



# Commissioners of Oxford

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The COMMISSIONERS OF OXFORD regular scheduled meeting will be held in person at  
101 Market Street on March 11, 2025, at 6 pm

All are welcome to join the meeting in person or view the meeting virtually at the following link:  
[https://townhallstreams.com/towns/oxford\\_md](https://townhallstreams.com/towns/oxford_md)

## COMMISSIONERS OF OXFORD ~ March 11, 2025, AGENDA

### REGULAR TOWN MEETING – 6 pm

- Pledge of Allegiance

### ANNOUNCEMENTS FROM COMMISSIONER

- Commissioner's Comments/Announcements

### OATH OF OFFICE

- Leslie Kelly – Planning Commission
- Berkley Cone – Community Resilience Committee
- Warren Davis – Community Resilience Committee
- Pete Linkens - Community Resilience Committee

### TOWN MANAGER REPORT – Holly Wahl, MBA

- Presentation highlighting Stormwater Pumping Concepts – Wayne Newton, P.E.  
President Messick & Associates

### OXFORD POLICE DEPARTMENT– Chief Chris Phillips

- Presentation of Audit Findings

### ORDINANCES AND RESOLUTIONS

Vote on Resolution No. 2501 – A resolution of the Commissioners of Oxford amending Article V of the Oxford Charter to clarify that any person who can qualify as a voter in the Town of Oxford must register to vote with the Board of Elections for Talbot County.

Ordinance No. 2502 – An Ordinance of the Town of Oxford to repeal and reenact Chapter 13 of the Oxford Town Code to provide ethics provisions applicable to the local elected officials, employees, and appointees to the Boards and Commissions of the Town of Oxford.

### CONSENT AGENDA

- Meeting Minutes  
March 5, 2025, Work Session

- Police Report
- Report from Fire Company
- Maintenance Report
- Finance Report

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

- (1) The Commissioners of Oxford to consider authorizing a letter to the Honorable U.S. Senator Van Hollen, Honorable U.S Senator Alsobrooks and Honorable U.S. Congressman Harris conveying the impacts to the Town of Oxford as a result of the recent terminations at the Cooperative Oxford laboratory National Ocean Service NOAA.
- (2) The Commissioners of Oxford to consider opening the Board of Elections to citizen applications for (2) two openings.
- (3) The Commissioners of Oxford to consider opening the Board of Port Wardens to citizen applications for (1) one opening of “alternate”.
- (4) The Commissioners of Oxford to consider opening the Historic District Commission to citizens for (1) one opening.
- (5) The Commissioners of Oxford to consider authorizing a contract with Emerald Creek Planning, LLC. to aid the Planning Commission in their completion of the Town of Oxford Comprehensive Plan update.
- (6) The Commissioners of Oxford to consider authorizing NOAA to deploy surveying equipment at the Strand to assess wave attenuation, protective functions, and ecosystem services of nature-based flood protection projects.

## **LEGAL**

- Town Attorney, Lyndsey Ryan

## **LETTERS RECEIVED**

## **COMMISSIONERS COMMENTS**

## **PUBLIC COMMENTS**

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

## **COMMUNITY EVENTS**

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

## **FUTURE COMMISSIONER’S MEETINGS**

- March 25, 2025
- April 8, 2025
- April 22, 2025

## **UPCOMING TOWN CLOSING**

- April 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)(1)(i) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; and to discuss (ii) 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.



## **Report of the Town Manager**

Holly Wahl, MBA

*March 11, 2025, Commissioners Meeting*

### **I. Town Website:**

The Town continues to work through the website upgrade as approved by the Commissioners. Thank you to Town residents and businesses who provided feedback on the layout that they felt provided the greatest ease of access in navigating public information. The new website and the new [oxfordmd.gov](http://oxfordmd.gov) domain are expected to be released in April. The Town will point the current site of [oxfordmd.net](http://oxfordmd.net) to the new .gov domain so that citizens can access the site for either web address. If you have high quality images of that Town that you would like to submit to the Town for use on the new website, please email to the Town Manager at [oxfordmanager@goeaston.net](mailto:oxfordmanager@goeaston.net).

### **II. Sustainability Designations:**

**Department of Housing and Community Development (DHCD) Sustainable Communities Designation:** The Community Resilience Committee has held several work sessions to discuss the Town's sustainable community's designation. The Committee is reviewing prior plans, initiatives and priorities of the Town recognizing the work completed by the Town since the last Sustainable Communities submission in 2020 and updating the plan to reflect current priorities of the Town.

### **III. Facade Grants:**

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. Further information will be forthcoming on the Towns' review process for determining how the funds will be allocated for the greatest impact in the community.

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).



**Table 1:** Facade grant requests received

| Entity                    | Request   | Estimated Cost |
|---------------------------|---|----------------|
| Cutts and Case Shipyard   | New fencing and wall flashing on the showroom wall.   | \$3,000        |
| Oxford Museum             | Exterior painting to include front trim, side trim, fence behind bell, black iron school bell support is rusting, wood penetrating oil on the historic school bell mount. | \$3,000        |
| Barefoot Dwelling         | Plantings/landscaping in garden beds in front of shop and a shop awning to add character and protect plants from the sun.   | \$2,500        |
| Sandaway Suites and Beach | Replacement of picket fence in front of our property that is falling apart in places (approx. 30 or 40 years old).  | \$15,000       |

**IV. Town Planning:**

- a. **Comprehensive Plan Updates:** The Town requires an update to the 2010 Comprehensive Plan, which is required to be sent to the State. As part of that work, the Planning Commission held a meeting on March 4th to discuss the process with Sarah Franklin of Emerald Creek Planning, LLC. Please stay informed through the Town website and Town notices.
- 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. Draft language will be before the Planning Commission members for review and recommendations for the Commissioners’ consideration.
- c. **Talbot County Report of the Review:** The Town is in coordination with Talbot County under their “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 held a meeting with the Town’s contractor (“Underwood”) on site at the Strand on February 19th to discuss the completion of Phase I of the project.
- b. **FEMA House Grant:** The Town received a grant from FEMA to raise (14) fourteen residential homes in Town. The Town Manager is currently reviewing the project with funding agencies.
- c. **Evaluating the Efficacy of Living Shorelines:** The Town is coordinating with the NOAA Cooperative Oxford Laboratory to study sea level rise adaptation on the eastern shore and specifically Oxford. The project has three main goals: (1) the project will provide for the measures to improve water quality monitoring with real time tide data to predict stormwater and tidal flooding, (2) the project includes evaluation of how newly installed and mature resilience projects perform and evolve, and 3) community engagement. The Town continues to partner with the NOAA Cooperative Oxford Laboratory for a \$1,060,000 federal earmark to accomplish these goals.

#### 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 was submitted to FEMA on February 14th, 2025. FEMA corresponded with the Town Manager on the project and requested an additional submission which was sent to FEMA on March 7, 2025.



- b. Stormwater Pumps: The Town continues to work through plans to purchase stormwater pumps to improve hazard mitigation responses to flooding in the Town. Funds to purchase the pumps are allocated by the Commissioners from the American Rescue Plan Act (ARPA) funding. The Town’s Engineer will make a presentation on the approach to utilize the pumps during the March 11th Commissioners meeting.

**VI. PUBLIC INFORMATION REQUESTS:**

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

| Date Received | Requester          | Topic  | Response Date             |
|---------------|--------------------|--|---------------------------|
| 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         | Previous 2 years letters to Commissioners  | 8/22/2024 |





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|------------|--------------------|--|--|
| 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 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 |



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| 10/25/2024 | Scott Rensberger | Grants related to Campbell's Boat Yards, Oxford Ferry, Oxford Market, Doc's, and St. Paul's Pilgrim Holiness Church and list of names of Oxford residents who benefitted directly from these grants |            |
| 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  |



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|------------|------------------|--|------------|
| 11/19/2024 | Scott Rensberger | Grant list   | 11/19/2024 |
| 11/27/2024 | Timothy McGahey  | Permit records for 402 and 502 East Strant 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 | Break down 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  |



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| 12/8/2024  | Scott Rensberger | photos, videos, and records of maintenance of the drainage gate located on Mill Street and pipe that runs underneath the Oxford Boatyard from the last 7 years    |           |
| 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 “storm water management process to final approval for 101 Tilghman Street between DMS, Beacon, and the Town Manager”. To include DMS resubmittal, comments to DMS, Beacon telecon, 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,<br>received<br>1/22/2025 | Kelly<br>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  | 1/28/2024 |



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|           |                  | was shared with Justin Werner in his official capacity.   |           |
| 1/21/2025 | Scott Rensberger | Public Documents related to "102 Caroline Street to build a second home"  | 1/24/2025 |
| 1/30/2025 | Jan Greenhawk    | Salaries of, Oxford Police Chief Phillips, Oxford Police Officer Bobbick<br><br>Total rental income received by the Town from Chief Phillips Total utilities paid by the Town on Chief Philips behalf.<br><br>Total payment to the Talbot County Sheriff's Department for coverage from November 2024 through January 2025? | 2/12/2025 |
| 2/6/2025  | Scott Rensberger | Curtis Booth invoice for District Court of Maryland Case Number: D-035-CV-24-007258   |           |



|           |                  |   |  |
|-----------|------------------|---|--|
| 2/12/2025 | Mickey Terrone   | Copy of contract and salary of Town Clerk Treasurer, Vicki Sharp as of February 1, 2025                             |  |
| 2/12/2025 | Mickey Terrone   | Copy of contract and salary of Cheryl Lewis as of April, 2023   |  |
| 2/12/2025 | Mickey Terrone   | Copy of contract and starting salary of Town Manager, Holly Wahl, as of February 1, 2025                            |  |
| 2/18/2025 | Scott Rensberger | All Oxford Town Banking Check Stubs, with names, subject line and the amounts, for 2016, 2017, 2018, 2019 and 2020. |  |
| 2/18/2025 | Scott Rensberger | Town Credit Card Statements, and reference numbers, for 2019, 2020, 2021, 2022 and 2023.                            |  |
| 2/18/2025 | Scott Rensberger | Town of Oxford Facade or Interior Grants for 2018, 2019, 2021, 2023 and 2024  |  |





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| 2/18/2025 | Scott Rensberger | Grant funds released to private parties in Town since 2018   |  |
| 2/18/2025 | Scott Rensberger | Check to Mactavish in 2024 for his work on the Bike Path Project   |  |
| 2/18/2025 | Scott Rensberger | Services provided to Mactavish for the Bike Path Project   |  |
| 2/18/2025 | Scott Rensberger | 2022 Basket ball court grant received, expenses paid   |  |
| 2/18/2025 | Scott Rensberger | In 2019 the town received a \$122,400.00 grant to fix up our historic baseball field. How much of this fund is still left? It's my understanding it's still available and has yet to be used. Does the town still have access to this \$122,400.00 fund? Once again, I'd love to volunteer my time to move this project forward. |  |



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| 2/20/2025 | Scott Rensberger | Does the Town of Oxford ever inspect work done regarding grant funds and who's responsible to make sure that grant jobs are done ethically, professionally and correctly?  |  |
| 2/20/2025 | Scott Rensberger | All receipts from any other excavating companies other than Synagro, Rauch and Barkers Landing. Please check for check stubs, receipts or billing from RS and J.   |  |
| 2/20/2025 | Scott Rensberger | Has the Town of Oxford tested this mountain of "temporary" dirt and if so what are the results? Has the Town of Oxford interviewed current and past employees about this dirt and if so what has the Town learned? And if the Town hasn't reached out regarding this issue -- what is the Town waiting for? Because this mountain of dirt has so many unanswered questions, have the leaders of Oxford ever contacted the EPA to get their advice? If so, what |  |



|           |                  |   |  |
|-----------|------------------|---|--|
|           |                  | was the EPA's recommendation?   |  |
| 2/20/2025 | Scott Rensberger | Does the Town of Oxford ever inspect work done regarding grant funds and who's responsible to make sure that grant jobs are done ethically, professionally and correctly? |  |
| 2/20/2025 | Scott Rensberger | All receipts from any other excavating companies other than Synagro, Rauch and Barkers Landing. Please check for check stubs, receipts or billing from RS and J.          |  |



|                  |                         |   |  |
|------------------|-------------------------|---|--|
| <p>2/20/2025</p> | <p>Scott Rensberger</p> | <p>Has the Town of Oxford tested this mountain of “temporary” dirt and if so what are the results? Has the Town of Oxford interviewed current and past employees about this dirt and if so what has the Town learned? And if the Town hasn't reached out regarding this issue -- what is the Town waiting for? Because this mountain of dirt has so many unanswered questions, have the leaders of Oxford ever contacted the EPA to get their advice? If so, what was the EPA's recommendation?</p> |  |
|------------------|-------------------------|---|--|



## Department of Public Safety and Correctional Services

### Maryland Police and Correctional Training Commissions

6852 4<sup>th</sup> Street • Sykesville • Maryland 21784  
(410) 875-3400 • mpctc.dpscs.maryland.gov

STATE OF MARYLAND

WES MOORE  
GOVERNOR

ARUNA MILLER  
LT. GOVERNOR

CAROLYN J. SCRUGGS  
SECRETARY

ANTHONY A. GASKINS  
CHIEF OF STAFF

JOSEPH SEDTAL  
DEPUTY SECRETARY  
ADMINISTRATION

ANNIE D. HARVEY  
DEPUTY SECRETARY  
OPERATIONS

ANGELINA GUARINO  
ASSISTANT SECRETARY  
DATA, POLICY AND GRANTS

RENARD E. BROOKS  
ASSISTANT SECRETARY  
PROGRAMS, TREATMENT & RE-ENTRY  
SERVICES

KATHLEEN GOSSARD  
EXECUTIVE DIRECTOR

MATTHEW W. MELLADY  
DEPUTY DIRECTOR

March 3, 2025

Chief Chris Phillips  
Oxford Police  
101 Market Street  
P.O. Box 339  
Oxford, MD 21654

Dear Chief Phillips:

The Maryland Police and Correctional Training Commissions (MPCTC) conducted an in-service audit review of the 2024 training records of all of the Oxford Police during February-March 2025.

The audit focus was on the following areas:

- In-Service Training
- Field Training
- Field Training Officer Certification
- Supervisor and Administrator Training
- Mandated Training
- Electronic Control Device (ECD)
- Firearms training and qualifications

During the course of the audit, Oxford Police cooperated professionally and diligently provided assistance as necessary. Oxford Police satisfactorily mitigated the findings from the audit. As a result, the MPCTC has determined that Oxford Police is fully compliant with the audit requirements set forth in the Code of Maryland Regulations (COMAR 12.04.01), and the Public Safety Article, Title 3 Law Enforcement, Subtitle 2 and Subtitle 3.

This audit is considered Closed.

Respectfully,

A handwritten signature in cursive script that reads 'Lora Tracy'.

Lora Tracy, Compliance Officer, MPCTC

cc: Lucy Lyles, Ph.D., Certification and Compliance Unit Director, MPCTC  
Stephanie Cain, Compliance Administrator, MPCTC

RESOLUTION NO. 2501

**A RESOLUTION OF THE COMMISSIONERS OF OXFORD AMENDING ARTICLE V OF THE OXFORD CHARTER TO CLARIFY THAT ANY PERSON WHO CAN QUALIFY AS A VOTER IN THE TOWN OF OXFORD MUST REGISTER TO VOTE WITH THE BOARD OF ELECTIONS FOR TALBOT COUNTY**

WHEREAS, Md. Code Ann. Local Gov't Article § 4-304 and Article XI-E of the Constitution of Maryland confer upon the Commissioners of Oxford the authority to initiate proposed amendments to the Charter for the Town of Oxford; and

WHEREAS, Local Gov't Article § 5-202 authorizes the Commissioners of Oxford to adopt those Charter resolutions as they may deem necessary in order to assure the good government of the Town, to protect and preserve the Town's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort, and convenience of the citizens of the Town; and

WHEREAS, the Commissioners of Oxford have broad home rule authority to conduct elections in the Town of Oxford as they see fit; and

WHEREAS, pursuant to Section C5-6 of the Charter for the Town of Oxford, qualified individuals must register to vote no later than four (4) weeks prior to the date of the Town election for that election year; and

WHEREAS, the Commissioners of Oxford have determined that it is desirable to amend Section C5-6 of the Charter of the Town of Oxford to clarify that qualified persons must register with the Board of Elections for Talbot County and be listed on the voter registration list prepared by the Board of Elections for Talbot County to vote in Town of Oxford elections.

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

Section 1. Section C5-6 of the Charter for the Town of Oxford is hereby amended as follows:

**ARTICLE V  
Registration, Nomination and Elections**

. . . .

Section C5-6. Registration.

Any person who can qualify as a voter in the town of Oxford (see C5-1) ~~may~~ **must** register **with the Board of Elections for Talbot County** [in the town office on any day that it is open for business]. **The Town shall use the voter registration list prepared by the Board of Elections for Talbot County.** ~~However all~~ **All** registrations for the next election must be made no later than four (4) weeks prior to the day of that election. [Registration shall be permanent, and n] **No** person shall be entitled to vote in Town elections unless he **or she** is registered. [It shall be the duty of the Board of Supervisors of Elections to keep the registration lists up to date by striking from the lists persons known to have died or to have moved out of the Town. The Commission is hereby authorized and directed, by ordinance, to adopt and enforce any provisions necessary to establish and maintain a system of permanent registration, when necessary.]

Section 2. This Resolution shall be posted and published in accordance with the requirements set forth in Md. Code Ann. Local Government Article § 4-304.

Section 3. The Commissioners shall hold a public hearing on this Resolution on **February 25, 2025** at 6:00 p.m.

Section 4. This Resolution shall become effective 50 days after final enactment unless a petition for referendum has been filed prior thereto in accordance with Section 4-304 of the Local Government Article of the Code of Maryland. This Resolution shall be deemed “finally enacted” on the date on which the Commissioners of Oxford indicate their approval of this Resolution by affixing their signatures hereto.

Section 5. As soon as this Resolution becomes effective, the Town Clerk shall cause to be delivered to the Department of Legislative Reference all the information regarding the Charter Amendment, this Resolution, and any referendum held thereon as may be required by the Local Government Article of the Annotated Code of Maryland.

BE IT FURTHER RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

COMMISSIONERS OF OXFORD:

\_\_\_\_\_  
Norman Bell, President

\_\_\_\_\_  
Thomas Costigan, Commissioner

\_\_\_\_\_  
Katrina Greer, Commissioner

I hereby certify that the above Resolution was passed by a yea and nay vote of the Commissioners of Oxford on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest: \_\_\_\_\_  
Town of Oxford

Language ~~stricken~~ and in [ ] indicates language deleted from the Charter for the Town of Oxford.

Language in ***bold and italics*** indicates language added to the Charter for the Town of Oxford.

## ***CHAPTER 13. ETHICS***

- 13.1 Applicability
- 13.2 Ethics Commission
- 13.3 Conflicts of Interest
- 13.4 Financial Disclosure
- 13.5 Financial disclosure – employees and appointed officials.
- 13.6 Lobbying Disclosure
- 13.7 Enforcement

### **Section 13.1 Applicability.**

The provisions of this Chapter apply to the following officials and employees of the Town of Oxford: All elected officials and all Town employees and appointees who sit on the boards and commissioners of the Town including the Board of Zoning Appeals, the Historic Commission, Ethics Commission, Board of Port Wardens, Parks Board, the Election Board, the Planning Commission, and any other board appointed by the Commissioners.

### **Section 13.2 Establishment of Ethics Commission.**

There shall be an Ethics Commission for the Town of Oxford, which shall be composed of three (3) members and one (1) alternate appointed by the Commissioners. The Commission members shall serve a term of three (3) years but the terms shall be staggered as to provide for the appointment of one new member every year.

The Ethics Commission shall be advised by the Town Attorney, or attorney appointed to serve the Commission, and shall have the following responsibilities:

- A. Receive, review and in applicable cases, render opinions to all forms generated by this Chapter;
- B. Develop procedures and policies for advisory opinion requests and provide advisory opinions to persons subject to this Chapter regarding the applicability of the provisions of this division to them;
- C. Develop procedures and policies for the processing of complaints to make appropriate determinations regarding complaints filed by any person alleging violations of this division; and
- D. Determine if changes to this Chapter are required to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, as amended, and COMAR Title 19a.
- E. To process and render opinions to the Commissioners as to complaints filed by any person alleging violations of this Chapter.



### **Section 13.3 Conflicts of Interest.**

- A. In this section, “qualified relative” means a spouse, parent, child, or sibling.
- B. Prohibitions. Officials, employees, and appointees of the Town of Oxford who are subject to this Chapter shall not participate in:

1. An official, appointee, or employee may not participate in:

i. Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee, or a qualified relative of the official or employee has an interest;

ii. Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:

a. A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;

b. A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;

c. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;

d. If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;

e. An entity, doing business with the Town, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or

f. A business entity that:

(i) The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and

(ii) As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.

2. A person who is disqualified from participating under paragraphs (1)(i) or (ii) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:

i. The disqualification leaves a body with less than a quorum capable of acting;

ii. The disqualified official or employee is required by law to act; or

iii. The disqualified official or employee is the only person authorized to act.

3. The prohibitions of paragraph (1)(i) or (ii) of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

4. A former regulated lobbyist who is or becomes subject to this chapter as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter.

C. Employment and financial interest restrictions.

1. Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:

i. Be employed by or have a financial interest in any entity:

a. Subject to the authority of the official or employee or the Town agency, board, commission with which the official or employee is affiliated; or

b. That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or

ii. Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.

2. This prohibition does not apply to:

i. An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;

ii. Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;

iii. An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted by and in accordance with regulations adopted by the Commission; or

iv. Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

D. Post-employment limitations and restrictions.

1. A former official or employee may not assist or represent any party other than the Town for compensation in a case, contract, or other specific matter involving the Town if that matter is one in which the former official or employee significantly participated as an official or employee.

2. A former elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action for one calendar year after the elected official leaves office.

E. Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the Town.

F. Use of prestige of office.

1. An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another, including, but not limited to, influencing the award of a town contract to a specific person.

