfield - Dec 10 - Jan 57610 · Electricity		-301.33
			5500 3340 167- 211 E Pier Street/docks - Dec 1 55400 · Docks/Shoreline - Main & Repair		-29.21
			5503 6907 487 - 203 E Pier St. B - Dec 10 - Jan 52220 · Town House Electric #B		-226.15
			5002 3367 506 - 102 Oxford Road - Dec 10 - Jar 57610 · Electricity		-615.74
TOTAL					<u>-16,414.71</u>
<b>25779</b>	<b>01/23/2025</b>	<b>Easton Utilities</b>	<b>WWTP Lab Testing</b>	<b>11302 · BayVanguard 302 General Acct</b>	
29289	01/10/2025		December 2024 - WWTP Lab Testing	57630 · Lab Expenses	-599.00
TOTAL					<u>-599.00</u>
<b>25780</b>	<b>01/23/2025</b>	<b>Farmington Transfer Station</b>	<b>Recyclables</b>	<b>11302 · BayVanguard 302 General Acct</b>	
4355-000004206	01/15/2025		1/03 2.07	54330 · Trash Pick up - Contractors	-202.86
			1/09 1.11	54330 · Trash Pick up - Contractors	-108.78
TOTAL					<u>-311.64</u>
<b>25781</b>	<b>01/23/2025</b>	<b>Health Enhancements Center Inc.</b>	<b>Annual Fee</b>	<b>11302 · BayVanguard 302 General Acct</b>	
62594	01/17/2025		annual Fee for Random Drug Testing	53200 · Uniforms & Equipment	-34.00
			annual Fee for Random Drug Testing	54165 · Shop - Miscellaneous	-86.00
TOTAL					<u>-120.00</u>
<b>25782</b>	<b>01/23/2025</b>	<b>Kelly &amp; Associates</b>	<b>121780</b>	<b>11302 · BayVanguard 302 General Acct</b>	
Feb 2025	01/03/2025		February 2025 Insurance	52655 · Employee Benefits	-8,652.22
TOTAL					<u>-8,652.22</u>

# TOWN OF OXFORD

## Check Detail

### January 2025

Num	Date	Name	Memo	Account	Paid Amount
<b>25783</b>	<b>01/23/2025</b>	<b>Middle Department Inspection Agency</b>	<b>MD64001612</b>	<b>11302 - BayVanguard 302 General Acct</b>	
SI025414	01/17/2025		Permit #24-42 Final/201 Third Street	51650 - Planning & Zoning Admin	-140.66
TOTAL					-140.66
<b>25784</b>	<b>01/23/2025</b>	<b>Oxford Market</b>	<b>Food For Strand Meeting</b>	<b>11302 - BayVanguard 302 General Acct</b>	
534021	01/02/2025		Food For Strand Meeting	51550 - Office Supplies & Expenses	-60.00
TOTAL					-60.00
<b>25785</b>	<b>01/23/2025</b>	<b>Quality Staffing Services</b>		<b>11302 - BayVanguard 302 General Acct</b>	
48603	12/27/2024		Work Week Ending 12/22/2024	51075 - Administrative Contract/Temp	-1,407.60
48611	12/31/2024		Work Week Ending 12/29/2024	51075 - Administrative Contract/Temp	-1,407.60
48646	01/10/2025		Work Week Ending 1/05/2025	51075 - Administrative Contract/Temp	-1,407.60
48567	12/19/2025		Work Week Ending 12/15/2024	51075 - Administrative Contract/Temp	-1,126.08
TOTAL					-5,348.88
<b>25786</b>	<b>01/23/2025</b>	<b>Shore United Bank</b>	<b>Monthly Statement</b>	<b>11302 - BayVanguard 302 General Acct</b>	
Dec24-Jan25	01/10/2025		Moisture Analyzer	57630 - Lab Expenses	-2,518.68
			Keys for Office	51550 - Office Supplies & Expenses	-12.71
			PVC Pipe & Glue	57280 - Maintenance & Repairs	-229.89
			Employee Christmas Cards	51550 - Office Supplies & Expenses	-29.09
			Constant Contact	51550 - Office Supplies & Expenses	-11.99
			Business Cards N Bell	51550 - Office Supplies & Expenses	-21.17
			GermX Hand Sanitizer	51550 - Office Supplies & Expenses	-29.02
			Employee Christmas Luncheon	52655 - Employee Benefits	-411.09
			PW Food for Snow Weekend Jan 3-5, 2025	54165 - Shop - Miscellaneous	-36.97
			PW Food for Snow Weekend Jan 3-5, 2025	54165 - Shop - Miscellaneous	-66.14
			Team Viewer	57640 - Maintenance Contracts	-1,354.04
TOTAL					-4,720.79