2. This subsection does not prohibit the performance of usual and customary constituent services by an elected local official without additional compensation.

G. Solicitation and acceptance of gifts.

1. An official, appointee, or employee may not solicit any gift.

2. An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person,

3. An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:

i. Is doing business with or seeking to do business with the Town office, agency, board, or commission with which the official or employee is affiliated;

ii. Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;

iii. Is engaged in an activity regulated or controlled by the official's or employee's governmental unit;

iv. Is a lobbyist with respect to matters within the jurisdiction of the official or employee; or

v. Is an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.

4. Paragraph (5) of this subsection does not apply to a gift:

i. That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;

ii. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

iii. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.

5. Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:

i. Meals and beverages consumed in the presence of the donor or sponsoring entity;

ii. Ceremonial gifts or awards that have insignificant monetary value;

iii. Unsolicited gifts of nominal value that do not exceed \$25 in cost or trivial items of informational value;

iv. Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;

v. Gifts of tickets or free admission extended to an elected official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;

vi. A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the Town and that the gift is purely personal and private in nature;

vii. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or

viii. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in not related in any way to the official's or employee's official position.

6. Other than in the discharge of official duties, an official or employee or former official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the individual's public position or former public position and that is not available to the public,

7. An official or employee may not retaliate against an individual for reporting or participating in an investigation of a potential violation of the local ethics law or ordinance.

#### H. Participation in Procurement.

An individual or a person that employs an individual who assists a town agency in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.

**An official or employee may not hold or acquire an interest of 51% in a business entity that has or is negotiating a contract of \$5,000.00 or more with the Town or is regulated by their agency, except as exempted by the Ethics Commission** C. An official or employee shall not be employed by a business entity that has or is negotiating a contract of more than \$5,000.00 with the Town or is regulated by their agency,

#### Section 13.4 Financial Disclosure.

A. Applicability; filing deadlines.

(1) This section applies to all local elected officials and candidates to be local elected officials.

- (2) Except as provided in subsection B of this section, a local elected official or a candidate to be a local elected official shall file the financial disclosure statement required under this section:
  - (a) On a form provided by the Commission;
  - (b) Under oath or affirmation and notarized; and
  - (c) With the Ethics Commission.
- (3) Deadlines for filing statements.
  - (a) An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.
  - (b) An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.
  - (c) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office. The statement shall cover:
    - [1] The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and
    - [2] The portion of the current calendar year during which the individual held the office.

B. Candidates to be local elected officials.

- (1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected local official shall file under a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.
- (2) A candidate to be an elected local official shall file a statement required under this section:

- (a) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
  - (b) In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and
  - (c) In all other years for which a statement is required, on or before April 30.
- (3) A candidate to be an elected official:
- (a) May file the statement required by this chapter with the Town Clerk with the certificate of candidacy prior to filing the certificate of candidacy; and
  - (b) Shall file the statements required with the Commission.
- (4) If a statement required by a candidate is overdue and not filed within 8 days after written notice of the failure to file is provided by the Town Clerk the candidate is deemed to have withdrawn the candidacy.
- (5) The Town Clerk may not accept any certificate of candidacy unless a statement has been filed in proper form
- (6) Within 30 days of the receipt of a statement required under this section, the Town Clerk shall forward the statement to the Ethics Commission for review and approval.

C. Public record.

- (1) The Commission shall maintain all financial disclosure statements filed under this section.
- (2) Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission.
- (3) If an individual examines or copies a financial disclosure statement, the Commission or the office designated by the Commission shall record:
- (a) The name and home address of the individual reviewing or copying the statement; and
  - (b) The name of the person whose financial disclosure statement was examined or copied.

- (4) Upon request by the official or employee whose financial disclosure statement was examined or copied, the Commission or the office designated by the Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.

D. Retention requirements. The Commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.

E. An individual who is required to disclose the name of a business under this section shall disclose any other names that the business is trading as or doing business as.

F. Contents of statement.

(1) Interests in real property.

(a) A statement filed under this section shall include a schedule of all interests in real property wherever located.

(b) For each interest in real property, the schedule shall include:

[1] The nature of the property and the location by street address, mailing address, or legal description of the property;

[2] The nature and extent of the interest held, including any conditions and encumbrances on the interest;

[3] The date when, the manner in which, and the identity of the person from whom the interest was acquired;

[4] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;

[5] If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and

[6] The identity of any other person with an interest in the property.



(2) Interests in corporations and partnerships.

(a) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability company, regardless of whether the corporation or partnership does business with the Town.

(b) For each interest reported under this paragraph, the schedule shall include:

[1] The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;

[2] The nature and amount of the interest held, including any conditions and encumbrances on the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

[a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

[b] The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(c) An individual may satisfy the requirement to report the amount of the interest held under item (b)[2] of this paragraph by reporting, instead of a dollar amount:

[1] For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

[2] For an equity interest in a partnership, the percentage of equity interest held.

(3) Interests in business entities doing business with the Town.

(a) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the Town, other than interests reported under Subsection E(2) of this subsection.

(b) For each interest reported under this paragraph, the schedule shall include:

[1] The name and address of the principal office of the business entity;

[2] The nature and amount of the interest held, including any conditions to and encumbrances in the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

[a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

[b] The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.

(a) A statement filed under this section shall include a schedule of each gift in excess of \$20 in value or a series of gifts totaling \$100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with or is regulated by the Town or from an association, or any entity

acting on behalf of an association that is engaged only in representing counties or municipal corporations.

- (b) For each gift reported, the schedule shall include:
  - [1] A description of the nature and value of the gift; and
  - [2] The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.
  
- (5) Employment with or interests in entities doing business with the Town.
  - (a) A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the Town.
  - (b) For each position reported under this paragraph, the schedule shall include:
    - [1] The name and address of the principal office of the business entity;
    - [2] The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
    - [3] The name of each Town agency with which the entity is involved.
  
- (6) Indebtedness to entities doing business with the Town.
  - (a) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with the Town owed at any time during the reporting period:
    - [1] By the individual; or
    - [2] By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.
  - (b) For each liability reported under this paragraph, the schedule shall include:

- [1] The identity of the person to whom the liability was owed and the date the liability was incurred;
  - [2] The amount of the liability owed as of the end of the reporting period;
  - [3] The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
  - [4] The security given, if any, for the liability.
- (7) A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the Town in any capacity at any time during the reporting period.
  - (8) Sources of earned income.
    - (a) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.
    - (b) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.
  - (9) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

G. For the purposes of 13.4.F of this chapter, the following interests are considered to be the interests of the individual making the statement:

- (1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.
- (2) An interest held, at any time during the applicable period, by:
  - (a) A business entity in which the individual held a 10% or greater interest;

- (b) A business entity described in subsection (a) of this section in which the business entity held a 25% or greater interest;
  - (c) A business entity described in section (b) of this section in which the business entity held a 50% or greater interest; and
  - (d) A business entity in which the individual directly or indirectly, through an interest in one or a combination of other business entities, holds a 10% or greater interest.
- (3) An interest held by a trust or an estate in which, at any time during the reporting period:
- (a) The individual held a reversionary interest or was a beneficiary; or
  - (b) If a revocable trust, the individual was a settler.

H. Compliance and enforcement.

- (1) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.
- (2)

**Section 13.5. Financial disclosure – employees and appointed officials.**

A. This section only applies to all appointed Town officials and all employees who have decision-making and/or policy responsibilities, or are involved in the commitment of municipal public funds.

B. A statement filed under this section shall be filed with the Commission under oath or affirmation.

C. On or before April 30 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is regulated by the Town, including the name of the donor of the gift and the approximate retail value at the time of receipt.

D. An official or employee shall disclose employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.

E. The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying.

### **Section 13.6 Lobbying Disclosure.**

A. Any person who personally appears before any Town official, appointee or employee with the intent to influence that person in the performance of his official duties, and who, in connection with such intent expends or reasonably expects to expend in a given calendar year in excess of \$500.00 on food or entertainment for such officials, shall file a registration statement with the Ethics Commission no later than January 15 of the calendar year or within 5 days after first making such appearances.

B. The registration statement shall include complete identification of the registrant and of any other person on whose behalf the registrant acts. It shall also identify the subject matter on which the registrant proposes to make such appearances.

C. Registrants under this section shall file a report within 30 days after the end of any calendar year during which they were registered, disclosing the value, date, and nature of any food, entertainment or other gift provided to a Town official or employee. Where a gift or series of gifts to a single official or employee exceed \$100.00 in value, the official or employee shall also be identified.

D. The registrations and reports filed pursuant to this Section shall be maintained by the Commission for four years as public records available for public inspection and copying.

### **Section 13.7 Enforcement.**

A. The Commission may issue a cease and desist order against any person found to be in violation of this ordinance and may seek enforcement of such order in the Circuit Court for Talbot County.

B. A Town official, appointee or employee found to have violated this Chapter may be subject to disciplinary or other appropriate personnel action, including suspension of any Town salary or other compensation. The Commission may:

1. Issue an order of compliance directing the respondent to cease and desist from the violation;
2. Issue a reprimand; or
3. Recommend to the appropriate authority appropriate discipline of the respondent, including censure or removal if authorized by law.

C. Upon request by the Commission, the Town Attorney may file a petition for injunctive relief in the Circuit Court for Talbot County.

D. Violation of this chapter shall be a misdemeanor subject to a fine up to \$1,000.00 or imprisonment for up to six months, or both.

E. A finding of a violation of this chapter is public information.

RESOLUTION NO. 2501

**A RESOLUTION OF THE COMMISSIONERS OF OXFORD AMENDING ARTICLE V OF THE OXFORD CHARTER TO CLARIFY THAT ANY PERSON WHO CAN QUALIFY AS A VOTER IN THE TOWN OF OXFORD MUST REGISTER TO VOTE WITH THE BOARD OF ELECTIONS FOR TALBOT COUNTY**

WHEREAS, Md. Code Ann. Local Gov't Article § 4-304 and Article XI-E of the Constitution of Maryland confer upon the Commissioners of Oxford the authority to initiate proposed amendments to the Charter for the Town of Oxford; and

WHEREAS, Local Gov't Article § 5-202 authorizes the Commissioners of Oxford to adopt those Charter resolutions as they may deem necessary in order to assure the good government of the Town, to protect and preserve the Town's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort, and convenience of the citizens of the Town; and

WHEREAS, the Commissioners of Oxford have broad home rule authority to conduct elections in the Town of Oxford as they see fit; and

WHEREAS, pursuant to Section C5-6 of the Charter for the Town of Oxford, qualified individuals must register to vote no later than four (4) weeks prior to the date of the Town election for that election year; and

WHEREAS, the Commissioners of Oxford have determined that it is desirable to amend Section C5-6 of the Charter of the Town of Oxford to clarify that qualified persons must register with the Board of Elections for Talbot County and be listed on the voter registration list prepared by the Board of Elections for Talbot County to vote in Town of Oxford elections.

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

Section 1. Section C5-6 of the Charter for the Town of Oxford is hereby amended as follows:

**ARTICLE V  
Registration, Nomination and Elections**

. . . .

Section C5-6. Registration.

Any person who can qualify as a voter in the town of Oxford (see C5-1) ~~may~~ **must** register **with the Board of Elections for Talbot County** [in the town office on any day that it is open for business]. **The Town shall use the voter registration list prepared by the Board of Elections for Talbot County.** ~~However all~~ **All** registrations for the next election must be made no later than four (4) weeks prior to the day of that election. [Registration shall be permanent, and n] **No** person shall be entitled to vote in Town elections unless he **or she** is registered. [It shall be the duty of the Board of Supervisors of Elections to keep the registration lists up to date by striking from the lists persons known to have died or to have moved out of the Town. The Commission is hereby authorized and directed, by ordinance, to adopt and enforce any provisions necessary to establish and maintain a system of permanent registration, when necessary.]



Section 2. This Resolution shall be posted and published in accordance with the requirements set forth in Md. Code Ann. Local Government Article § 4-304.

Section 3. The Commissioners shall hold a public hearing on this Resolution on **February 25, 2025** at 6:00 p.m.

Section 4. This Resolution shall become effective 50 days after final enactment unless a petition for referendum has been filed prior thereto in accordance with Section 4-304 of the Local Government Article of the Code of Maryland. This Resolution shall be deemed “finally enacted” on the date on which the Commissioners of Oxford indicate their approval of this Resolution by affixing their signatures hereto.

Section 5. As soon as this Resolution becomes effective, the Town Clerk shall cause to be delivered to the Department of Legislative Reference all the information regarding the Charter Amendment, this Resolution, and any referendum held thereon as may be required by the Local Government Article of the Annotated Code of Maryland.

BE IT FURTHER RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

COMMISSIONERS OF OXFORD:

\_\_\_\_\_  
Norman Bell, President

\_\_\_\_\_  
Thomas Costigan, Commissioner

\_\_\_\_\_  
Katrina Greer, Commissioner

I hereby certify that the above Resolution was passed by a yea and nay vote of the Commissioners of Oxford on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest: \_\_\_\_\_  
Town of Oxford

Language ~~stricken~~ and in [ ] indicates language deleted from the Charter for the Town of Oxford.

Language in ***bold and italics*** indicates language added to the Charter for the Town of Oxford.

# COMMISSIONERS WORK SESSION

## *MEETING MINUTES*

**March 5, 2025**

**The Commissioners of Oxford held a work session on March 5 at 3 PM to discuss Resolution No. 2501** – A resolution of the Commissioners of Oxford amending Article V of the Oxford Charter to clarify that any person who can qualify as a voter in the Town of Oxford must register to vote with the Board of Elections for Talbot County. Commission President Bell called the meeting to order at 3:04 PM.

The Town Attorney provided a summary of Charter Resolution No 2501.

The Town of Oxford Board of Elections Chair, Pam Baker, addressed the Commissioners on the Town of Oxford registration process clarifying that there is one voter log of the Town. Voters that register to vote in the Town office are registered through the Maryland Universal Registry. The Board of Elections reviews the Maryland Universal Registration list received from the Talbot County Board of Elections and makes changes to the list based on notices of death and sends the information back to Talbot County Board of Elections.

The Commissioners discussed implications for expanding eligibility to vote in the Town of Oxford.

Commissioner Bell opened the floor to receive public comments.

### **Public Comment Received**

Margaret Munsch  
David Donovan  
James Wilcox  
Pam Baker  
Phyllis Rambo  
Rose Donovan

### **Adjournment**

Commissioner Costigan made a motion to adjourn the Commissioners' work session at 4:34 PM, seconded by Commissioner Greer, all in favor.



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

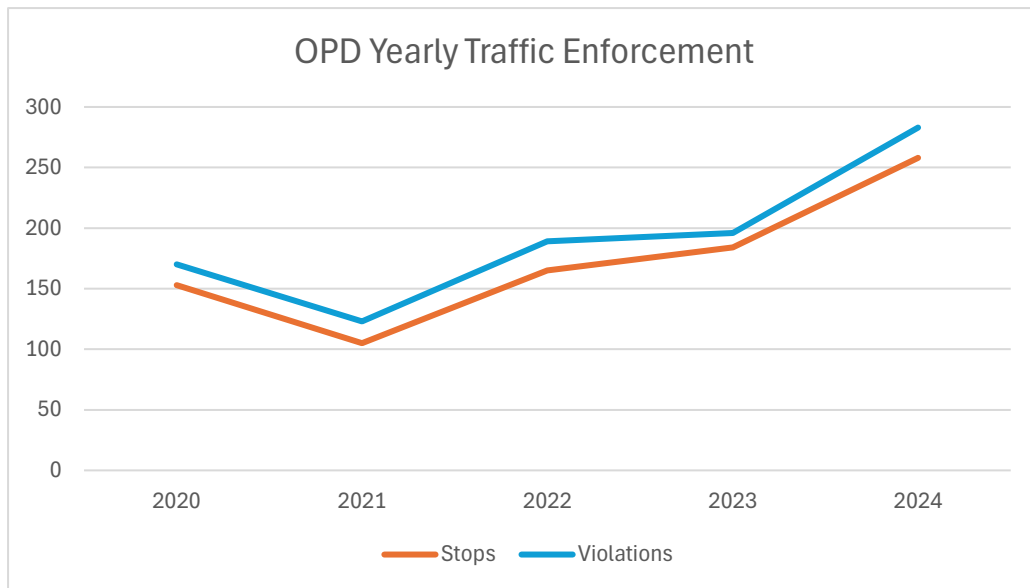
1. LESC Meeting 2/18/25
2. Coffee with a cop on 2/25/25
3. Stats of Note – February 2025
  - a. 2 Reports
  - b. 9 Traffic Stops (12 Violations)
    - i. 2 Tickets / 9 Warnings / 1 ERO
4. OPD Successfully passed In-service Audit from MSP
5. Traffic Analysis
  - a. 5 Year Trend
    - i. Stats do not include handwritten warning/tickets
    - ii. Trends affected by manpower, covid
    - iii. Last year was statistically outstanding, stats will return to normal due to less manpower.
  - b. Last meetings questions and concern analysis/discussion. Specifically, comments suggest OPD did not enforce the law (see traffic analysis above) so lowering the speed from 25-20 at the Strand and Tilghman would not work.
    - i. Recap of traffic study in October 2025
      1. Study was a 2-day study
      2. Study did NOT find speeding concerns
      3. The study suggested lowering speed due to pedestrian safety concerns
    - ii. See OPD Traffic Analysis of Strand (1 Day)
    - iii. See mobile trailer analysis (2/28/25 – 3/6/25, 1 week)
      1. Single high speed could be violator or first responder traveling to a call.
      2. 99% of analyzed speeds are within acceptable parameters
      3. Out of the 989 analyzed speeds, the 7 questionable speeds could potentially be enforceable IF the speed limit was 20mph.
      4. The chances of a vehicle traveling above the speed limit on the strand according to the above data is 0.71% per vehicle.
    5. **Conclusion** – At this time of year you do not have a systemic issue of speeding on the strand which is confirmed by numerous studies.



## OPD - 5 Year Traffic Enforcement Trends 2020-2024

\*\*\* Data does not include hand written warnings/citations. Only stops that were digitally placed into MSP system

| Year | Stops | Violations |
|------|-------|------------|
| 2020 | 153   | 170        |
| 2021 | 105   | 123        |
| 2022 | 165   | 189        |
| 2023 | 184   | 196        |
| 2024 | 258   | 283        |



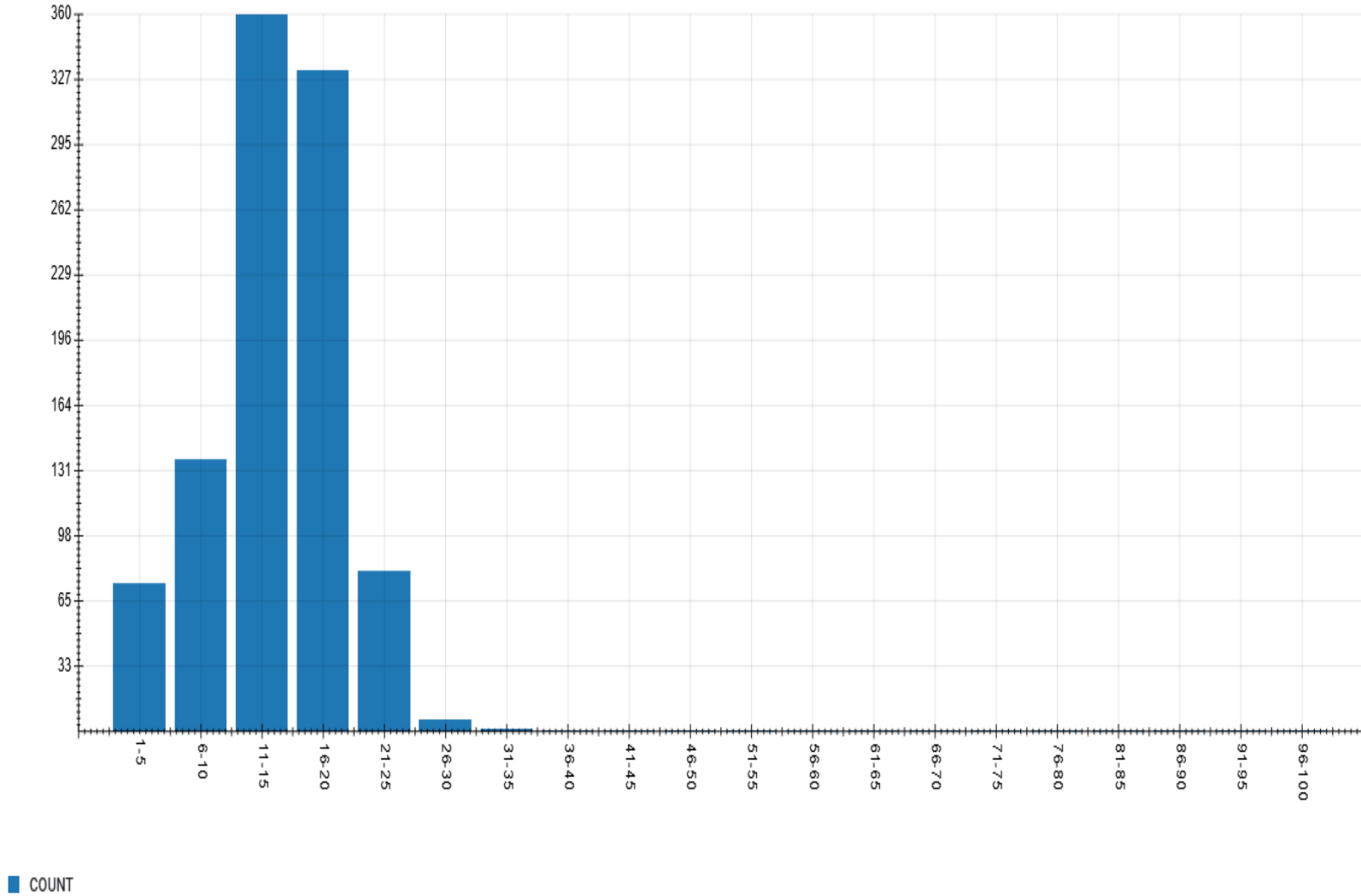
# Count by Speed Range Report

Location: Strand Beach Parking Lot

Address: East Strand

Report period: 2025-02-28 to 2025-03-06

| Speed (mph) | Count |
|-------------|-------|
| 1-5         | 74    |
| 6-10        | 136   |
| 11-15       | 360   |
| 16-20       | 332   |
| 21-25       | 80    |
| 26-30       | 6     |
| 31-35       | 1     |
| 36-40       | 0     |
| 41-45       | 0     |
| 46-50       | 0     |
| 51-55       | 0     |
| 56-60       | 0     |
| 61-65       | 0     |
| 66-70       | 0     |
| 71-75       | 0     |
| 76-80       | 0     |
| 81-85       | 0     |
| 86-90       | 0     |
| 91-95       | 0     |
| 96-100      | 0     |
| Total       | 989   |



| Dispatch#     | Agency          | Date/Time       | Call Type            | Report     |
|---------------|-----------------|-----------------|----------------------|------------|
| 2025-00008985 | Oxford Police D | 2/9/2025 19:14  | ASSTFIRE             |            |
| 2025-00009681 | Oxford Police D | 2/12/2025 19:28 | ASSTLAW              |            |
| 2025-00007719 | Oxford Police D | 2/4/2025 9:32   | Administrative Assig |            |
| 2025-00007930 | Oxford Police D | 2/5/2025 9:38   | Administrative Assig |            |
| 2025-00010885 | Oxford Police D | 2/18/2025 7:28  | Administrative Assig |            |
| 2025-00010916 | Oxford Police D | 2/18/2025 9:24  | Administrative Assig |            |
| 2025-00011296 | Oxford Police D | 2/19/2025 17:44 | Administrative Assig |            |
| 2025-00012689 | Oxford Police D | 2/25/2025 17:42 | Administrative Assig |            |
| 2025-00013332 | Oxford Police D | 2/28/2025 12:59 | Administrative Assig |            |
| 2025-00010100 | Oxford Police D | 2/14/2025 13:38 | Alarm                |            |
| 2025-00010529 | Oxford Police D | 2/16/2025 11:06 | Alarm                |            |
| 2025-00011519 | Oxford Police D | 2/20/2025 20:44 | Check Welfare        |            |
| 2025-00007982 | Oxford Police D | 2/5/2025 13:50  | Community Policing   |            |
| 2025-00012575 | Oxford Police D | 2/25/2025 9:57  | Community Policing   |            |
| 2025-00007114 | Oxford Police D | 2/1/2025 16:09  | Foot Patrol          |            |
| 2025-00007301 | Oxford Police D | 2/2/2025 10:27  | Foot Patrol          |            |
| 2025-00007818 | Oxford Police D | 2/4/2025 15:28  | Foot Patrol          |            |
| 2025-00008452 | Oxford Police D | 2/7/2025 15:14  | Foot Patrol          |            |
| 2025-00008895 | Oxford Police D | 2/9/2025 12:31  | Foot Patrol          |            |
| 2025-00010112 | Oxford Police D | 2/14/2025 14:20 | Foot Patrol          |            |
| 2025-00010345 | Oxford Police D | 2/15/2025 11:57 | Foot Patrol          |            |
| 2025-00010520 | Oxford Police D | 2/16/2025 10:09 | Foot Patrol          |            |
| 2025-00010986 | Oxford Police D | 2/18/2025 15:17 | Foot Patrol          |            |
| 2025-00012155 | Oxford Police D | 2/23/2025 16:11 | Foot Patrol          |            |
| 2025-00013044 | Oxford Police D | 2/27/2025 10:00 | Foot Patrol          |            |
| 2025-00013364 | Oxford Police D | 2/28/2025 16:01 | Foot Patrol          |            |
| 2025-00007304 | Oxford Police D | 2/2/2025 11:23  | Found Property       |            |
| 2025-00009804 | Oxford Police D | 2/13/2025 10:19 | MDOP                 | OX25-00004 |
| 2025-00008113 | Oxford Police D | 2/5/2025 23:09  | Miscellaneous        |            |
| 2025-00009031 | Oxford Police D | 2/10/2025 0:02  | Miscellaneous        |            |
| 2025-00009708 | Oxford Police D | 2/12/2025 23:46 | Miscellaneous        |            |
| 2025-00010376 | Oxford Police D | 2/15/2025 15:11 | Miscellaneous        |            |
| 2025-00011350 | Oxford Police D | 2/20/2025 5:37  | Miscellaneous        |            |
| 2025-00012238 | Oxford Police D | 2/23/2025 23:43 | Miscellaneous        |            |
| 2025-00012984 | Oxford Police D | 2/26/2025 23:31 | Miscellaneous        |            |
| 2025-00008160 | Oxford Police D | 2/6/2025 9:35   | PARKVIOL             |            |
| 2025-00007072 | Oxford Police D | 2/1/2025 11:20  | PC                   |            |
| 2025-00007073 | Oxford Police D | 2/1/2025 11:20  | PC                   |            |
| 2025-00007079 | Oxford Police D | 2/1/2025 11:47  | PC                   |            |
| 2025-00007080 | Oxford Police D | 2/1/2025 11:47  | PC                   |            |
| 2025-00007281 | Oxford Police D | 2/2/2025 8:38   | PC                   |            |
| 2025-00007282 | Oxford Police D | 2/2/2025 8:38   | PC                   |            |
| 2025-00007284 | Oxford Police D | 2/2/2025 8:51   | PC                   |            |

|               |                 |                 |    |
|---------------|-----------------|-----------------|----|
| 2025-00007285 | Oxford Police D | 2/2/2025 8:51   | PC |
| 2025-00007807 | Oxford Police D | 2/4/2025 14:51  | PC |
| 2025-00007808 | Oxford Police D | 2/4/2025 14:51  | PC |
| 2025-00007815 | Oxford Police D | 2/4/2025 15:18  | PC |
| 2025-00007816 | Oxford Police D | 2/4/2025 15:18  | PC |
| 2025-00008017 | Oxford Police D | 2/5/2025 17:01  | PC |
| 2025-00008018 | Oxford Police D | 2/5/2025 17:01  | PC |
| 2025-00008020 | Oxford Police D | 2/5/2025 17:18  | PC |
| 2025-00008019 | Oxford Police D | 2/5/2025 17:17  | PC |
| 2025-00008044 | Oxford Police D | 2/5/2025 19:32  | PC |
| 2025-00008045 | Oxford Police D | 2/5/2025 19:33  | PC |
| 2025-00008096 | Oxford Police D | 2/5/2025 21:42  | PC |
| 2025-00008098 | Oxford Police D | 2/5/2025 21:42  | PC |
| 2025-00008214 | Oxford Police D | 2/6/2025 14:13  | PC |
| 2025-00008215 | Oxford Police D | 2/6/2025 14:14  | PC |
| 2025-00008221 | Oxford Police D | 2/6/2025 14:32  | PC |
| 2025-00008222 | Oxford Police D | 2/6/2025 14:32  | PC |
| 2025-00008376 | Oxford Police D | 2/7/2025 10:07  | PC |
| 2025-00008377 | Oxford Police D | 2/7/2025 10:08  | PC |
| 2025-00008418 | Oxford Police D | 2/7/2025 13:12  | PC |
| 2025-00008419 | Oxford Police D | 2/7/2025 13:13  | PC |
| 2025-00008509 | Oxford Police D | 2/7/2025 20:06  | PC |
| 2025-00008511 | Oxford Police D | 2/7/2025 20:07  | PC |
| 2025-00008541 | Oxford Police D | 2/7/2025 21:14  | PC |
| 2025-00008542 | Oxford Police D | 2/7/2025 21:14  | PC |
| 2025-00008879 | Oxford Police D | 2/9/2025 11:09  | PC |
| 2025-00008880 | Oxford Police D | 2/9/2025 11:10  | PC |
| 2025-00008917 | Oxford Police D | 2/9/2025 14:05  | PC |
| 2025-00008918 | Oxford Police D | 2/9/2025 14:05  | PC |
| 2025-00008996 | Oxford Police D | 2/9/2025 20:22  | PC |
| 2025-00008997 | Oxford Police D | 2/9/2025 20:22  | PC |
| 2025-00009021 | Oxford Police D | 2/9/2025 23:15  | PC |
| 2025-00009022 | Oxford Police D | 2/9/2025 23:15  | PC |
| 2025-00009413 | Oxford Police D | 2/11/2025 11:12 | PC |
| 2025-00009414 | Oxford Police D | 2/11/2025 11:12 | PC |
| 2025-00009417 | Oxford Police D | 2/11/2025 11:25 | PC |
| 2025-00009418 | Oxford Police D | 2/11/2025 11:25 | PC |
| 2025-00009458 | Oxford Police D | 2/11/2025 15:49 | PC |
| 2025-00009597 | Oxford Police D | 2/12/2025 11:00 | PC |
| 2025-00009598 | Oxford Police D | 2/12/2025 11:01 | PC |
| 2025-00009663 | Oxford Police D | 2/12/2025 18:08 | PC |
| 2025-00009664 | Oxford Police D | 2/12/2025 18:09 | PC |
| 2025-00009665 | Oxford Police D | 2/12/2025 18:09 | PC |
| 2025-00009691 | Oxford Police D | 2/12/2025 20:53 | PC |

|               |                 |                 |    |
|---------------|-----------------|-----------------|----|
| 2025-00009692 | Oxford Police D | 2/12/2025 20:53 | PC |
| 2025-00009703 | Oxford Police D | 2/12/2025 22:45 | PC |
| 2025-00009704 | Oxford Police D | 2/12/2025 22:45 | PC |
| 2025-00009733 | Oxford Police D | 2/13/2025 5:48  | PC |
| 2025-00009734 | Oxford Police D | 2/13/2025 5:48  | PC |
| 2025-00009747 | Oxford Police D | 2/13/2025 7:51  | PC |
| 2025-00009748 | Oxford Police D | 2/13/2025 7:51  | PC |
| 2025-00009755 | Oxford Police D | 2/13/2025 8:15  | PC |
| 2025-00009756 | Oxford Police D | 2/13/2025 8:15  | PC |
| 2025-00010088 | Oxford Police D | 2/14/2025 12:59 | PC |
| 2025-00010089 | Oxford Police D | 2/14/2025 12:59 | PC |
| 2025-00010091 | Oxford Police D | 2/14/2025 13:13 | PC |
| 2025-00010092 | Oxford Police D | 2/14/2025 13:14 | PC |
| 2025-00010108 | Oxford Police D | 2/14/2025 14:12 | PC |
| 2025-00010109 | Oxford Police D | 2/14/2025 14:13 | PC |
| 2025-00010315 | Oxford Police D | 2/15/2025 10:57 | PC |
| 2025-00010316 | Oxford Police D | 2/15/2025 10:58 | PC |
| 2025-00010328 | Oxford Police D | 2/15/2025 11:15 | PC |
| 2025-00010329 | Oxford Police D | 2/15/2025 11:15 | PC |
| 2025-00010469 | Oxford Police D | 2/16/2025 7:08  | PC |
| 2025-00010470 | Oxford Police D | 2/16/2025 7:09  | PC |
| 2025-00010490 | Oxford Police D | 2/16/2025 8:26  | PC |
| 2025-00010491 | Oxford Police D | 2/16/2025 8:26  | PC |
| 2025-00010990 | Oxford Police D | 2/18/2025 15:34 | PC |
| 2025-00010991 | Oxford Police D | 2/18/2025 15:34 | PC |
| 2025-00010993 | Oxford Police D | 2/18/2025 15:43 | PC |
| 2025-00010994 | Oxford Police D | 2/18/2025 15:43 | PC |
| 2025-00011182 | Oxford Police D | 2/19/2025 10:37 | PC |
| 2025-00011183 | Oxford Police D | 2/19/2025 10:37 | PC |
| 2025-00011300 | Oxford Police D | 2/19/2025 18:22 | PC |
| 2025-00011301 | Oxford Police D | 2/19/2025 18:22 | PC |
| 2025-00011332 | Oxford Police D | 2/19/2025 22:59 | PC |
| 2025-00011333 | Oxford Police D | 2/19/2025 23:00 | PC |
| 2025-00011471 | Oxford Police D | 2/20/2025 15:59 | PC |
| 2025-00011472 | Oxford Police D | 2/20/2025 16:00 | PC |
| 2025-00011477 | Oxford Police D | 2/20/2025 16:09 | PC |
| 2025-00011478 | Oxford Police D | 2/20/2025 16:09 | PC |
| 2025-00011615 | Oxford Police D | 2/21/2025 10:34 | PC |
| 2025-00011616 | Oxford Police D | 2/21/2025 10:35 | PC |
| 2025-00011664 | Oxford Police D | 2/21/2025 13:23 | PC |
| 2025-00011665 | Oxford Police D | 2/21/2025 13:24 | PC |
| 2025-00011699 | Oxford Police D | 2/21/2025 16:16 | PC |
| 2025-00011700 | Oxford Police D | 2/21/2025 16:16 | PC |
| 2025-00011745 | Oxford Police D | 2/21/2025 20:21 | PC |



|               |                 |                 |                    |            |
|---------------|-----------------|-----------------|--------------------|------------|
| 2025-00011746 | Oxford Police D | 2/21/2025 20:22 | PC                 |            |
| 2025-00012082 | Oxford Police D | 2/23/2025 11:01 | PC                 |            |
| 2025-00012083 | Oxford Police D | 2/23/2025 11:02 | PC                 |            |
| 2025-00012165 | Oxford Police D | 2/23/2025 17:47 | PC                 |            |
| 2025-00012166 | Oxford Police D | 2/23/2025 17:47 | PC                 |            |
| 2025-00012188 | Oxford Police D | 2/23/2025 19:45 | PC                 |            |
| 2025-00012189 | Oxford Police D | 2/23/2025 19:45 | PC                 |            |
| 2025-00012842 | Oxford Police D | 2/26/2025 11:02 | PC                 |            |
| 2025-00012843 | Oxford Police D | 2/26/2025 11:02 | PC                 |            |
| 2025-00012903 | Oxford Police D | 2/26/2025 15:58 | PC                 |            |
| 2025-00012904 | Oxford Police D | 2/26/2025 15:59 | PC                 |            |
| 2025-00012944 | Oxford Police D | 2/26/2025 20:25 | PC                 |            |
| 2025-00012945 | Oxford Police D | 2/26/2025 20:25 | PC                 |            |
| 2025-00012966 | Oxford Police D | 2/26/2025 22:35 | PC                 |            |
| 2025-00012967 | Oxford Police D | 2/26/2025 22:36 | PC                 |            |
| 2025-00012996 | Oxford Police D | 2/27/2025 6:17  | PC                 |            |
| 2025-00012997 | Oxford Police D | 2/27/2025 6:17  | PC                 |            |
| 2025-00013019 | Oxford Police D | 2/27/2025 8:32  | PC                 |            |
| 2025-00013020 | Oxford Police D | 2/27/2025 8:32  | PC                 |            |
| 2025-00013403 | Oxford Police D | 2/28/2025 18:10 | PC                 |            |
| 2025-00013404 | Oxford Police D | 2/28/2025 18:10 | PC                 |            |
| 2025-00009680 | Talbot County S | 2/12/2025 19:26 | Police Information |            |
| 2025-00012747 | Oxford Police D | 2/25/2025 21:46 | Susp Condition     | OX25-00005 |
| 2025-00010996 | Oxford Police D | 2/18/2025 15:48 | Susp Vehicle       |            |
| 2025-00007083 | Oxford Police D | 2/1/2025 12:14  | Traffic Assignment |            |
| 2025-00007295 | Oxford Police D | 2/2/2025 9:42   | Traffic Assignment |            |
| 2025-00007835 | Oxford Police D | 2/4/2025 17:42  | Traffic Assignment |            |
| 2025-00008011 | Oxford Police D | 2/5/2025 16:06  | Traffic Assignment |            |
| 2025-00008248 | Oxford Police D | 2/6/2025 18:05  | Traffic Assignment |            |
| 2025-00009442 | Oxford Police D | 2/11/2025 13:55 | Traffic Assignment |            |
| 2025-00009777 | Oxford Police D | 2/13/2025 9:24  | Traffic Assignment |            |
| 2025-00010140 | Oxford Police D | 2/14/2025 18:24 | Traffic Assignment |            |
| 2025-00010300 | Oxford Police D | 2/15/2025 10:36 | Traffic Assignment |            |
| 2025-00010485 | Oxford Police D | 2/16/2025 8:12  | Traffic Assignment |            |
| 2025-00010528 | Oxford Police D | 2/16/2025 11:03 | Traffic Assignment |            |
| 2025-00011017 | Oxford Police D | 2/18/2025 18:03 | Traffic Assignment |            |
| 2025-00011227 | Oxford Police D | 2/19/2025 13:53 | Traffic Assignment |            |
| 2025-00011510 | Oxford Police D | 2/20/2025 19:40 | Traffic Assignment |            |
| 2025-00011671 | Oxford Police D | 2/21/2025 13:33 | Traffic Assignment |            |
| 2025-00012884 | Oxford Police D | 2/26/2025 14:02 | Traffic Assignment |            |
| 2025-00013257 | Oxford Police D | 2/28/2025 7:39  | Traffic Assignment |            |
| 2025-00013387 | Oxford Police D | 2/28/2025 17:25 | Traffic Assignment |            |
| 2025-00007089 | Oxford Police D | 2/1/2025 13:04  | Traffic Stop       |            |
| 2025-00007094 | Oxford Police D | 2/1/2025 13:17  | Traffic Stop       |            |

|               |                 |                 |              |
|---------------|-----------------|-----------------|--------------|
| 2025-00007095 | Oxford Police D | 2/1/2025 13:34  | Traffic Stop |
| 2025-00007100 | Oxford Police D | 2/1/2025 14:11  | Traffic Stop |
| 2025-00007830 | Oxford Police D | 2/4/2025 17:11  | Traffic Stop |
| 2025-00010130 | Oxford Police D | 2/14/2025 16:36 | Traffic Stop |
| 2025-00010135 | Oxford Police D | 2/14/2025 17:29 | Traffic Stop |
| 2025-00010138 | Oxford Police D | 2/14/2025 17:44 | Traffic Stop |
| 2025-00011500 | Oxford Police D | 2/20/2025 18:42 | Traffic Stop |
| 2025-00010351 | Oxford Police D | 2/15/2025 12:43 | Training     |

| <b>Dispatch #</b> | <b>Agency</b> | <b>Date / Time</b> | <b>Call Type</b>        | <b>Report</b>     |
|-------------------|---------------|--------------------|-------------------------|-------------------|
| 2025-00008730     | Talbot C      | 2/8/2025 16:28     | Alarm                   |                   |
| 2025-00008161     | Talbot C      | 2/6/2025 9:44      | Civil Process           |                   |
| 2025-00009435     | Talbot C      | 2/11/2025 13:26    | Follow up Investigation |                   |
| 2025-00009249     | Talbot C      | 2/10/2025 16:24    | Hit&Run PD              | <b>TS25-00134</b> |
| 2025-00007632     | Talbot C      | 2/3/2025 20:45     | PC                      |                   |
| 2025-00007840     | Talbot C      | 2/4/2025 18:36     | PC                      |                   |
| 2025-00008105     | Talbot C      | 2/5/2025 22:29     | PC                      |                   |
| 2025-00008107     | Talbot C      | 2/5/2025 22:33     | PC                      |                   |
| 2025-00008503     | Talbot C      | 2/7/2025 19:46     | PC                      |                   |
| 2025-00008983     | Talbot C      | 2/9/2025 19:08     | PC                      |                   |
| 2025-00009176     | Talbot C      | 2/10/2025 12:09    | PC                      |                   |
| 2025-00009636     | Talbot C      | 2/12/2025 14:44    | PC                      |                   |
| 2025-00010363     | Talbot C      | 2/15/2025 13:58    | PC                      |                   |
| 2025-00010682     | Talbot C      | 2/17/2025 6:29     | PC                      |                   |
| 2025-00011291     | Talbot C      | 2/19/2025 17:11    | PC                      |                   |
| 2025-00011796     | Talbot C      | 2/21/2025 23:18    | PC                      |                   |
| 2025-00008106     | Talbot C      | 2/5/2025 22:33     | Susp Vehicle            |                   |
| 2025-00008733     | Talbot C      | 2/8/2025 16:53     | Traffic Assignment      |                   |

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

3/11/2025

1. Public Works has repaired one broken water main on Market Street. The reason for repair was a deteriorated joint clamp. The repair parts needed were two feet of 6in C-900 and two HYMAX repair clamps. There were four employees on site for repair and total amount of hours needed for repair was eight.
2. Public works investigated one water leak found on South Morris, per investigation finding was a sump pump line that was running. Public works repaired the area and ground around the area.
3. Public works has repaired the area around Market St. water patch. Public Works will be getting patching quotes from paving companies to come in and do patch work around town due to water leaks.
4. Public works have performed the yearly calibrations and maintenance of the YSI process control probes at the wastewater treatment plant. During this we discovered a faulty communication wire, and this was repaired in the process all probes are back in operation.
5. A yearly inspection of the secondary clarifiers at the wastewater treatment plant has been completed, we are still operating at this time with one for winter operations. During winter with low flow, we will take one clarifier offline and one denitrification filter. Now that temperatures are starting to rise, we will put both back online operations by March 20<sup>th</sup>.
6. New parts have been ordered to build new airlifts for the denitrification filters. By building them ourselves this will save the town not only time in emergencies of airlift failure it will save the town money. The cost of complete units from Parkson Corp. is around \$2100.00 and building them in parts cost brings the unit to \$700.00 per unit.