**TOWN OF OXFORD**  
**Check Detail**  
January 2025

Num	Date	Name	Memo	Account	Paid Amount
<b>25787</b>	<b>01/23/2025</b>	<b>Spurry's Tire Service</b>	<b>Maintenance Ram Work Vehicle</b>	<b>11302 - BayVanguard 302 General Acct</b>	
124204	01/13/2025		4 New Tires/Alignment - Ram PW Truck	54180 - Vehicle Operations	-1,458.76
TOTAL					-1,458.76
<b>25788</b>	<b>01/23/2025</b>	<b>UniFirst Corporation</b>	<b>Uniforms</b>	<b>11302 - BayVanguard 302 General Acct</b>	
1430163667	01/15/2025		PW Uniforms	54140 - Shop - Uniforms	-254.91
TOTAL					-254.91
<b>25789</b>	<b>01/23/2025</b>	<b>USA Blue Book</b>	<b>Waste Water Testing</b>	<b>11302 - BayVanguard 302 General Acct</b>	
586861	01/08/2025		Wastewater Testing	57630 - Lab Expenses	-874.07
TOTAL					-874.07



To: The Honorable Commissioners of the Town of Oxford      From: Holly Wahl, Town Manager  
Subject: Water Reclamation Treatment Plant Staff Training

Date: February 6, 2025

**I. BACKGROUND:**

The Town of Oxford operates an enhanced nutrient removal treatment plant servicing Town residents, businesses, and community organizations. The plant operated by Town staff provides the processing necessary to reduce Nitrogen and Phosphorus to treat wastewater and improve water quality.

**Figure 1:** Image of the Town of Oxford Enhanced Nutrient Removal Treatment Plant



## **II. TRAINING PROPOSAL:**

The State of Maryland establishes requirements for trained and licensed operators to facilitate the required processes at the Plant. In addition to Operators, the State also requires the Town to have a licensed treatment plant Superintendent. Currently, one staff member, Matthew Ozman (Public Works Supervisor) provides the licensure to meet the States requirements to operate and oversee plant operations; however, the Town requires redundancy to ensure coverage of treatment plant processes.

In coordination with our Public Works Supervisor, Matthew Ozman, it is recommended that the Town provide up to (8) eight half-day sessions for current Town staff to receive on-site training to obtain licensure. Staff have attended several training sessions previously; however, those sessions were off-site. It is recommended that the Town develop an established training program on Town property so that the program can be managed by the Public Works Supervisor. These customized sessions will offer Town staff direct access to the training required to sit for and pass the State of Maryland licensure requirement to operate the Treatment Plant.

In coordination with the Public Works Supervisor, Matthew Ozman, an incentive program will be developed for Town staff who obtain licensure. This program will be built into the recommendations for the next fiscal year budget for Commissioners consideration.

## **III. FISCAL IMPACT:**

The total expected cost for the training required by Gold & Associates is just under \$3,000, calculated at \$2,880.00 for up to eight half-day sessions with Town staff. Costs are calculated per the contract at \$90.00 / hour for (4) four hours for a total of (8) eight sessions.

## **IV. RECOMMENDATION:**

It is recommended that the Commissioners of Oxford consider awarding a contract to Gold & Associates in the amount not to exceed \$3,000.00 to the “Wastewater Systems administrative cost” classification with total funds available of \$64,128.61 to complete training for Public Works employees to obtain class 5A Operator licensure to ensure redundancy of operations.

**Town of Oxford**  
**Exhibit A (Contract for Services)**

**TOWN OF OXFORD, MD**  
**CONSULTING SERVICES AGREEMENT**

**GOLD & ASSOCIATES** is pleased to offer this agreement to provide O&M services for the Town of Oxford Water and Wastewater Treatment Facilities.

**SCOPE OF SERVICES**

**GOLD & ASSOCIATES** will provide the following services to the Town of Oxford on an as needed basis:

1. Troubleshooting O&M problems at the water or wastewater treatment facilities.
2. Technical assistance and training for O&M staff.
3. Assistance to management and plant staff in responding appropriately to Federal and state regulations relating to the Clean Water Act and the Safe Drinking Water Act.
4. Assistance in the preparation of O&M and Capital Improvement budgets.
5. Assistance in obtaining competent design engineering services when necessary, as well as review and comment relating to plans for proposed facility improvements.
6. Assistance to O&M staff in evaluating cost effectiveness of chemical use and energy efficiency.
7. Review of sludge management plan to insure optimum long-range strategy.
8. Assistance in dealings with state regulatory agencies.

**COMPENSATION**

The costs associated with the services described above in the SCOPE, are as follows:

1. Services of Employees .....\$720 /day or  
\$90/ hour for a fraction thereof.
2. Expenses
  - a) Mileage ..... \$0.50/mi.
  - b) Miscellaneous ..... Actual costs incurred.

**PAYMENT**

The Town of Oxford will be billed monthly at the rates shown above for the actual time and expenses incurred during that billing period.

**EFFECTIVE DATE**

This agreement shall become effective upon acceptance by both parties as evidenced by the signatures below. It will remain in effect at the compensation rates shown above until June 30, 2026, unless terminated by either party.