Respectively submitted by:  
Matthew Ozman

## TOWN OF OXFORD Profit & Loss Budget vs. Actual

Accrual Basis

July 2024 through February 2025

|   | Jul '24 - Feb 25    | Budget              | \$ Over Budget     | % of Budget   |
|---|---------------------|---------------------|--------------------|---------------|
| <b>Ordinary Income/Expense</b>                    |                     |                     |                    |               |
| <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          | 104.8%        |
| 41150 · Tax Discount                              | 0.00                | -7,500.00           | 7,500.00           | 0.0%          |
| 41200 · Interest Paid                             | 816.74              | 3,250.00            | -2,433.26          | 25.1%         |
| <b>Total 41000 · Real Property Tax</b>            | <b>1,011,962.84</b> | <b>956,225.00</b>   | <b>55,737.84</b>   | <b>105.8%</b> |
| <b>42000 · Intergovernmental Revenues</b>         |                     |                     |                    |               |
| 42100 · Accomodations Tax                         | 29,657.71           | 65,000.00           | -35,342.29         | 45.6%         |
| 42200 · Amusement Tax                             | 0.00                | 200.00              | -200.00            | 0.0%          |
| 42300 · Local Income Tax                          | 71,905.23           | 300,000.00          | -228,094.77        | 24.0%         |
| 42400 · Highway User Revenue                      | 23,929.70           | 85,437.75           | -61,508.05         | 28.0%         |
| 42500 · Traders Licenses                          | 2.29                | 2,000.00            | -1,997.71          | 0.1%          |
| 42600 · Tax Revenues - Other                      | 0.00                | 1,000.00            | -1,000.00          | 0.0%          |
| <b>Total 42000 · Intergovernmental Revenues</b>   | <b>125,494.93</b>   | <b>453,637.75</b>   | <b>-328,142.82</b> | <b>27.7%</b>  |
| <b>43000 · Licenses and Permits</b>               |                     |                     |                    |               |
| 43100 · Animal Registration                       | 0.00                | 0.00                | 0.00               | 0.0%          |
| 43300 · Building Permits                          | 12,025.60           | 28,000.00           | -15,974.40         | 42.9%         |
| 43305 · Buffer/Tree Permit                        | 75.00               |                     |                    |               |
| 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>17,550.60</b>    | <b>38,770.00</b>    | <b>-21,219.40</b>  | <b>45.3%</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          | 29.2%         |
| 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>0.5%</b>   |
| <b>45000 · Revenues from Properties</b>           |                     |                     |                    |               |
| 45100 · Dock Rentals                              | 23,366.00           | 25,000.00           | -1,634.00          | 93.5%         |
| 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          | 66.7%         |
| 45302 · MEWS Rent                                 | 8,000.00            | 12,000.00           | -4,000.00          | 66.7%         |
| 45303 · USPS Rent                                 | 11,083.31           | 18,999.96           | -7,916.65          | 58.3%         |
| 45304 · BayVanguard Bank - Rent                   | 5,600.00            | 8,400.00            | -2,800.00          | 66.7%         |
| 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>42,566.19</b>    | <b>90,000.00</b>    | <b>-47,433.81</b>  | <b>47.3%</b>  |
| 45400 · Town House Rental                         | 1,450.00            | 3,500.00            | -2,050.00          | 41.4%         |
| <b>Total 45000 · Revenues from Properties</b>     | <b>67,652.19</b>    | <b>120,000.00</b>   | <b>-52,347.81</b>  | <b>56.4%</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                 | 2,696.63            | 2,000.00            | 696.63             | 134.8%        |
| 46250 · Artist Group                              | 0.82                | 0.00                | 0.82               | 100.0%        |
| 46350 · R Gordon Graves Scholarship               | 500.00              | 0.00                | 500.00             | 100.0%        |
| 46400 · Police Fines and Tickets                  | 1,300.00            | 2,500.00            | -1,200.00          | 52.0%         |
| 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                           | 138,960.51          | 170,000.00          | -31,039.49         | 81.7%         |
| 46000 · Miscellaneous Revenues - Other            | 0.00                | 0.00                | 0.00               | 0.0%          |
| <b>Total 46000 · Miscellaneous Revenues</b>       | <b>180,099.42</b>   | <b>174,500.00</b>   | <b>5,599.42</b>    | <b>103.2%</b> |
| <b>47000 · Enterprise Services</b>                |                     |                     |                    |               |
| <b>47100 · Water Service</b>                      |                     |                     |                    |               |
| 47110 · Water Service Charge                      | 189,877.51          | 365,800.00          | -175,922.49        | 51.9%         |
| 47130 · Connection Fees                           | 2,500.00            | 1,500.00            | 1,000.00           | 166.7%        |
| <b>Total 47100 · Water Service</b>                | <b>192,377.51</b>   | <b>367,300.00</b>   | <b>-174,922.49</b> | <b>52.4%</b>  |
| <b>47500 · Wastewater Services</b>                |                     |                     |                    |               |
| 47510 · Wastewater Service Charge                 | 293,745.77          | 550,700.00          | -256,954.23        | 53.3%         |
| 47530 · Connection Fees                           | 2,500.00            | 1,500.00            | 1,000.00           | 166.7%        |
| 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>56.5%</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            | 58.2%         |
| <b>Total 47900 · Enterprise Services Other</b>    | <b>640.00</b>       | <b>1,100.00</b>     | <b>-460.00</b>     | <b>58.2%</b>  |
| <b>Total 47000 · Enterprise Services</b>          | <b>619,263.28</b>   | <b>1,045,600.00</b> | <b>-426,336.72</b> | <b>59.2%</b>  |

**TOWN OF OXFORD  
Profit & Loss Budget vs. Actual**

July 2024 through February 2025

Accrual Basis

|   | Jul '24 - Feb 25    | Budget              | \$ Over Budget       | % of Budget   |
|---|---------------------|---------------------|----------------------|---------------|
| 48000 · Bay Restoration Fund                        | 17,450.70           | 35,500.00           | -18,049.30           | 49.2%         |
| 48150 · Excess Lease Revenue                        | 0.00                | 0.00                | 0.00                 | 0.0%          |
| 73200 · MEWS  | 0.00                | 0.00                | 0.00                 | 0.0%          |
| <b>Total Income</b>                                 | <b>2,042,657.96</b> | <b>3,452,900.75</b> | <b>-1,410,242.79</b> | <b>59.2%</b>  |
| <b>Gross Profit</b>                                 | <b>2,042,657.96</b> | <b>3,452,900.75</b> | <b>-1,410,242.79</b> | <b>59.2%</b>  |
| <b>Expense</b>                                      |                     |                     |                      |               |
| 50000 · Legislation                                 |                     |                     |                      |               |
| 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            | 9.8%          |
| 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>                    | <b>5,384.39</b>     | <b>20,500.00</b>    | <b>-15,115.61</b>    | <b>26.3%</b>  |
| 51000 · Financial Administration                    |                     |                     |                      |               |
| 51050 · Accounting & Auditing                       | 5,750.00            | 40,000.00           | -34,250.00           | 14.4%         |
| 51075 · Administrative Contract/Temp                | 18,928.55           | 0.00                | 18,928.55            | 100.0%        |
| 51100 · Administrative Salaries                     | 124,033.24          | 200,000.00          | -75,966.76           | 62.0%         |
| 51101 · Advertising                                 |                     |                     |                      |               |
| 51150 · General Advertising                         | 3,233.06            | 1,000.00            | 2,233.06             | 323.3%        |
| 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>                    | <b>4,029.32</b>     | <b>4,000.00</b>     | <b>29.32</b>         | <b>100.7%</b> |
| 51199 · Bank Fees                                   | 169.74              | 0.00                | 169.74               | 100.0%        |
| 51200 · Computer Main & Repair                      | 5,100.00            | 4,000.00            | 1,100.00             | 127.5%        |
| 51220 · Communications                              | 7,348.00            | 3,000.00            | 4,348.00             | 244.9%        |
| 51250 · Copier Services Main & Supplies             | 3,130.99            | 5,500.00            | -2,369.01            | 56.9%         |
| 51300 · Education and Training                      | 0.00                | 3,000.00            | -3,000.00            | 0.0%          |
| 51350 · Electricity                                 | 10,655.70           | 8,500.00            | 2,155.70             | 125.4%        |
| 51400 · Engineering                                 | 3,895.00            |                     |                      |               |
| 51450 · Legal Fees                                  | 40,580.14           | 65,000.00           | -24,419.86           | 62.4%         |
| 51451 · Telephone                                   | 5,209.21            | 7,500.00            | -2,290.79            | 69.5%         |
| 51452 · Internet                                    | 1,107.00            | 1,500.00            | -393.00              | 73.8%         |
| 51500 · Memberships & Dues                          | 1,295.20            | 5,000.00            | -3,704.80            | 25.9%         |
| 51550 · Office Supplies & Expenses                  | 3,420.01            | 6,000.00            | -2,579.99            | 57.0%         |
| 51600 · Postage                                     | 2,447.68            | 3,200.00            | -752.32              | 76.5%         |
| 51650 · Planning & Zoning Admin                     |                     |                     |                      |               |
| 51651 · Stormwater Management Review                | 3,000.00            |                     |                      |               |
| 51650 · Planning & Zoning Admin - Other             | 3,822.70            | 16,000.00           | -12,177.30           | 23.9%         |
| <b>Total 51650 · Planning &amp; Zoning Admin</b>    | <b>6,822.70</b>     | <b>16,000.00</b>    | <b>-9,177.30</b>     | <b>42.6%</b>  |
| 51660 · Search Firm - Town Manager                  | 30,744.72           | 0.00                | 30,744.72            | 100.0%        |
| 51700 · Miscellaneous - Financial Admin             | 3,351.18            | 2,500.00            | 851.18               | 134.0%        |
| 86000 · Administration Capital                      | 0.00                | 0.00                | 0.00                 | 0.0%          |
| <b>Total 51000 · Financial Administration</b>       | <b>278,018.38</b>   | <b>374,700.00</b>   | <b>-96,681.62</b>    | <b>74.2%</b>  |
| 52000 · Government Properties                       |                     |                     |                      |               |
| 52100 · Municipal Bldg Main and Repair              |                     |                     |                      |               |
| 52110 · Bldg Main and Repair Salaries               | 3,130.05            | 4,500.00            | -1,369.95            | 69.6%         |
| 52100 · Municipal Bldg Main and Repair - Other      | 12,205.52           | 25,000.00           | -12,794.48           | 48.8%         |
| <b>Total 52100 · Municipal Bldg Main and Repair</b> | <b>15,335.57</b>    | <b>29,500.00</b>    | <b>-14,164.43</b>    | <b>52.0%</b>  |
| 52200 · Town Houses Main and Repair                 |                     |                     |                      |               |
| 52220 · Town House Electric #B                      | 1,513.06            | 0.00                | 1,513.06             | 100.0%        |
| 52200 · Town Houses Main and Repair - Other         | 3,895.75            | 5,000.00            | -1,104.25            | 77.9%         |
| <b>Total 52200 · Town Houses Main and Repair</b>    | <b>5,408.81</b>     | <b>5,000.00</b>     | <b>408.81</b>        | <b>108.2%</b> |
| 52300 · Customs House Main & Repair                 | 980.52              | 1,500.00            | -519.48              | 65.4%         |
| 52320 · Tilghman Street Property                    | 2,210.00            | 2,100.00            | 110.00               | 105.2%        |
| 52350 · Post Office                                 | 1,156.26            | 5,500.00            | -4,343.74            | 21.0%         |
| 52400 · MEWS  | 11.26               | 5,000.00            | -4,988.74            | 0.2%          |
| 83000 · Municipal Building Capital                  | 0.00                | 20,000.00           | -20,000.00           | 0.0%          |
| <b>Total 52000 · Government Properties</b>          | <b>25,102.42</b>    | <b>68,600.00</b>    | <b>-43,497.58</b>    | <b>36.6%</b>  |
| 52500 · General Government Other                    |                     |                     |                      |               |
| 52510 · Historic District 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               | 136.8%        |
| 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>57.4%</b>  |
| 52570 · Oxford Business Association                 | 5,927.48            | 18,600.00           | -12,672.52           | 31.9%         |
| 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>46.0%</b>  |
| 52600 · Government Shared Expenses                  |                     |                     |                      |               |
| 52610 · Insurance - General                         | 44,163.00           | 41,000.00           | 3,163.00             | 107.7%        |
| 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             | 123.7%        |
| 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                   | 230,483.22          | 275,500.00          | -45,016.78           | 83.7%         |
| <b>Total 52655 · Employee Benefits</b>              | <b>230,483.22</b>   | <b>275,500.00</b>   | <b>-45,016.78</b>    | <b>83.7%</b>  |

**TOWN OF OXFORD**  
**Profit & Loss Budget vs. Actual**

July 2024 through February 2025

|   | Jul '24 - Feb 25  | Budget            | \$ Over Budget     | % of Budget   |
|---|-------------------|-------------------|--------------------|---------------|
| 52660 · Payroll Expenses                        | 53,821.60         | 80,000.00         | -26,178.40         | 67.3%         |
| <b>Total 52600 · Government Shared Expenses</b> | <b>350,892.82</b> | <b>418,320.00</b> | <b>-67,427.18</b>  | <b>83.9%</b>  |
| <b>53000 · Public Safety</b>                    |                   |                   |                    |               |
| 53100 · Police Department                       |                   |                   |                    |               |
| 53150 · Police Salaries                         | 162,344.89        | 346,000.00        | -183,655.11        | 46.9%         |
| 51351 · Police Overtime                         | 0.00              | 0.00              | 0.00               | 0.0%          |
| 53152 · Police Other Agency Support             | 11,300.00         | 0.00              | 11,300.00          | 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          | 25.7%         |
| 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          | 52.6%         |
| 53401 · Dues/Associations                       | 640.00            | 2,000.00          | -1,360.00          | 32.0%         |
| 53500 · Utilities                               | 6,300.47          | 17,300.00         | -10,999.53         | 36.4%         |
| 53600 · Office Supplies                         | 1,463.61          | 5,000.00          | -3,536.39          | 29.3%         |
| 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>186,563.34</b> | <b>464,200.00</b> | <b>-277,636.66</b> | <b>40.2%</b>  |
| 53700 · Fire Department                         |                   |                   |                    |               |
| 53800 · Grant to Oxford Fire Department         | 20,000.00         | 20,000.00         | 0.00               | 100.0%        |
| 53850 · Fire Services                           | 1,355.00          | 10,000.00         | -8,645.00          | 13.6%         |
| 53900 · Workmens Comp Oxford Fire Dept          | 2,720.00          | 5,000.00          | -2,280.00          | 54.4%         |
| <b>Total 53700 · Fire Department</b>            | <b>24,075.00</b>  | <b>35,000.00</b>  | <b>-10,925.00</b>  | <b>68.8%</b>  |
| <b>Total 53000 · Public Safety</b>              | <b>210,638.34</b> | <b>499,200.00</b> | <b>-288,561.66</b> | <b>42.2%</b>  |
| <b>54000 · Public Works</b>                     |                   |                   |                    |               |
| 54100 · Operational Cost                        |                   |                   |                    |               |
| 54110 · Shop - Salaries                         | 51,068.15         | 60,000.00         | -8,931.85          | 85.1%         |
| 54130 · Shop - Telephone and Internet           | 10,303.35         | 15,000.00         | -4,696.65          | 68.7%         |
| 54140 · Shop - Uniforms                         | 17,161.08         | 20,650.00         | -3,488.92          | 83.1%         |
| 54150 · Shop - Utilities                        | 0.00              | 0.00              | 0.00               | 0.0%          |
| 54160 · Shop - Main and Repair                  | 769.29            | 4,000.00          | -3,230.71          | 19.2%         |
| 54165 · Shop - Miscellaneous                    | 5,351.17          | 4,000.00          | 1,351.17           | 133.8%        |
| 54170 · Education and Training                  | 1,287.07          | 1,000.00          | 287.07             | 128.7%        |
| 54180 · Vehicle Operations                      | 11,743.33         | 23,000.00         | -11,256.67         | 51.1%         |
| 54190 · Vehicle Main and Repairs                | 6,968.46          | 18,000.00         | -11,031.54         | 38.7%         |
| 85000 · Public Works Capital                    | 5,600.00          | 55,000.00         | -49,400.00         | 10.2%         |
| <b>Total 54100 · Operational Cost</b>           | <b>110,251.90</b> | <b>200,650.00</b> | <b>-90,398.10</b>  | <b>54.9%</b>  |
| 54200 · Roads Department                        |                   |                   |                    |               |
| 54210 · Streets - Salaries                      | 21,935.51         | 35,000.00         | -13,064.49         | 62.7%         |
| 54220 · Streets - Main/Repairs                  | 3,991.47          | 16,000.00         | -12,008.53         | 24.9%         |
| 54230 · Streets - Lighting                      | 30,701.09         | 45,000.00         | -14,298.91         | 68.2%         |
| 54240 · Streets - Repaving                      | 0.00              | 30,000.00         | -30,000.00         | 0.0%          |
| 54250 · Snow Removal                            | 5,196.16          | 1,000.00          | 4,196.16           | 519.6%        |
| 54200 · Roads Department - Other                | 0.00              | 3,100.00          | -3,100.00          | 0.0%          |
| <b>Total 54200 · Roads Department</b>           | <b>61,824.23</b>  | <b>130,100.00</b> | <b>-68,275.77</b>  | <b>47.5%</b>  |
| 54300 · Trash Collection                        |                   |                   |                    |               |
| 54310 · Trash Collection Salaries               | 24,317.22         | 30,000.00         | -5,682.78          | 81.1%         |
| 54330 · Trash Pick up - Contractors             | 47,804.96         | 80,000.00         | -32,195.04         | 59.8%         |
| <b>Total 54300 · Trash Collection</b>           | <b>72,122.18</b>  | <b>110,000.00</b> | <b>-37,877.82</b>  | <b>65.6%</b>  |
| 54400 · Miscellaneous Public Works              |                   |                   |                    |               |
| 54410 · Mosquito Control                        | 1,757.33          | 2,000.00          | -242.67            | 87.9%         |
| 54420 · Weed and Pest Control                   | 84.52             | 500.00            | -415.48            | 16.9%         |
| 54430 · Sidewalk Repair                         | 1,000.00          | 5,000.00          | -4,000.00          | 20.0%         |
| 54440 · Public Works Other Expenses             | 399.24            | 0.00              | 399.24             | 100.0%        |
| <b>Total 54400 · Miscellaneous Public Works</b> | <b>3,241.09</b>   | <b>7,500.00</b>   | <b>-4,258.91</b>   | <b>43.2%</b>  |
| <b>Total 54000 · Public Works</b>               | <b>247,439.40</b> | <b>448,250.00</b> | <b>-200,810.60</b> | <b>55.2%</b>  |
| <b>55000 · Parks and Recreation</b>             |                   |                   |                    |               |
| 55100 · Parks/Mowing - Salaries                 | 26,229.88         | 65,000.00         | -38,770.12         | 40.4%         |
| 55200 · Parks/Mowing - Main & Repair            | 2,796.09          | 5,000.00          | -2,203.91          | 55.9%         |
| 55300 · Parks and Recreation Electric           | 2,829.93          | 3,000.00          | -170.07            | 94.3%         |
| 55400 · Docks/Shoreline - Main & Repair         | 426.17            | 3,000.00          | -2,573.83          | 14.2%         |
| 55500 · Parks & Recreation Expenses             | 18,093.26         | 40,000.00         | -21,906.74         | 45.2%         |
| 55600 · Parks and Recreation Committee          | 193.03            | 500.00            | -306.97            | 38.6%         |
| 87000 · Parks Capital                           | 0.00              | 0.00              | 0.00               | 0.0%          |
| 87011 · Grant - MD Parks & Playgrounds          | 0.00              | 40,000.00         | -40,000.00         | 0.0%          |
| 87012 · Grant - DNR Improv Waterways            | 0.00              | 50,000.00         | -50,000.00         | 0.0%          |
| <b>Total 55000 · Parks and Recreation</b>       | <b>50,568.36</b>  | <b>206,500.00</b> | <b>-155,931.64</b> | <b>24.5%</b>  |
| 56000 · Grant Projects                          |                   |                   |                    |               |
| 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>             | <b>2,375.21</b>   | <b>0.00</b>       | <b>2,375.21</b>    | <b>100.0%</b> |
| <b>57000 · Enterprise Fund Expenditures</b>     |                   |                   |                    |               |
| 57100 · Water System Admin Cost                 |                   |                   |                    |               |
| 57110 · Administrative Salaries                 | 6,906.43          | 45,000.00         | -38,093.57         | 15.3%         |
| 57120 · Administrative Expenses                 | 657.00            | 3,000.00          | -2,343.00          | 21.9%         |
| 57140 · Depreciation                            | 11,580.53         | 0.00              | 11,580.53          | 100.0%        |
| 57160 · Interest on Debt                        | 1,208.16          | 2,000.00          | -791.84            | 60.4%         |
| <b>Total 57100 · Water System Admin Cost</b>    | <b>20,352.12</b>  | <b>50,000.00</b>  | <b>-29,647.88</b>  | <b>40.7%</b>  |

**TOWN OF OXFORD  
Profit & Loss Budget vs. Actual**

July 2024 through February 2025

|   | Jul '24 - Feb 25    | Budget              | \$ Over Budget       | % of Budget    |
|---|---------------------|---------------------|----------------------|----------------|
| <b>57200 · Water System Operations</b>            |                     |                     |                      |                |
| 57201 · Water - Salaries                          | 31,454.86           | 60,000.00           | -28,545.14           | 52.4%          |
| 57205 · Water Billing Software                    | 1,151.61            |                     |                      |                |
| 57210 · Electricity                               | 28,800.48           | 30,000.00           | -1,199.52            | 96.0%          |
| 57220 · Utilities                                 | 320.08              | 500.00              | -179.92              | 64.0%          |
| 57225 · Chemicals                                 | 3,273.00            | 4,000.00            | -727.00              | 81.8%          |
| 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              | 80.4%          |
| 57260 · Testing Expenses                          | 0.00                | 750.00              | -750.00              | 0.0%           |
| 57270 · Education and Training                    | 400.00              | 1,500.00            | -1,100.00            | 26.7%          |
| 57280 · Maintenance & Repairs                     | 8,430.97            | 15,000.00           | -6,569.03            | 56.2%          |
| 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>125,266.53</b>   | <b>119,750.00</b>   | <b>5,516.53</b>      | <b>104.6%</b>  |
| <b>57500 · Wastewater System Admin Cost</b>       |                     |                     |                      |                |
| 57510 · Administrative Salaries                   | 6,041.03            | 45,000.00           | -38,958.97           | 13.4%          |
| 57520 · Administrative Expenses                   | 635.00              | 5,000.00            | -4,365.00            | 12.7%          |
| 57535 · Consulting/Legal Fees                     | 10,504.90           | 8,000.00            | 2,504.90             | 131.3%         |
| 57540 · Depreciation                              | 0.00                | 0.00                | 0.00                 | 0.0%           |
| 57560 · Interest on Debt                          | 26,717.31           | 48,000.00           | -21,282.69           | 55.7%          |
| <b>Total 57500 · Wastewater System Admin Cost</b> | <b>43,898.24</b>    | <b>106,000.00</b>   | <b>-62,101.76</b>    | <b>41.4%</b>   |
| <b>57600 · Wastewater System Operations</b>       |                     |                     |                      |                |
| 57601 · Wastewater Salaries                       | 43,798.15           | 60,000.00           | -16,201.85           | 73.0%          |
| 57610 · Electricity                               | 24,833.11           | 80,000.00           | -55,166.89           | 31.0%          |
| 57620 · Utilities                                 | 2,741.82            | 5,000.00            | -2,258.18            | 54.8%          |
| 57625 · Chemicals                                 | 13,906.29           | 25,000.00           | -11,093.71           | 55.6%          |
| 57630 · Lab Expenses                              | 12,971.33           | 10,000.00           | 2,971.33             | 129.7%         |
| 57635 · Materials, Tools and Equipment            | 1,791.08            | 4,000.00            | -2,208.92            | 44.8%          |
| 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             | 135.7%         |
| 57690 · Wastewater Expenses - Other               | 7,244.55            | 0.00                | 7,244.55             | 100.0%         |
| <b>Total 57600 · Wastewater System Operations</b> | <b>142,712.81</b>   | <b>215,000.00</b>   | <b>-72,287.19</b>    | <b>66.4%</b>   |
| <b>57700 · Stormwater/Shoreline SMSP</b>          |                     |                     |                      |                |
| 57710 · Stormwater Salaries                       | 51,064.93           | 60,000.00           | -8,935.07            | 85.1%          |
| 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                  | 21,447.36           | 20,000.00           | 1,447.36             | 107.2%         |
| 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                | 13,059.55           | 20,000.00           | -6,940.45            | 65.3%          |
| 81500 · SMSP Improvement Capital                  | 0.00                | 824,155.00          | -824,155.00          | 0.0%           |
| <b>Total 57700 · Stormwater/Shoreline SMSP</b>    | <b>90,237.97</b>    | <b>964,155.00</b>   | <b>-873,917.03</b>   | <b>9.4%</b>    |
| <b>Total 57000 · Enterprise Fund Expenditures</b> | <b>422,467.67</b>   | <b>1,454,905.00</b> | <b>-1,032,437.33</b> | <b>29.0%</b>   |
| <b>58000 · Bay Restoration</b>                    |                     |                     |                      |                |
| 58100 · Bay Restoration Payment                   | 16,672.87           | 34,800.00           | -18,127.13           | 47.9%          |
| <b>Total 58000 · Bay Restoration</b>              | <b>16,672.87</b>    | <b>34,800.00</b>    | <b>-18,127.13</b>    | <b>47.9%</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>1,642,057.68</b> | <b>3,596,475.00</b> | <b>-1,954,417.32</b> | <b>45.7%</b>   |
| <b>Net Ordinary Income</b>                        | <b>400,600.28</b>   | <b>-143,574.25</b>  | <b>544,174.53</b>    | <b>-279.0%</b> |
| <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>                         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
| <b>Other Expense</b>                              |                     |                     |                      |                |
| <b>90000 · Other Expenses</b>                     |                     |                     |                      |                |
| 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>               | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
| <b>Total Other Expense</b>                        | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
| <b>Net Other Income</b>                           | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
| <b>Net Income</b>                                 | <b>400,600.28</b>   | <b>-143,574.25</b>  | <b>544,174.53</b>    | <b>-279.0%</b> |



**TOWN OF OXFORD**  
**Transaction Detail by Account**

| <u>Type</u>     | <u>Date</u> | <u>February 2025</u><br><u>Name</u> | <u>Credit</u> |
|-----------------|-------------|-------------------------------------|---------------|
| Bill Pmt -Check | 02/05/2025  | APG Media of Chesapeake LLC         | 131.25        |
| Bill Pmt -Check | 02/05/2025  | BDK, Inc.                           | 1,000.00      |
| Bill Pmt -Check | 02/05/2025  | Breezeline 1                        | 246.55        |
| Bill Pmt -Check | 02/05/2025  | Breezeline 2                        | 170.56        |
| Bill Pmt -Check | 02/05/2025  | Chesapeake Environmental Lab        | 175.00        |
| Bill Pmt -Check | 02/05/2025  | Hopkins Sales Company, Inc.         | 305.86        |
| Bill Pmt -Check | 02/05/2025  | Intercoastal Trading, Inc.          | 2,372.60      |
| Bill Pmt -Check | 02/05/2025  | Katrina Greer                       | 529.32        |
| Bill Pmt -Check | 02/05/2025  | Link Computer Corporation           | 626.61        |
| Bill Pmt -Check | 02/05/2025  | Lowe's Companies, Inc.              | 1,014.12      |
| Bill Pmt -Check | 02/05/2025  | MML-Police Executive Association    | 305.00        |
| Bill Pmt -Check | 02/05/2025  | MML-Police Executive Association    | 185.00        |
| Bill Pmt -Check | 02/05/2025  | MML-Police Executive Association    | 150.00        |
| Bill Pmt -Check | 02/05/2025  | NAPA Auto Parts                     | 50.99         |
| Bill Pmt -Check | 02/05/2025  | P&M Hydraulics, Inc.                | 7,454.52      |
| Bill Pmt -Check | 02/05/2025  | Pep-Up                              | 600.95        |
| Bill Pmt -Check | 02/05/2025  | Quality Staffing Services           | 3,096.72      |
| Bill Pmt -Check | 02/05/2025  | Randy E. Robertson                  | 144.72        |
| Bill Pmt -Check | 02/05/2025  | Republic Services                   | 626.30        |
| Bill Pmt -Check | 02/05/2025  | Republic Services 2                 | 890.40        |
| Bill Pmt -Check | 02/05/2025  | Staples                             | 100.86        |
| Bill Pmt -Check | 02/05/2025  | UniFirst Corporation                | 509.82        |
| Bill Pmt -Check | 02/05/2025  | Verizon                             | 1,082.16      |
| Bill Pmt -Check | 02/05/2025  | Verizon main                        | 527.38        |
| Bill Pmt -Check | 02/05/2025  | Verizon Wireless                    | 447.98        |
| Bill Pmt -Check | 02/05/2025  | Verizon Wireless Office             | 276.23        |
| Liability Check | 02/07/2025  | United States Treasury              | 5,005.02      |
| Liability Check | 02/07/2025  | Comptroller of Maryland             | 1,243.62      |
| Liability Check | 02/07/2025  | Maryland State Retirement Agency    | 1,063.51      |
| Liability Check | 02/07/2025  | Nationwide Retirement Solution      | 585.00        |
| Liability Check | 02/07/2025  | Nationwide Retirement Solution      | 20.00         |
| Bill Pmt -Check | 02/12/2025  | Aflac                               | 137.86        |
| Bill Pmt -Check | 02/12/2025  | Bayland Consultants & Designers Inc | 3,895.00      |
| Bill Pmt -Check | 02/12/2025  | Booth, Cropper and Marriner         | 8,395.52      |
| Bill Pmt -Check | 02/12/2025  | Christopher Phillips                | 44.30         |
| Bill Pmt -Check | 02/12/2025  | CivicPlus LLC                       | 3,598.00      |
| Bill Pmt -Check | 02/12/2025  | Crystal Springs                     | 83.98         |
| Bill Pmt -Check | 02/12/2025  | Farmington Transfer Station         | 477.26        |
| Bill Pmt -Check | 02/12/2025  | George, Miles & Buhr, LLC           | 750.00        |
| Bill Pmt -Check | 02/12/2025  | Hawkins Inc.                        | 1,639.35      |
| Bill Pmt -Check | 02/12/2025  | Link Computer Corporation           | 525.00        |
| Bill Pmt -Check | 02/12/2025  | Livingston Septic Service, Inc.     | 800.00        |
| Bill Pmt -Check | 02/12/2025  | Pitney Bowes Purchase Power         | 502.25        |
| Bill Pmt -Check | 02/12/2025  | Quality Staffing Services           | 1,302.03      |

**TOWN OF OXFORD**  
**Transaction Detail by Account**

**February 2025**

|                 |            |  |                          |
|-----------------|------------|--|--------------------------|
| Bill Pmt -Check | 02/12/2025 | Response Computer Group Inc.             | 351.00                   |
| Bill Pmt -Check | 02/12/2025 | Samonisky, Ashley                        | 4,250.00                 |
| Bill Pmt -Check | 02/12/2025 | Staples                                  | 200.81                   |
| Bill Pmt -Check | 02/12/2025 | UniFirst Corporation                     | 79.77                    |
| Bill Pmt -Check | 02/12/2025 | Maryland Environmental Service           | 191.20                   |
| Liability Check | 02/14/2025 | United States Treasury                   | 5,202.66                 |
| Liability Check | 02/14/2025 | Comptroller of Maryland                  | 1,282.85                 |
| Liability Check | 02/14/2025 | Maryland State Retirement Agency         | 1,063.51                 |
| Liability Check | 02/14/2025 | Nationwide Retirement Solution           | 585.00                   |
| Liability Check | 02/14/2025 | Nationwide Retirement Solution           | 20.00                    |
| Liability Check | 02/24/2025 | Maryland State Retirement Agency         | 1,184.67                 |
| Liability Check | 02/24/2025 | Nationwide Retirement Solution           | 585.00                   |
| Liability Check | 02/24/2025 | United States Treasury                   | 5,584.94                 |
| Liability Check | 02/24/2025 | Comptroller of Maryland                  | 1,366.98                 |
| Liability Check | 02/24/2025 | Nationwide Retirement Solution           | 20.00                    |
| Check           | 02/24/2025 | Maryland State Retirement Agency         | 251.18                   |
| Bill Pmt -Check | 02/25/2025 | Easton Utilities                         | 1,405.00                 |
| Bill Pmt -Check | 02/25/2025 | Samonisky, Ashley                        |                          |
| Bill Pmt -Check | 02/25/2025 | APG Media of Chesapeake LLC              | 630.00                   |
| Bill Pmt -Check | 02/25/2025 | Baker Tilly Advisory Group LP            | 2,895.00                 |
| Bill Pmt -Check | 02/25/2025 | Delmarva Power                           | 13,169.60                |
| Bill Pmt -Check | 02/25/2025 | Johnson Controls Fire Protection         | 1,449.29                 |
| Bill Pmt -Check | 02/25/2025 | Paul T Ewing, Inc.                       | 629.49                   |
| Bill Pmt -Check | 02/25/2025 | Pitney Bowes Global Finance Services LLC | 187.95                   |
| Bill Pmt -Check | 02/25/2025 | Samonisky, Ashley                        | 1,819.00                 |
| Bill Pmt -Check | 02/25/2025 | Thomas's Salvage Yard                    | 6,764.75                 |
| Bill Pmt -Check | 02/25/2025 | UniFirst Corporation                     | 230.15                   |
| Liability Check | 02/26/2025 | Maryland State Retirement Agency         | 1,037.55                 |
| Liability Check | 02/26/2025 | Nationwide Retirement Solution           | 585.00                   |
| Liability Check | 02/26/2025 | United States Treasury                   | 4,201.58                 |
| Liability Check | 02/26/2025 | Comptroller of Maryland                  | 1,077.64                 |
| Liability Check | 02/26/2025 | Nationwide Retirement Solution           | 20.00                    |
| Bill Pmt -Check | 02/28/2025 | Delmarva Power                           | 3,900.70                 |
| General Journal | 02/28/2025 | Breezeline 1                             | 246.55                   |
| General Journal | 02/28/2025 | Breezeline 1                             | 246.00                   |
|                 |            |  | <u>115,803.42</u>        |
|                 |            |  | <u>115,803.42</u>        |
|                 |            |  | <u><b>115,803.42</b></u> |



To: The Honorable Commissioners of the Town of Oxford  
Subject: Comprehensive Planning Services

From: Holly Wahl, Town Manager

Date: March 7, 2025

### **I. BACKGROUND:**

The Town of Oxford follows a process to adopt Comprehensive Plan updates with the last Comprehensive Plan updates passed by the Town occurring in 2010.

The Comprehensive Plan is intended to guide the future growth and development of the Town of Oxford. The Plan establishes a framework for managing the future use of land within the Town and surrounding areas, and represents the basic policy framework for town use of resources. The decisions required to complete the Comprehensive Plan to address various individual and town needs will ultimately influence Oxford's physical form and function.

### **II. SERVICES:**

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

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

### **III. FISCAL IMPACT:**

The cost for services for Comprehensive Planning updates will be charged to the "Planning & Zoning Admin" budget classification.



#### IV. **RECOMMENDATION:**

It is recommended that the Commissioners of Oxford consider awarding a contract to Emerald Creek Planning, LLC. to provide services necessary to complete the Town's comprehensive plan update.

## **COMPREHENSIVE PLANNING MEMORANDUM OF UNDERSTANDING**

THIS AGREEMENT, made this \_\_\_ day of March 2025 by and between the Town of Oxford, Maryland, (hereinafter referred to as "Town") and Emerald Creek Planning, LLC, (hereinafter referred to as "Consultant") and agree as follows:

WITNESSETH:

WHEREAS, the Town is seeking Comprehensive Planning services.

WHEREAS, the Consultant agrees to provide Comprehensive Planning services to the Town.

WHEREAS, the parties desire to memorialize this understanding and obligation of the parties regarding Comprehensive Planning services being offered to the Town by the Consultant.

WHEREFORE, pursuant to mutual promises and covenants between the parties which are hereby agreed as sufficient, the parties agree as follows:

1. **COMPREHENSIVE PLANNING SERVICES:** The Consultant will attend monthly meetings of the Town of Oxford Planning Commission and advise the Commission concerning matters related to Comprehensive Planning under the supervision of the Town Manager. The Consultant will coordinate and attend one public engagement session, and the Planning Commission Comprehensive Plan Public Hearing. The Consultant will attend virtual meetings as requested.

The Consultant will prepare and implement a plan and timeline for review and update of the Comprehensive Plan. The Consultant will draft revisions to the Comprehensive Plan in coordination with the Planning Commission in preparation for public meetings. The Consultant will advise the Planning Commission on all matters related to the Comprehensive Plan update including but not limited to: data and text updates, projections, elements of the plan, public involvement, and state requirements for Comprehensive Plans. The Consultant will coordinate all mapping needed for the Comprehensive Plan with a mapping consultant agreed upon by the Town.

2. **TIME DEVOTED BY THE CONSULTANT:** It is anticipated that the consultant will spend approximately 15 hours, but not more than 30 hours a month providing the services agreed upon from the start date of this contract until the completion of the Comprehensive Plan update.

3. **PLACE WHERE SERVICES WILL BE RENDERED:** The Consultant will perform services by telephone, computer and at times at the Town of Oxford Town Hall and other such places as necessary to perform required Comprehensive Planning services.

4. **PAYMENT TO CONSULTANT:** The Consultant will be paid an hourly rate of \$150/hour. The Consultant will submit a monthly billing report to the Town Manager that lists the date of service, hours of work and general tasks performed. Billing will be in one-tenth hour increments and bills will be payable upon receipt as approved by the Town Manager. The Consultant will not bill for expenses incurred in the ordinary course of business, however, charges for couriers, express mailings, third party services (for example: GIS services, architectural services, large scale printing etc.) and other extraordinary expenses would be billed at their actual cost. Travel time will be billed at 50% of the Consultant's hourly rate to and from the Consultants principal office in Upper Marlboro, MD to Oxford, MD.

5. **INDEPENDENT CONTRACTOR STATUS:** The Consultant is not an employee of the Town. Consultant agrees to act as an independent contractor and shall be responsible for payment of all taxes including Federal, State, and local taxes arising out of the Consultant's activities. Nothing in this Agreement shall be deemed a partnership, joint venture, or any relationship other than an independent contractor. Consultant acknowledges they are not entitled to participate in any benefit programs available to the Town's employees and that Consultant is not covered by the Town's workers' compensation insurance or automobile insurance coverage. Consultant indemnifies and shall hold the Town harmless from any and all manner of liability (including, without limitation, reasonable attorneys' fees and costs) for claims relating to alleged workers' compensation losses or losses resulting from motor vehicle accidents in which Consultant may be involved.

6. **WORK PRODUCT:** Consultant will provide all work products to the Town Manager through a live online file share made available to the Consultant.

7. **CONFIDENTIAL INFORMATION:** Consultant shall at all times, both during the term of this Agreement and at all times subsequent to such termination: (i) hold Confidential Information in the strictest confidence, and (ii) except for the benefit of the Town to fulfill Consultant's obligations under this Agreement, not disclose confidential information to others, or use the confidential information for the Consultant's or others' benefit.

8. **NOTICE:** The parties agree that either party may end services with 30 days' written notice to the other party. Only work performed at the time of notice will be payable unless the Town agrees otherwise.

9. **ASSIGNABILITY:** No assignments of the memorandum of understanding shall be permitted unless in writing and executed by both parties.

Intending to be legally bound:

*[Signature page follows]*

WITNESS:

TOWN OF OXFORD

\_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS:

EMERALD CREEK PLANNING, LLC:

\_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Sarah Franklin, Owner

Date: \_\_\_\_\_

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

THIS CONTRACT, made and entered into this 24th day of December 2024, by and between the "TOWN COMMISSIONERS OF OXFORD, MARYLAND" after this referred to as the "**TOWN**" and PETER JOHNSTON & ASSOCIATES, LLC, 416 Goldsborough Street, Easton, Maryland, 21601, hereinafter referred to as the "**CONSULTANT**."

**WITNESSETH:**

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

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

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

**ARTICLE I - DESCRIPTION OF PROJECT**

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

**ARTICLE II - SCOPE OF PROFESSIONAL SERVICES**

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

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



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

### **ARTICLE III - TOWN 'S RESPONSIBILITIES**

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

### **ARTICLE IV - PAYMENT FOR SERVICES**

- A. The **CONSULTANT** shall be paid for their services by the **TOWN** at the rate of \$150 per hour.
- B. Payments shall be made on a monthly basis pursuant to an invoice indicating the time for completion of the work tasks identified in Appendix A. Upon receipt of each invoice, the **TOWN** shall pay the balance due within thirty (30) days.

### **ARTICLE V - CURTAILMENT AND TERMINATION**

Curtailment or Termination of Services:

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

written notification.