**TERMINATION**

This agreement may be terminated by either party on thirty (30) days notice to the other. Upon termination, the Town of Oxford shall pay GOLD & ASSOCIATES all charges due and payable, as authorized under this agreement.

By \_\_\_\_\_

(Town of Oxford, MD)

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

(GOLD & ASSOCIATES)

Title \_\_\_\_\_

Date \_\_\_\_\_



To: The Honorable Commissioners of the Town of Oxford From: Holly Wahl, Town Manager  
Subject: New Event Permit (Scottish Highland Creamery)

Date: February 6, 2025

**I. BACKGROUND:**

The Commissioners of Oxford established a Special Event Permitting process by [Resolution No. 2406](#) adopting an application for permit to utilize Town property for a special event.

The Scottish Highland Creamery is celebrating their 20<sup>th</sup> anniversary and requested that the Town consider allowing them to hold a celebration event in the Town Park.

Please see attached event permit and ideas listed for a public event at the center of Town.

- 1) Lawn games- giant Jenga, corn hole, etc.
- 2) Face painting/balloon animals
- 3) "Merchandise walk"- like duck duck goose, "last man standing" wins a prize
- 4) Blind flavor tasting/guessing
- 5) Sundae eating contest
- 6) T-shirt tie dye station
- 7) Raffle for create your own ice cream flavor
- 8) Ice cream cart set up in the park
- 9) Lawn signs
- 10) DJ—or potentially the local radio station to broadcast from there
- 11) Food Truck – guests would purchase food directly, serving burgers, hot dogs, fries.

**II. FISCAL IMPACT:**

There is no expected fiscal impact on the Town for this event. All costs to run the event would be covered by the Scottish Highland Creamery. To prevent any liability concerns for the Town, Certificates of liability insurance listing the Town as additional insured will be required for all activities.

### **III. RECOMMENDATION:**

It is recommended that the Commissioners consider the date and time, and activities proposed for the event that are open to the public to determine if there are any issues with the event as proposed.

TOWN OF OXFORD  
PO BOX 339  
OXFORD, MD 21654  
410-22605122

APPLICATION DATE: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED/PLEASE PROVIDE REQUESTED INFORMATION TO AVOID DELAYS**

**TOWN OF OXFORD**  
**Application for Special Event Permit**  
*Attached instructions must be followed or application will not be processed*

**APPLICANT INFORMATION**

1. Name: \_\_\_\_\_  
2. Organization Name: \_\_\_\_\_  
3. Address: \_\_\_\_\_  
4. Phone numbers: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_  
5. Email address: \_\_\_\_\_

**EVENT CONTACT PERSON INFORMATION**

6. Name: \_\_\_\_\_  
7. Address: \_\_\_\_\_  
8. Phone numbers: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

**EVENT DETAILS**

9. Type of Event Requested: \_\_\_\_\_  
10. Event Location: \_\_\_\_\_  
11. Event Date: \_\_\_\_\_ Event Time(s): \_\_\_\_\_ Rain Date: \_\_\_\_\_  
12. Purpose of Event: \_\_\_\_\_  
13. Number of people participating/attending: \_\_\_\_\_  
14. Type of sound amplification, if applicable: \_\_\_\_\_  
15. Is alcohol permitted:  YES  NO Alcohol License # \_\_\_\_\_  
*Alcohol is not permitted on public property without Commissioner approval*

**Parade/Running/Walking Event Details (if applicable)**

16. Parade / Run-Walk Route (attach map): \_\_\_\_\_  
17. Number of individuals participating in parade: \_\_\_\_\_

**Miscellaneous**

18. Street closures required?  YES  NO  
\*Applicant must make notifications to be sent to affected merchants\*  
19. Streets required to be closed: \_\_\_\_\_  
20. Street closure times: \_\_\_\_\_  
21. Requested services of the Oxford Police Department (traffic control, security, etc.): \_\_\_\_\_

22. Certificate of Liability Insurance Attached?  YES  NO

INDEMNIFICATION. Regardless of any insurance which may be provided as part of this Application, to the extent permitted by law, the Applicant, for itself and its agents, employees, volunteers, and contractors, shall indemnify, defend and hold harmless the Town and its elected officials, department directors, and other employees and agents from all liability for any and all injuries or damages to persons or property that arise from the use of, access to, and/or lease of Town property pursuant to the approval of this Application and the planning and operation of the Special Event, and for any attorneys' fees and all other costs incurred in addressing and defending any and all claims, demands, complaints, and lawsuits that seek to impose liability on the Town or its elected officials, department directors, and/or other employees and agents in connection therewith.

*I acknowledge that all of the above information is correct. I further agree that compliance with the "Public Assembly Permit Act", to include all local and state laws, will be made.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

***Official Use Only***

Date Received: \_\_\_\_\_ Date Submitted to Council: \_\_\_\_\_

Date: \_\_\_\_\_  **Approved**  **Disapproved**

Signature: \_\_\_\_\_ Notified of Approval: \_\_\_\_\_