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

#### **ARTICLE VI - CONFIDENTIALITY AND NON-DISCLOSURE**

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

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

**ATTEST TO:**

**For OXFORD, MARYLAND**

\_\_\_\_\_  
President, Town Commissioners

**ATTEST TO:**

**For PETER JOHNSTON & ASSOCIATES, LLC**

\_\_\_\_\_  
Peter Johnston, Principal

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

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

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

|  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
|--|--|---------------------------------------|--|---------------------------------|------------------------------|---|--|---|--|--|--|
| <b>FOR AGENCY USE ONLY</b>   | <b>ABBREVIATED JOINT FEDERAL / STATE APPLICATION FOR THE ALTERATION OF ANY TIDAL WETLAND AND/OR TIDAL WATERS IN MARYLAND</b> |                                       |  |                                 |                              |   | MDE Permit #:  |   |  |  |  |
|  |  |                                       |  |                                 |                              |   | Tracking #:  |   |  |  |  |
| MDSPGP Category:   | <input type="checkbox"/> Major   | <input type="checkbox"/> Minor        | <input type="checkbox"/> 240-day   | <input type="checkbox"/> 90-Day | <input type="checkbox"/> MHT | <input type="checkbox"/> WHD                              | <input type="checkbox"/> PN  | MDE AI #:   |  |  |  |
| This abbreviated application should only be used for projects that are eligible for federal authorization under the Maryland State Programmatic General Permit (MDSPPG).   |  |                                       |  |                                 |                              |   |  | MDE Reviewer:   |  |  |  |
| Pre-Application Meeting Held? <input type="checkbox"/> with MDE <input type="checkbox"/> with USACE  |  |                                       |  |                                 |                              | AI# (if given):   | *MAILING INSTRUCTIONS LOCATED ON 2 <sup>ND</sup> PAGE OF THIS APPLICATION* |   |  |  |  |
| Reviewer's Name(s):  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| Applying for:  | <input type="checkbox"/> Authorization   | <input type="checkbox"/> Modification | MDE APPLICATION REVIEW FEE REQUIRED: PLEASE REFER TO THE MDE WEBSITE:<br><a href="http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Documents/FeeSchedule.pdf">http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Documents/FeeSchedule.pdf</a> |                                 |                              |   |  |   |  |  |  |
| (Applicant will be copied on all correspondence, unless they opt out, BY INITIAL AND SIGNATURE, in Section 12)   |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <b>1. APPLICANT INFORMATION:</b> <i>(Please note that the applicant is not the contractor/agent applying on behalf of a riparian property owner)</i>   |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| Name: <u>Sierra Hildebrandt</u>  |  |                                       | Home Telephone: <u>757-771-8522</u>  |                                 |                              |   |  |   |  |  |  |
| Address: <u>904 S. Morris Street</u>   |  |                                       | Email Address: <u>sierra.hildebrandt@noaa.gov</u>  |                                 |                              |   |  |   |  |  |  |
| City: <u>Oxford</u>  |  |                                       | State: <u>MD</u>   |                                 |                              | Zip: <u>21654</u>   |  |   |  |  |  |
| <b>2. RIPARIAN PROPERTY OWNER INFORMATION:</b> <i>(If different from the Applicant)</i>  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| Name: <u>please see attached alternative signature form</u>  |  |                                       | Home Telephone: _____  |                                 |                              |   |  |   |  |  |  |
| Address: _____   |  |                                       | Email Address: _____   |                                 |                              |   |  |   |  |  |  |
| City: _____  |  |                                       | State: <u>MD</u>   |                                 |                              | Zip: _____  |  |   |  |  |  |
| <b>3. AUTHORIZED AGENT / PRINCIPAL CONTACT INFORMATION:</b>  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| Name: <u>same as applicant</u>   |  |                                       | Telephone: <u>na</u>   |                                 |                              |   |  |   |  |  |  |
| Address: _____   |  |                                       | Email Address: <u>na</u>   |                                 |                              |   |  |   |  |  |  |
| City: _____  |  |                                       | State: <u>na</u>   |                                 |                              | Zip: <u>na</u>  |  |   |  |  |  |
| <b>4. CONTRACTOR INFORMATION</b> <i>(If currently unknown, required to be provided to MDE's Tidal Wetland Division prior to construction of project)</i>   |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| Company Name: <u>na</u>  |  |                                       | _____  |                                 |                              |   |  |   |  |  |  |
| Principal Contact: _____   |  |                                       | Email Address: _____   |                                 |                              |   |  |   |  |  |  |
| Maryland Marine Contractor License #: _____  |  |                                       | Telephone: _____   |                                 |                              |   |  |   |  |  |  |
| <b>5. PROJECT DESCRIPTION:</b> <i>(Attach additional pages if necessary)</i>   |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <u>Please see attached document for project description</u>  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <b>6. PROJECT PURPOSE:</b> <i>(Check all that apply)</i>   |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <input type="checkbox"/> Beach Nourishment   |  |                                       | <input checked="" type="checkbox"/> Create/Improve Habitat   |                                 |                              | <input checked="" type="checkbox"/> Shore Erosion Control |  | <input checked="" type="checkbox"/> Fill  |  |  |  |
| <input type="checkbox"/> Create/Improve Infrastructure   |  |                                       | <input type="checkbox"/> Utility Installation  |                                 |                              | <input type="checkbox"/> Erosion/Sediment Control         |  | <input type="checkbox"/> Marina   |  |  |  |
| <input checked="" type="checkbox"/> Other: <u>(describe) Research - deploying surveying equipment</u>  |  |                                       | <input type="checkbox"/> Residential/Commercial Development  |                                 |                              |   |  |   |  |  |  |
| <b>7. PROJECT LOCATION:</b> <i>(If project site has no address, please include the lot # and/or nearest address with a clear description of the site)</i>  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| County: <u>Oxford, Maryland</u>  |  |                                       | Name of Waterway: <u>Tred Avon</u>   |                                 |                              |   |  |   |  |  |  |
| Site Address or Location: <u>Please see attached document for project addresses and locations</u>  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| Latitude: _____  |  |                                       | Longitude: _____   |                                 |                              |   |  |   |  |  |  |
| Directions from nearest intersection of two state roads: <u>Each project site is easily located via google maps.</u>   |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <b>8. FEDERALLY AUTHORIZED CIVIL WORKS PROJECTS:</b> <i>Is the project located in, on, or adjacent to a U.S. Army Corps of Engineers' federally authorized civil works project, structure, property, or easement (e.g., federal navigation channel, flood control levees, dams and reservoirs, lake property, etc.)?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| If yes, has a review pursuant to 33 U.S.C. 408 (Section 408) been initiated? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <b>9. VERIFICATIONS:</b> <i>a) Best Management Practices: I verify that my project will meet all Endangered Species Act Best Management Practices applicable to work in tidal waters and wetlands as required by the MDSPPG (see Section VII.B.4.c.i-iii).</i>   |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <input checked="" type="checkbox"/> Yes  |  |                                       | <input type="checkbox"/> No  |                                 |                              | <input type="checkbox"/> Unknown                          |  | <i>Refer to the application instructions and the MDSPPG for additional information regarding these Best Management Practices.</i> |  |  |  |
| <i>b) Property Restrictions: Is the proposed work located in an area encumbered by an existing site protection instrument such as a conservation easement, deed restriction, or declaration of restrictive covenants required as a condition of a prior U.S. Army Corps of Engineers', Maryland Department of the Environment, or Environmental Protection Agency</i>                        |  |                                       |  |                                 |                              |   |  |   |  |  |  |
| <input type="checkbox"/> Yes   |  |                                       | <input checked="" type="checkbox"/> No   |                                 |                              | <input type="checkbox"/> Unknown                          |  |   |  |  |  |

**10. TYPE OF PROJECT** (check all that apply and provide all applicable information):

**This abbreviated application should only be used for projects that are eligible for federal authorization under the Maryland State Programmatic General Permit (MDSPGP). Please refer to the MDSPGP for eligible activities.**

| Work Proposed   | Overall Length | Average Width | Volume of Fill Material | Total Area Impacted (Sq. Ft.) |           | Maximum Distance Channelward from Mean High Water Line (Ft.) | New Work                            | Maintenance /Repair      | Work Started/Completed     |
|---|----------------|---------------|-------------------------|-------------------------------|-----------|--|-------------------------------------|--------------------------|----------------------------|
|   | (Ft.)          | (Ft.)         | (cu. yards)             | Permanent                     | Temporary |  |                                     |                          |                            |
| <input type="checkbox"/> Bulkhead   |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Revetment  |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Breakwater   |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Groins, Jetties, or Low Profile Sill                 |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Living Shoreline (vegetated area)                    |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Pier   |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Finger Pier  |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Platform   |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Pile(s) (#: )   <input type="checkbox"/> Osprey Pole |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Boat Lift (including support piles)                  |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Boat Ramp  |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Utility Line   |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Construction Access/Mats                             |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Dredging (Maintenance or New Minor)                  |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input type="checkbox"/> Hydraulic / <input type="checkbox"/> Mechanical      |                |               |                         |                               |           |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> * |
| <input checked="" type="checkbox"/> Other: deploy survey equipment            | na             | na            | na                      | 0                             | 5         | 328  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> * |

\*For any work started or completed, please clearly and accurately depict those portions of the project on the plans

**11. DESCRIPTION OF AVOIDANCE, MINIMIZATION, AND COMPENSATION:** Please be advised that unavoidable losses of tidal wetlands and/or aquatic resources may require compensatory mitigation. Please provide a separate sheet(s) that addresses the proposed project's avoidance, minimization, and compensation (if required) which includes any clearing, grading, or excavation required before, during, and after the proposed project.

**12. STATE CERTIFICATION AND FEDERAL PRIVACY ACT STATEMENT:**

Application is hereby made for a permit or permits to authorize the work described in this application. I hereby designate and authorize the agent named above to act on my behalf in the processing of this application and to furnish any information that is requested. I certify that the information on this form and on the attached plans and specifications is true and accurate to the best of my knowledge and belief. I understand that any of the agencies involved in authorizing the proposed works may request information in addition to that set forth herein as may be deemed appropriate in considering this proposal. I grant permission to the agencies responsible for authorization of this work, or their duly authorized representative, to enter the project site for inspection purposes during working hours. I will abide by the conditions of all permit(s) or license(s) if issued and will not begin work without the appropriate authorization. I also certify that the proposed works are consistent with Maryland's Coastal Zone Management Plan.

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers, 33 CFR 320-332. Principal Purpose: Information provided on this JPA will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice. Submission of requested information is voluntary, however, if information is not provided, the permit application cannot be evaluated nor can a permit be issued.

All information, including permit applications and related materials, submitted to MDE may be subject to public disclosure consistent with the Maryland Public Information Act, §4-101 *et seq.*, General Provisions Article of the Maryland Code.

I am the riparian property owner/applicant and do not want to be contacted by MDE. All correspondence should occur with my authorized agent/principal contact designated in Section 3, located on the 1<sup>st</sup> page of this application. (By initializing the box, you are acknowledging that you will not receive any correspondence directly from MDE). I understand a copy of MDE's final decision regarding this application will be sent to me. This opt-out option does not apply to the U.S. Army Corps' correspondence, which will continue to be with the applicant/permittee.

**RIPARIAN PROPERTY OWNER MUST SIGN:**

Date: 2/13/2025

**IMPORTANT:**

PLEASE MAIL SEVEN (7) COPIES OF THE APPLICATION, SITE PLAN, AND VICINITY MAP (WITH PROJECT LOCATION PINPOINTED) TO:

MDE/WATER AND SCIENCE ADMINISTRATION  
REGULATORY SERVICES SECTION  
MONTGOMERY PARK BUSINESS CENTER - STE 430  
1800 WASHINGTON BOULEVARD  
BALTIMORE, MD 21230-1708  
(410) 537-3752

SEND THE APPLICABLE APPLICATION FEE AND A COPY OF THE FIRST PAGE OF THE APPLICATION TO:

MDE  
P.O. BOX 2057  
BALTIMORE, MD 21203-2057  
PCA: 13910 OBJ: 4142  
FOR FURTHER INSTRUCTIONS, PLEASE REFER TO OUR WEBSITE  
<http://mde.maryland.gov/programs/Water/WetlandsandWaterways>

# ALTERNATIVE SIGNATURES FORM

(Use When an Applicant is Not the Property Owner. Both Applicant and Property Owner Must Sign this Form)

## 12A. STATE CERTIFICATION AND FEDERAL PRIVACY ACT STATEMENT:

Application is hereby made for a permit or permits to authorize the work described in this application. I hereby designate and authorize the agent named above to act on my behalf in the processing of this application and to furnish any information that is requested. I certify that the information on this form and on the attached plans and specifications is true and accurate to the best of my knowledge and belief. I understand that any of the agencies involved in authorizing the proposed works may request information in addition to that set forth herein as may be deemed appropriate in considering this proposal. I grant permission to the agencies responsible for authorization of this work, or their duly authorized representative, to enter the project site for inspection purposes during working hours. I will abide by the conditions of all permit(s) or license(s) if issued and will not begin work without the appropriate authorization. I also certify that the proposed works are consistent with Maryland's Coastal Zone Management Plan.

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers, 33 CFR 320-332. Principal Purpose: Information provided on this JPA will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice. Submission of requested information is voluntary, however, if information is not provided, the permit application cannot be evaluated nor can a permit be issued.

An application that is not completed in full will be returned.

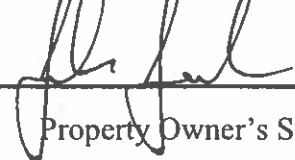
### Applicant(s)

|   |  |                          |
|---|--|--------------------------|
| <u>Sierra Hildebrandt</u><br>Applicant's Name (printed/typed) | <u></u><br>Applicant's Signature | <u>2/11/2025</u><br>Date |
|---|--|--------------------------|

|   |                                |               |
|---|--------------------------------|---------------|
| _____<br>Applicant's Name (printed/typed) | _____<br>Applicant's Signature | _____<br>Date |
|---|--------------------------------|---------------|

|   |                                |               |
|---|--------------------------------|---------------|
| _____<br>Applicant's Name (printed/typed) | _____<br>Applicant's Signature | _____<br>Date |
|---|--------------------------------|---------------|

### Property Owner(s)

|  |  |                          |
|--|--|--------------------------|
| <u>John Jacobs</u><br>Property Owner's Name<br>(printed/typed) | <u></u><br>Property Owner's Signature | <u>2/11/2025</u><br>Date |
|--|--|--------------------------|

|   |                                     |               |
|---|-------------------------------------|---------------|
| _____<br>Property Owner's Name<br>(printed/typed) | _____<br>Property Owner's Signature | _____<br>Date |
|---|-------------------------------------|---------------|

|   |                                     |               |
|---|-------------------------------------|---------------|
| _____<br>Property Owner's Name<br>(printed/typed) | _____<br>Property Owner's Signature | _____<br>Date |
|---|-------------------------------------|---------------|

**Project Title:**

Evaluating the Efficacy of Living Shoreline for shoreline protection and habitat enhancement

**Project Purpose and Description:**

Coastal Nature-based Solutions (NbS) are approaches that utilize natural and nature-based features (NNBF), such as created or restored salt marshes, beach, dunes, islands, and reefs to reduce flooding and erosion risk. Unlike traditional coastal structures (e.g., bulkheads, seawalls, revetements, groins, breakwaters), NbS provide many co-benefits including fish habitat, water quality regulation, and nutrient cycling. Recognizing the value and function of coastal ecosystems, many coastal communities are incorporating NbS into coastal adaptation strategies to increase community resilience as they face current and future climate impacts.

This forward-looking approach is allowing coastal communities, such as the Town of Oxford, Maryland, to think critically about their coastlines and implement tailored NbS. In 2024, the Town of Oxford, in partnership with the Maryland Department of Natural Resources (MDNR), National Wildlife Federation, and Underwood and Associates, implemented a NbS along a recreational sand beach to enhance coastal habitat and reduce coastal risk. The Strand Beach Living Shoreline Project incorporated the creation of: 1) living breakwaters, 2) embayed fringing marshes, and 3) dunes. The living shoreline at Strand Beach is similar to traditional headland breakwater-embayment designs, however, natural materials such as stone, sand, gravel, and wood were used to create “living” breakwaters nearshore that were then planted with salt marsh vegetation. Embayed fringing marshes and dunes were created by placing sand for proper elevations and planting with appropriate salt-tolerant or dune species.

The Town of Oxford plans to replicate portions of this living shoreline project, specifically the living breakwaters and embayed fringing marshes, to other shorelines within Oxford to further enhance community resilience. However, substantial gaps in our knowledge of the physical and ecological performance of this living shoreline design has led to uncertainties and lack of community support as an alternative shoreline stabilization measure. This research plans to fill physical and ecological knowledge gaps by implementing a long-term study to quantify the coastal protection and habitat services of the Strand Beach Living Shoreline Project. Specific to this permit request, this research will assess and compare the coastal protection (i.e., wave attenuation) and habitat (i.e., fish) services provided by three shoreline types: 1) unmodified shoreline with fringing marsh, 2) traditional breakwater with embayed fringing marsh, and 3) living breakwaters with embayed fringing marsh.

Within the Town of Oxford, Maryland, three sites have been identified to be incorporated into this study (Fig. 1A). All sites are located in the Tred Avon River and located via public access sites with the exception of site 3 that is located on Federal Government property. During the Wave Attenuation Study, wave loggers (RBR<sup>®</sup> solo D wave) will be deployed at all three sites to quantify wave attenuation provided by different shoreline interventions. At site 2 and site 3, wave loggers will be deployed along two transects perpendicular to the shoreline. Along each transect, one wave logger will be placed channelward of the structure (wave logger A), a second wave logger will be placed directly landward of the structure (wave logger B), and a third wave logger will be placed onshore at mean high water (wave logger C) (Fig. 3B, 4B). At site 1, a single transect will be established perpendicular to the shoreline with wave loggers following a similar deployment pattern. At each site, an additional wave logger will be placed offshore (wave logger D). Wave logger D will be attached with hose clamps to a cinder block marked with a bouy and deployment off research



vessel. Wave logger A, B, and C, will be attached with hose clamps to a star picket ( and will be hammered into the seabed via research personal. Wave logger will be deployed for approximately 4 weeks beginning May 2025 and re-deployed each month until November 2025. Deployments may extend past 4 weeks as retrievals will be weather dependent. An acoustic Doppler Current Profile (ADCP) may be deployed adjacent to wave gauge D during a deployment. When deployed, ADCP will be attached to metal frame with marker bouy and placed on seabed.

During the Fish Enhancement Survey, traditional fish sampling gear (i.e, seine, fyke nets, minnow traps; scientific collection permit already submitted to MD DNR) and a multibeam sonar (FLEXVIEW HF) will be used to determine whether shoreline intervention has an effect on fish community and structure. From May 2025 through November 2025, a multibeam sonar will be deployed at site 2 and site 3 biweekly for no more than a 24 hour period. The multibeam sonar will be mounted on a steel frame and deployed no more than 5 m from the edge of each shoreline facing towards the shoreline on the seafloor (Fig. 3). When necessary, sonar will be deployed via research vessel and marked with bouy.

#### **Additional Project Information:**

Collection Area: Tred Avon River, Oxford, Maryland, USA

- Site 1 – unmodified shoreline (38.680865, -76.172227)
- Site 2 – traditional breakwater (38.67872, -76.173284)
- Site 3 – living breakwater (38.694778, -76.169911)

Sampling gear (s): wave logger, multibeam sonar

Vessel name/number: Parker, R2302

Frequency of Activity: Please see attached timeline.

#### **Additional Personal/Affiliation:**

- John Jacobs – COL Director (NOAA COL)
- Jason Spires – Research Ecologist (NOAA COL)
- Jake Shaner – Environmental Scientist (NOAA COL)
- Ava Elliott – Marine Biologist (NOAA COL)
- Rose Adelizzi – Biological Research Assistant (CSC)
- NOAA Cooperative Oxford Laboratory Interns

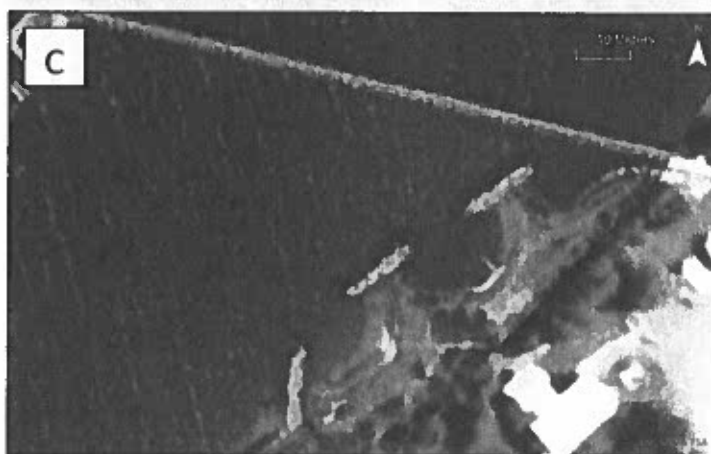
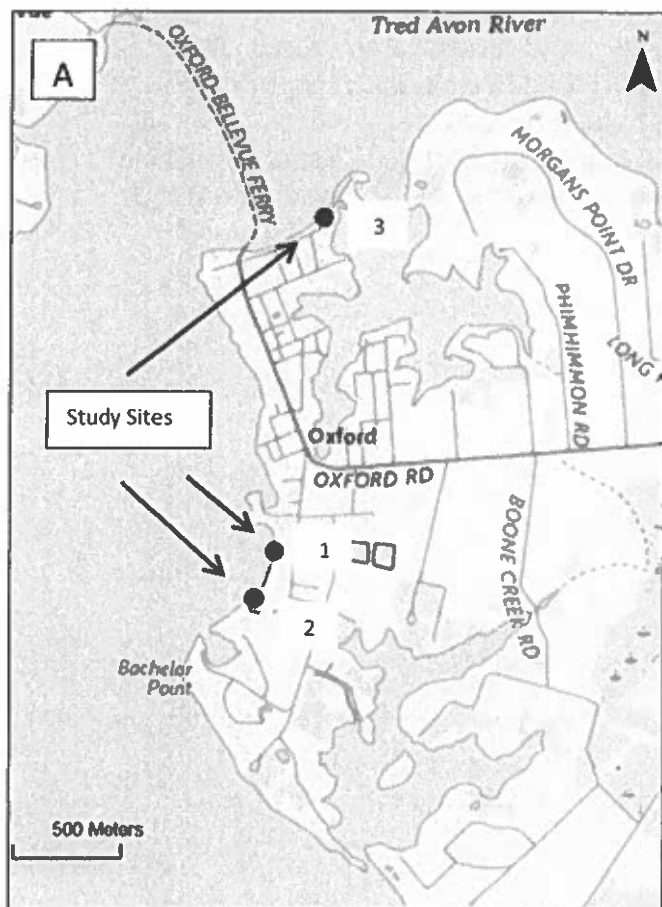
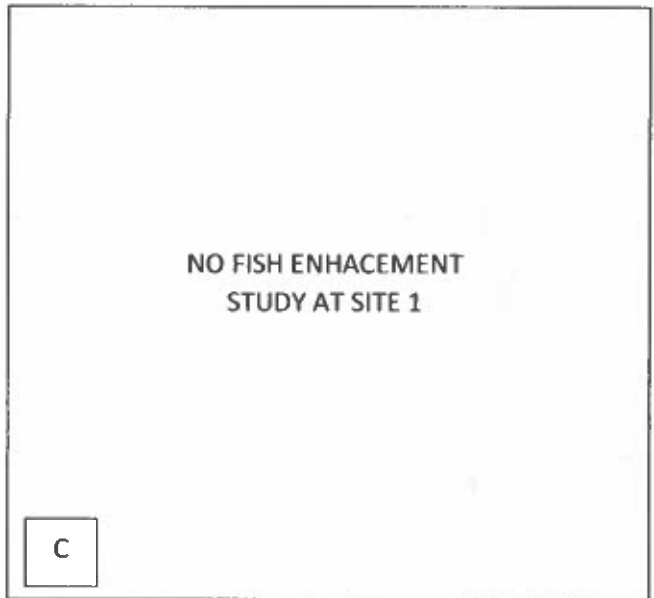
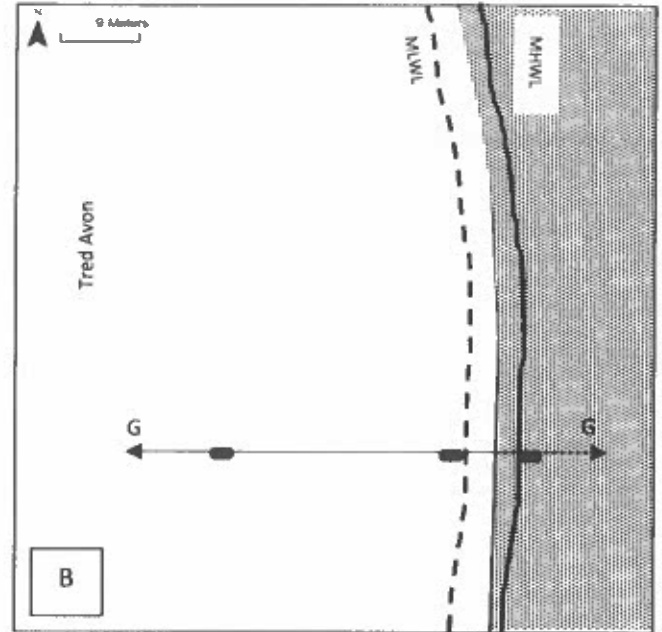
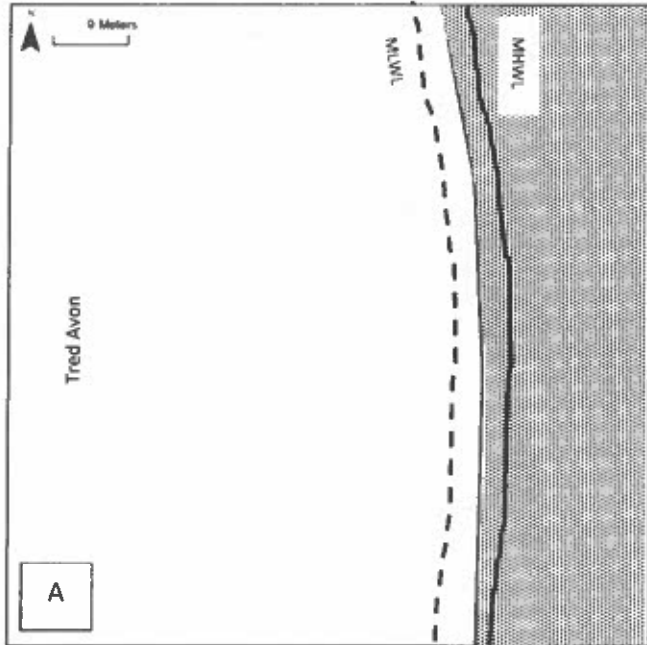


Figure 1. Vicinity Map and Aerial Photos. (A) Vicinity map of Oxford, Maryland and study site locations. (B) Aerial photo of Site 1 (unmodified shoreline) located on public access beach. (C) Aerial photo of Site 2 (traditional breakwater) located on Cooperative Oxford Laboratory campus. (D) Aerial photo of Site 3 (living breakwater) located on public access beach.



 Beach/Vegetated Habitat  
 Wave Logger

Figure 2. Site 1 Existing Condition and Proposed Conditions. (A) Existing condition of site 1. (B) Proposed conditions of site 1 during wave attenuation study. (C) Proposed conditions of site 1 during fish enhancement study.

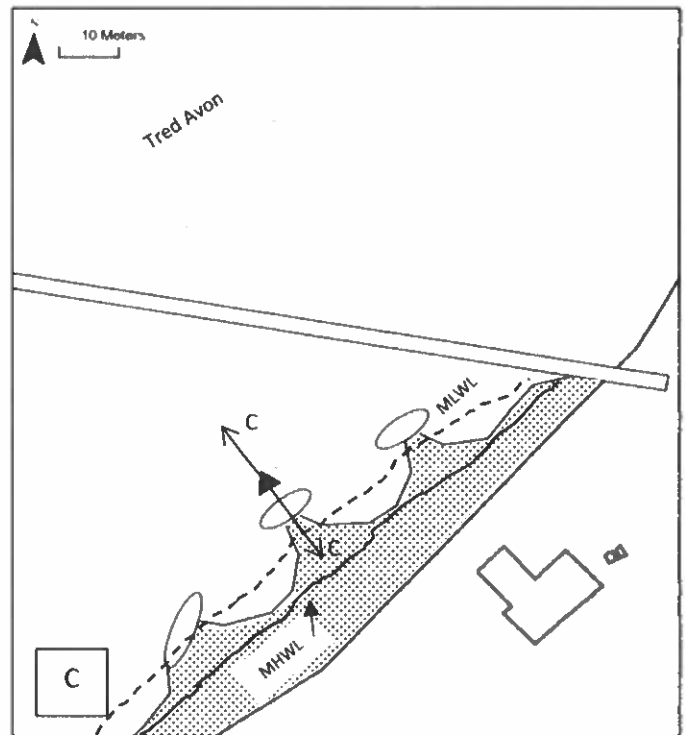
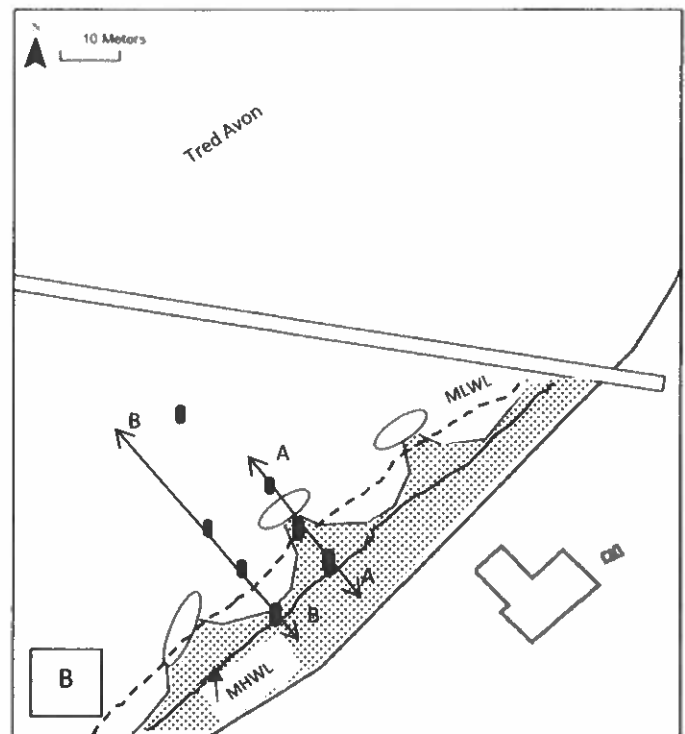
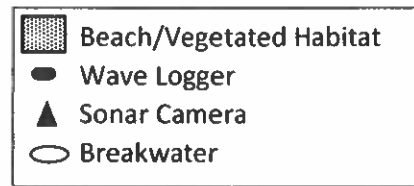
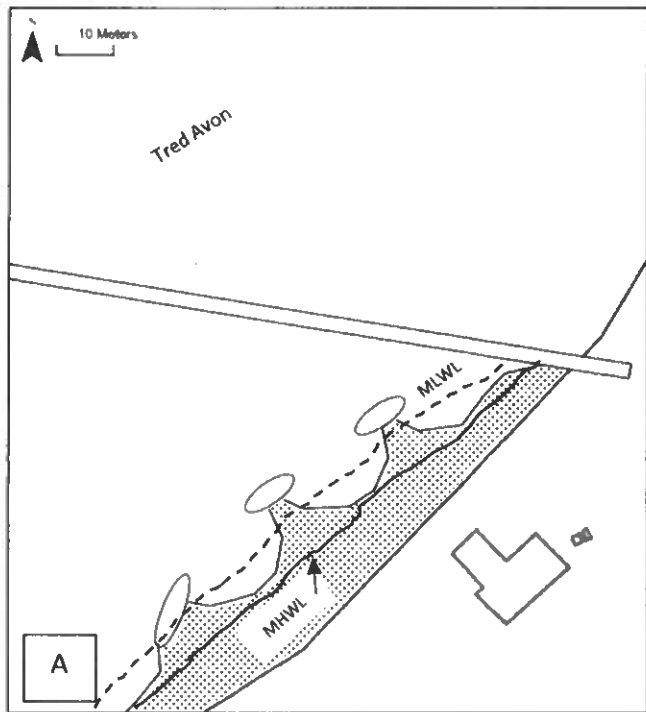
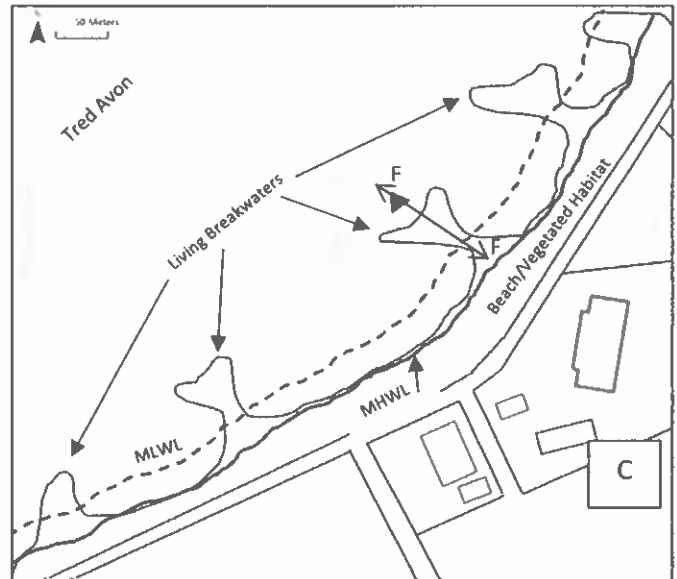
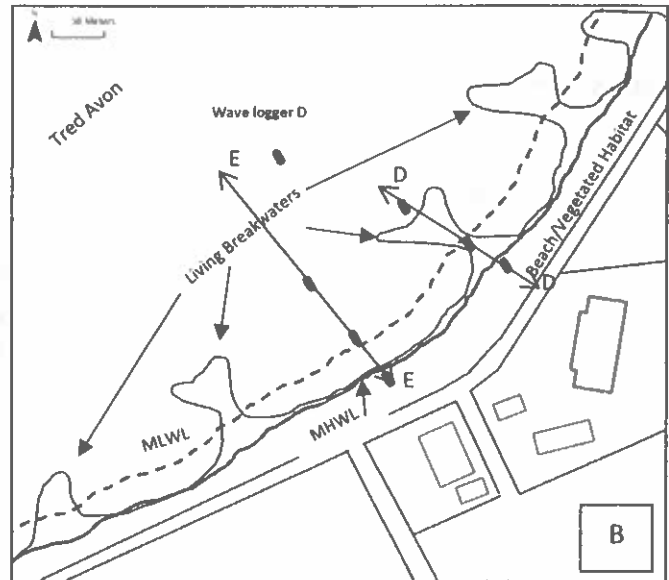
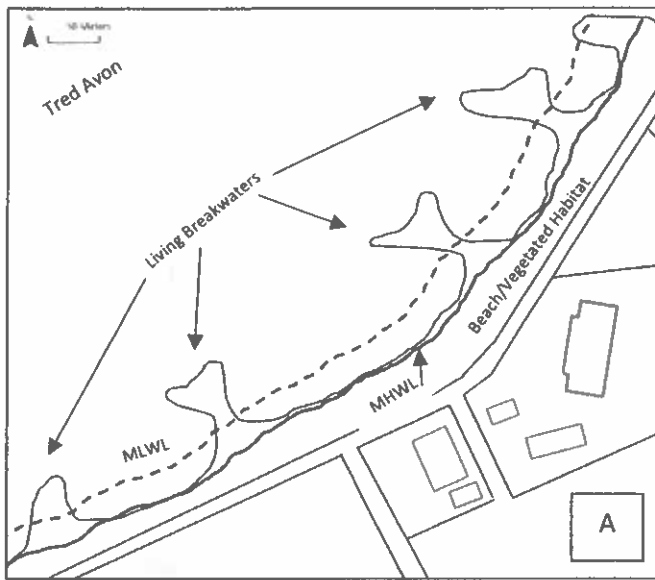


Figure 3. Site 2 Existing Condition and Proposed Conditions. (A) Existing condition of site 2. (B) Proposed conditions of site 2 during wave attenuation study. (C) Proposed conditions of site 2 during fish enhancement study.



- Wave Logger
- ▲ Sonar Camera
- Living Breakwater

Figure 4. Site 3 Existing Condition and Proposed Conditions. (A) Existing condition of site 3. (B) Proposed conditions of site 3 during wave attenuation study. (C) Proposed conditions of site 3 during fish enhancement study.

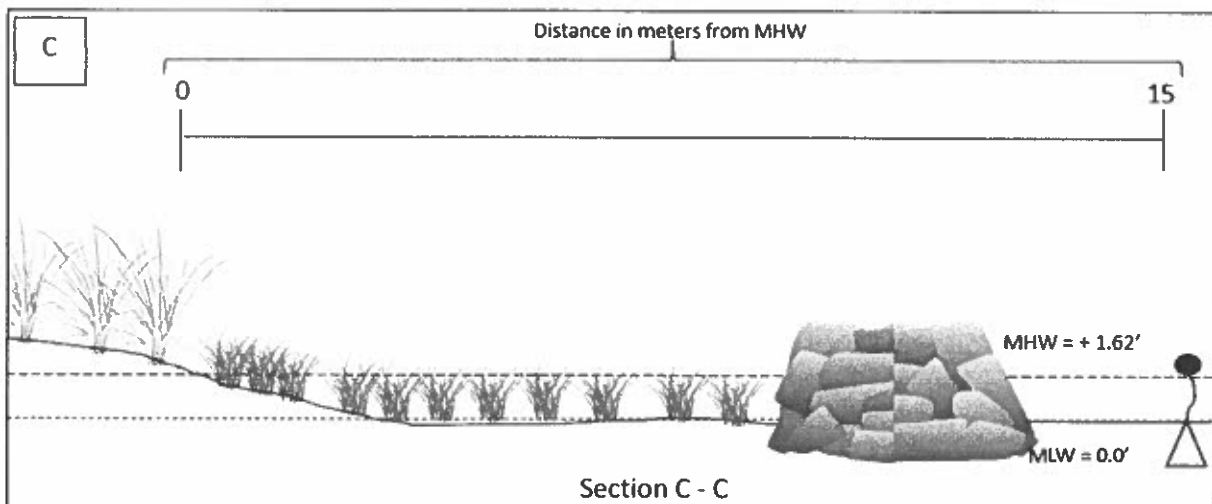
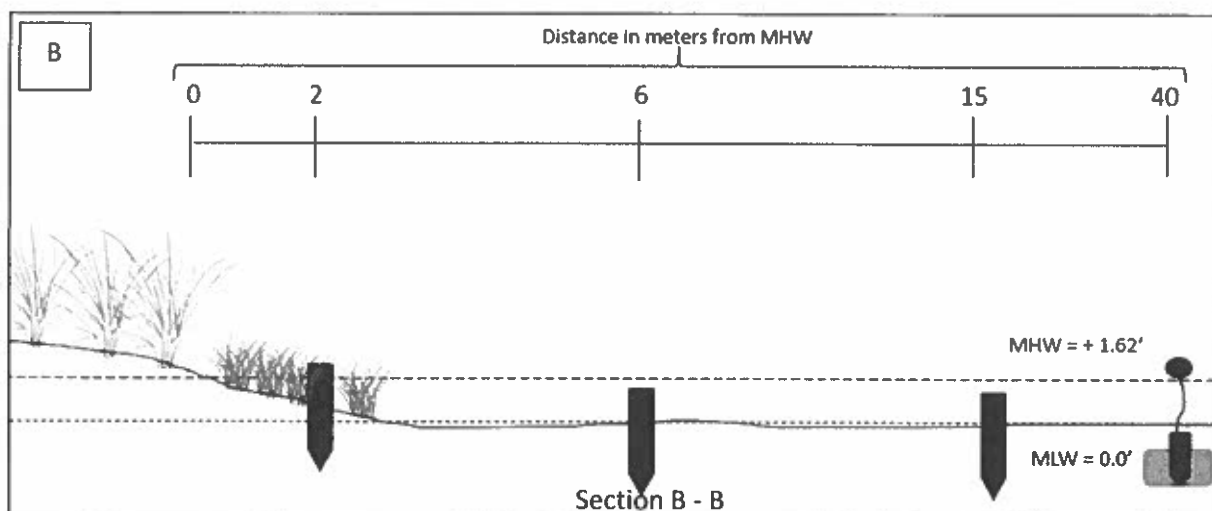
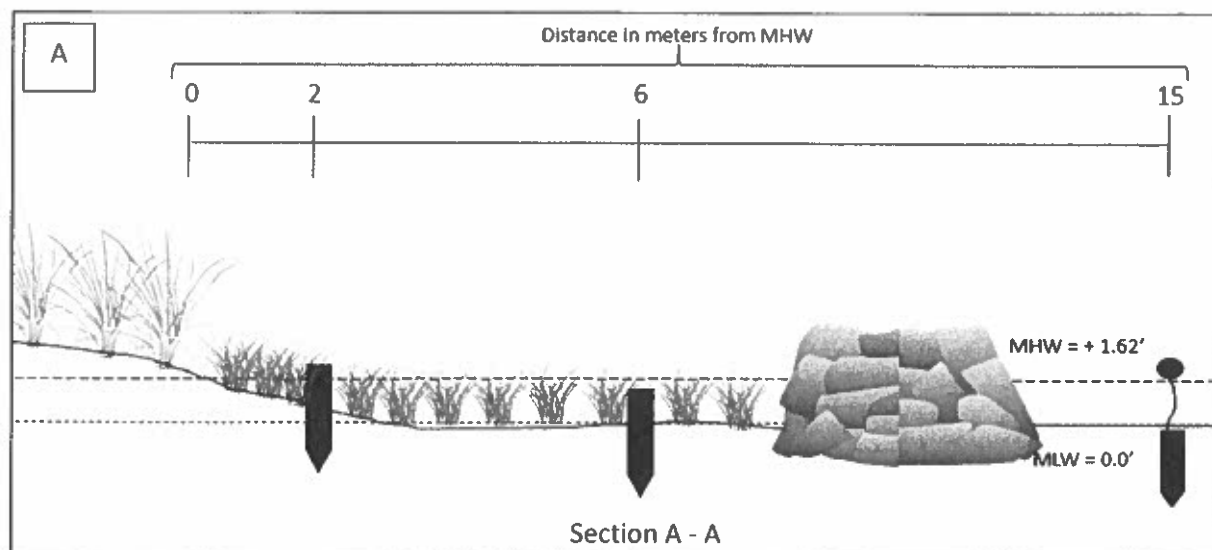


Figure 5. Cross-section for Site 2. (A) Breakwater cross-section during wave attenuation study. (B) Gap cross-section during wave attenuation study. (C) Breakwater cross-section during fish enhancement study.

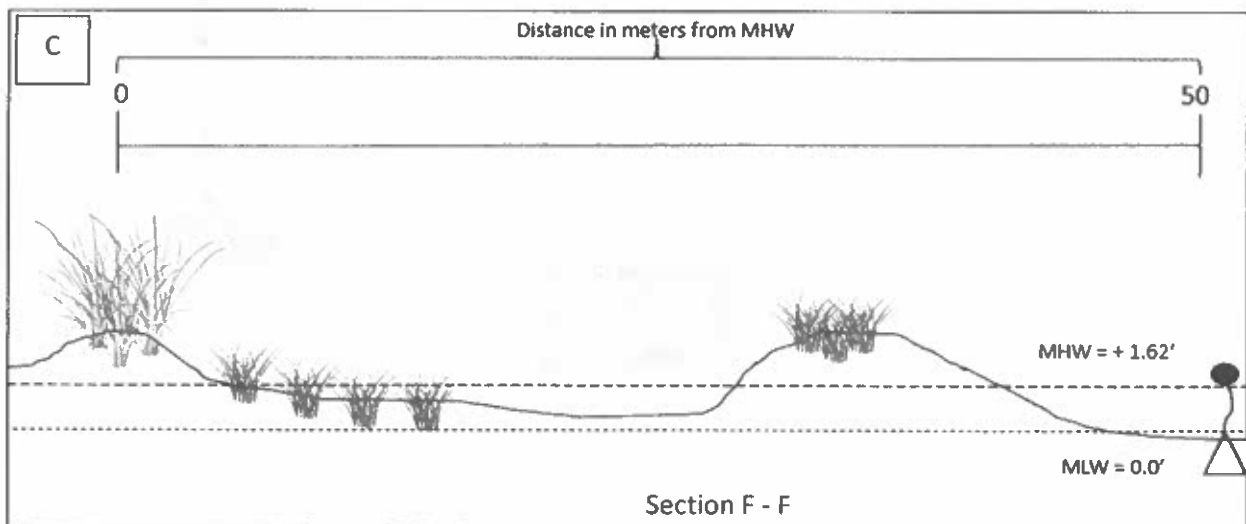
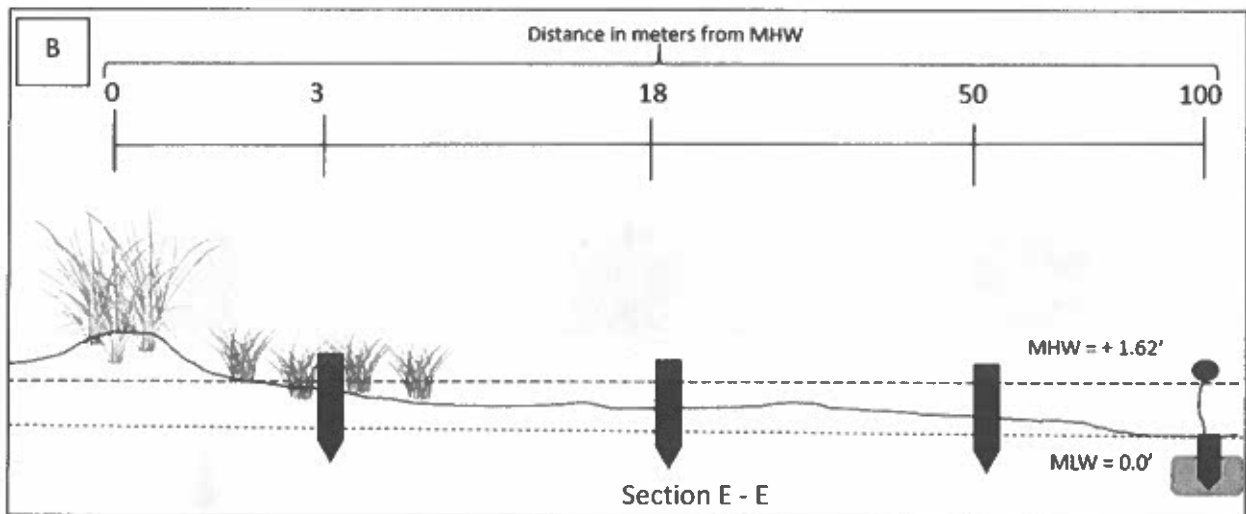
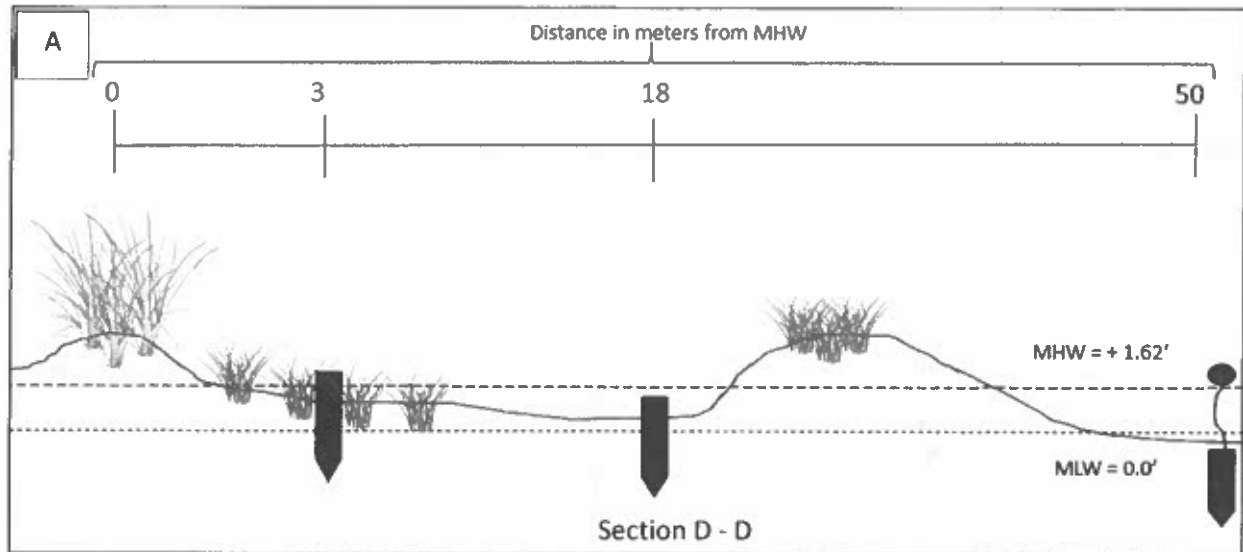


Figure 6. Cross-section for Site 2. (A) Living breakwater cross-section during wave attenuation study. (B) Gap cross-section during wave attenuation study. (C) Living breakwater cross-section during fish enhancement study.

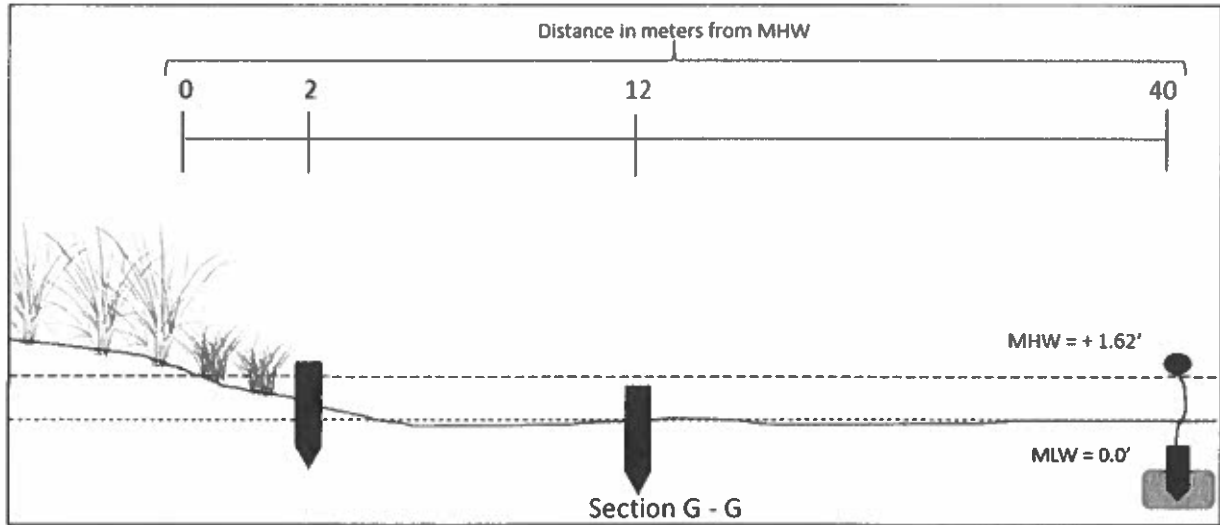


Figure 7. Cross-section for Site 1 During Wave Attenuation Study.

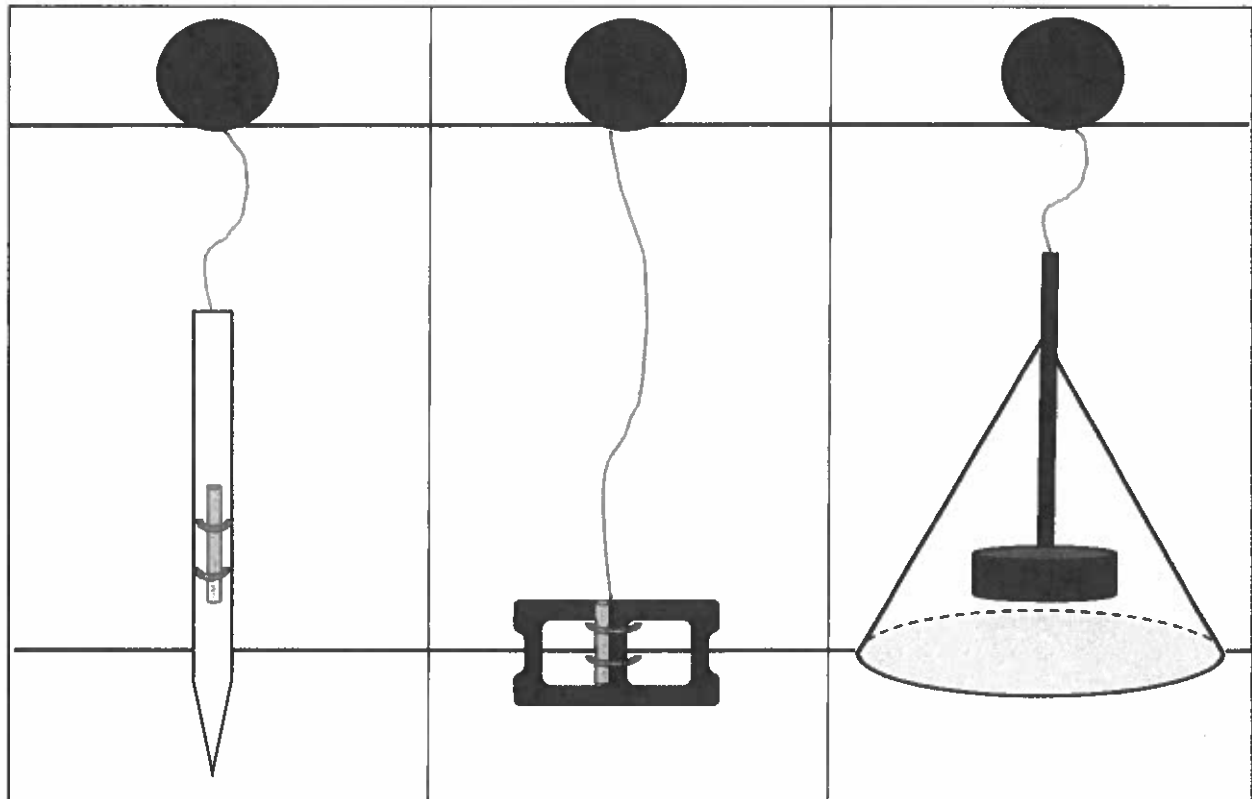


Figure 8. Schematic of Deployed Structures. (A) Wave logger (8 in x 1 in) attached to star picket (64 in x 2 in). (B) Wave logger attached to cinder block (8 in x 8 in x 16 in). (C) Acoustic sonar (6.65 in x 3.4 in x 9.82 in) attached to steel frame (36 in x 36 in).



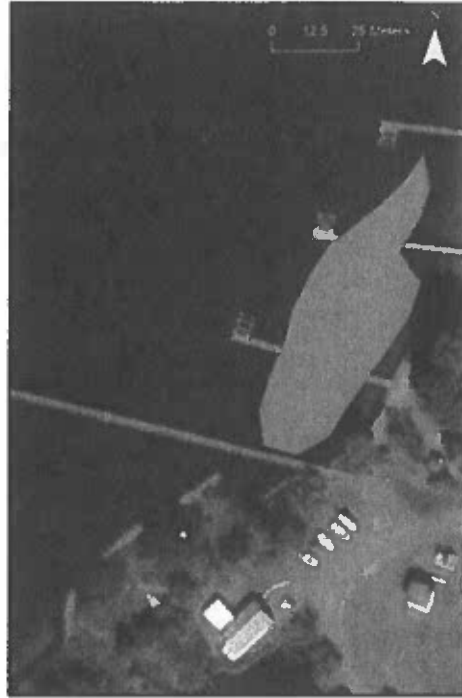


Figure 9. Submerged Aquatic Vegetation Map. Location of SAV bed in Oxford, MD during 2023 mapping surveys.

Timeline:

| <b>Research Activity</b>     | <b>May</b> | <b>Jun</b> | <b>Jul</b> | <b>Aug</b> | <b>Sep</b> | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> | <b>Additional Comments</b>                                      |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|---|
| Wave Logger Deployment       | █          | █          | █          | █          | █          | █          | █          | █          | wave loggers deployed bi-monthly at each site                   |
| Wave Logger Retrieval        | █          | █          | █          | █          | █          | █          | █          | █          | wave loggers collected at the end of four week period           |
| Sonar Deployment & Retrieval | █          | █          | █          | █          | █          | █          | █          | █          | sonar deployed for no more than 24 hours at each site bi-weekly |

\*Note: Deployment times outlined in this permit application are the maximum deployment times.

## Abstract

The Eastern Shore of the Chesapeake Bay region has one of the highest rates of water level rise in the U.S., due to sea level rise and sinking land. The Town of Oxford is at the forefront of managing and adapting to inundation risks using nature-based infrastructure and habitats, such as salt marshes, with state and federal partners. The proposed project will build the Eastern Shore's capacity to plan for and mitigate the impacts of coastal hazards (sea-level rise, coastal erosion, flooding and inundation). A grant writer for Oxford and the lower Shore will improve capacity and engagement with stakeholders, and bring those findings to neighboring counties and communities. Improved water level monitoring will provide real-time tide data needed to predict stormwater and tidal flooding. The third component will evaluate how newly installed and mature resilience projects perform and evolve. This initiative will help the Town, state, and NGO partners to maintain and enhance the ecosystem services of marshes, and inform the consideration and siting of natural infrastructure in county and municipal adaptation plans. Requested funds of \$1,060,000 will be used to hire one coastal physical oceanographer and a community-engagement grant writer, and will cover research and equipment costs.

## Project Narrative

### Proposed Research

The Eastern Shore of the Chesapeake Bay region has one of the highest rates of water level rise in the U.S., due to sea level rise and sinking land. The Town of Oxford is at the forefront of managing and adapting to inundation risks using nature-based infrastructure and habitats, such as salt marshes, with state and federal partners. The proposed project will build the Eastern Shore's capacity to plan for and mitigate the impacts of coastal flooding and inundation.

The Town of Oxford is located in Talbot County, which contains over 600 miles of waterfront, and is considered "ground zero" for coastal change impacts from sea level rise. An estimated 76,000 Maryland residents already live below 6 feet of the local high tide line, and sea level rise is accelerating. The majority of Oxford lies in the floodplain and is subject to stormwater flooding, severe storm events, shoreline erosion, and land subsidence. Flooding makes roads inaccessible, severely impedes access to homes and services. In 2017, NOAA's National Centers for Coastal Ocean Science (NCCOS) completed a site-specific Vulnerability Assessment for Oxford and Talbot County, identifying socioeconomic, structural, and ecological vulnerabilities to localized coastal hazard [impacts](#). The multi-year assessment confirmed that Oxford's flooding issues are expected to worsen with changing climate conditions.

The Town of Oxford has committed to incorporating nature-based approaches to coastal flood protection. Natural and nature-based features such as beaches, dunes, islands, wetlands, and reefs minimize shoreline erosion by absorbing and dampening wave energy and mitigate flooding by slowing the inland transfer of water during flood and storm events. The town has already made significant investments in natural shoreline improvement [projects](#), first including the concept as early as in their 2010 Comprehensive Town [Plan](#). In 2020, the Town received ~\$1.4 million in funding from the National Fish and Wildlife Foundation to build "living islands" and incorporate "living shorelines" at several high-priority unprotected sites identified in the Town's Stormwater Management and Shoreline Protection

Master [Plans](#). Currently, the Town is advancing the Oxford 2100 Visioning project, led by students at the University of Maryland and in partnership with the Maryland Department of Natural Resources and [NOAA](#). Oxford 2100 develops a master plan for adaptive landscape design that incorporates site-specific goals for flood protection. These efforts and the recently passed Bipartisan Infrastructure Law represent a generational investment in coastal habitat restoration and the strategic use of natural habitats to increase resilience to sea level rise and storm induced flooding.

*Evaluating performance of nature-based flood protection projects.* The concept of nature-based solutions is widely regarded as a positive approach to achieve resiliency outcomes in a manner that is supportive of ecosystem function and services. However, its rapid adoption has largely outpaced the scientific understanding of the long-term effectiveness in relation to climate pressures ([Novick et al., 2024](#)). Uncertainties remain in the performance and benefits of nature-based approaches, especially as compared to conventional hard infrastructure (vertical seawalls and bulkheads) and often, implementation is prioritized over performance monitoring negating the ability to incorporate new data into future designs. For example, the Oxford NFWF-funded projects include only basic biological monitoring (i.e., survival of planted grasses) and for a short time window prior to and following installation. As the Town embarks on its long-term climate adaptation journey, there is a clear need to proceed with a science-based approach to maximize the likelihood of success and optimize the substantial investment. In addition, with the number of existing nature-based infrastructure projects in place and planned in the Town of Oxford, it represents a unique opportunity to wholistically understand the synergistic impact of these efforts on the physical and ecological structure of the community.

↙ The proposed work will expand monitoring to assess wave attenuation, protective functions, and ecosystem services of nature-based flood protection projects. We will assess existing and new projects in Oxford and other Eastern Shore communities to better understand how these projects change over time and adapt to changing environmental conditions. We further envision partnering with NOAA to develop a web-based platform for publicly sharing all of the data collected (via the Town webpage and/or interactive Story Map).

Requested funds would support goal-based evaluation research, such as field surveys, updating NOAA sea level rise models for local biophysical conditions, and developing end-products. Monitoring efforts will be responsive to community needs and emphasize data collection that ensure the ability to quantify change over time as the project matures and responds to physical stressors (e.g., SLR, coastal storms). Requested funds will purchase wave and water level sensors that can be deployed at nature-based flood protection projects in Town to evaluate shoreline protection to erosion and inundation. Researchers will further collaborate with NOAA Center for Operational Oceanographic Products and Services and the National Weather Service to ensure collected water level data from COL water monitoring station can be converted into real-time, accurate flooding predictions. Currently, the Town of Oxford lacks the capacity to provide real-time, precise tidal information to its residents to predict flooding events and issue timely warnings. This information is also needed as part of the assessment efforts described above. Thus, there is tremendous opportunity to apply and extend NOAA's existing predictive sea-level rise and marsh change models to the local context in the Eastern Shore. The proposed research strategy strengthens the partnership between Oxford and the Cooperative Oxford Lab, leverages federal expertise to serve the immediate concerns of the town, and support Oxford's economic development. NOAA's NCCOS has funded work from 2019-2022 to analyze how marshes, submerged aquatic vegetation, and other natural features reduce wave energy and flood risks along Maryland's Chesapeake Bay and Atlantic coastal bays. Notably, NOAA's Cooperative Oxford Laboratory (COL) is a partnership between NCCOS, Maryland

Department of Natural Resources, and the US Coast Guard, and has been at the forefront of addressing resilience and recovery management challenges in Maryland.

The research component of this effort will be conducted in collaboration with the NOAA NCCOS Nature Based Infrastructure team, existing staff and efforts by COL to assess ecosystem services, and NFWF supported efforts by the University of Maryland.

*Community Capacity Building.* The second component of the proposed initiative will build capacity in Oxford and neighboring counties through community orientated technical assistance. The Commissioners of Oxford are committed to improving knowledge-sharing and capacity building on coastal resilience, both locally and across the Eastern Shore. The grant writer will work closely with the Oxford Commissioners in technical research to identify grant opportunities, and provide assistance in preparing grant applications with focus to underserved communities. In addition, this position will translate and share research findings, tools, and products to communities in the greater Talbot County, along with Kent, Queen Anne's, Dorchester, Wicomico, and Somerset Counties. Depending on input from these communities, this may include technical assistance to assess community vulnerability, plan flood mitigation projects, and grant-writing assistance for organizations applying for FEMA BRIC (Building Resilient Infrastructure and Communities) funding. This grant writer will help these communities benefit from the investment, expertise, and partnerships in Oxford, including at NOAA's Cooperative Oxford Lab.

This proposal not only fills an immediate research and capacity building need in vulnerable areas of the Eastern Shore, but will build a framework towards sustainable and equitable adaptation to sea level rise.

#### *Major activities*

- A. Real-Time Tidal Monitoring (Years 1-2) – A tidal monitoring station has been established at the Oxford Lab. In Years 1-2 of this project, real-time data delivery to the Town, Talbot County EMS, and the public will be established in accordance with user needs and stakeholder input.
- B. Wave attenuation studies (Years 1-2) – A multi-year monitoring effort will be conducted to examine the effectiveness of existing Town shoreline stabilization measures to attenuate wave energy. Sensors will be strategically placed at the current restoration site on the Strand, a hybrid living shoreline project, and unprotected site to evaluate performance in relation to wind speed and direction, tidal direction and amplitude, and wave height. Data collected from the wave attenuation study will be used to calibrate and validate wave model and provided to the Town as a tool to inform the 2100 Plan for the Town of Oxford.
- C. Shoreline accretion/erosion (Years 1-2) – Aerial imagery will be used to determine the extent of shoreline change at set intervals during the course of the 3-year study, as well as preceding and following major storm events.
- D. Stormwater Assessment (Year 1-2) – In collaboration with the Commissioners of Oxford and Community Resilience Committee, stormwater infrastructure will be assessed to increase understanding of existing capacity and identify potential adaptation strategies.
- E. Habitat Provision (Years 1-3) – A multi-year monitoring effort will be conducted to examine flora and fauna habitat provided by existing Town shoreline stabilization measures. It is anticipated that NOAA will continue this monitoring after the study period to develop longer-term understanding of nature-based stabilization measures.

- F. Development of fine scale tidal prediction for Oxford (year 2+) – Initial efforts will be conducted in Year 2 of the project to address the sufficiency of data to develop pilot predictions based on measured deviations from the CO-OPS Cambridge station and unique factors identified in this monitoring effort. It is anticipated that NOAA will continue validation of this approach after the study period.
- G. Community Engagement (Years 1-3) – The community-engaged grant writer is critical to performing outreach activities associated with maintaining transparency with Town residents, sharing research results both locally and with the Eastern Shore Community, and engaging in efforts to work through coastal inundation issues with underserved communities on the Eastern Shore. The position will engage with groups like Envision the Choptank, Shore River Keepers, the Nature Conservancy, academia and State government. Workshops will be organized for local communities and organizations to learn about funding opportunities and resources and share research, engineering solutions, policy, and concepts to build capacity for addressing climate adaptation locally.
- H. Synergistic Activities – New scientists and support staff will be physically located at COL in order to fully engage with COL staff and the Town. Beginning in 2024, COL staff are conducting biological assessments of the Strand Project and Living Shorelines in Oxford to provide needed information on ecological benefits. In addition, the University of Maryland is conducting additional studies on marsh height and vegetation. These activities are coordinated and supplement this proposal to broaden the scope and overall value of the study.
- I. Publications and Reports – (Years 1-3) – Throughout the process, communication will be prioritized by presentation, web presence and publications and reports. Annual workshop reports will be made publicly available to capture progress and recommendations. Publication in peer reviewed journals will also be pursued in Year 3 of the project. Full findings of the 3-year study will be summarized in a project completion report made available through the Town of Oxford web site.

### *Roles and Responsibilities*

The Commissioners of Oxford (PI) – The Commissioner of Oxford will be responsible for project guidance based on the needs of the Town, execution of sub awards, and procurement of equipment and supplies required for the project.

Dr. John Jacobs, Director of NOAA/NCCOS Oxford Laboratory – Dr. Jacobs will serve in a project management and consultation role and will be responsible for communication and coordination with among partners and stakeholders. He will provide office and laboratory space for the new scientists and field support through COL staff, as well as coordination with other entities of NOAA.

NOAA/NCCOS Oxford Staff – 1 Ph.D. scientists and 1 field biologist will be responsible for aspects of study design and implementation of physical and biological monitoring to enhance the overall utility of this project, and support of new hires in field activities and data analysis. These efforts are supported by NOAA and not directly by this grant. At request, the COL staff will support efforts to communicate research results to the Town.

NOAA/NCCOS Nature Based Infrastructure Team – This existing NOAA team routinely conducts monitoring and provides guidance across the country for Nature Based Solutions. The team will serve to assist PI's in design and implementation.

TBD Coastal Physical Oceanographer – A Ph.D. level Coastal Physical Oceanographer (or coastal/environmental engineer, coastal geologist, etc.) will be hired for this project who will be responsible for aspects of study design and implementation to characterize the physical environment and performance of Nature Based Solutions in the Town of Oxford relevant to traditional hard infrastructure. The Oceanographer will work with NOAA CO-OPS and NWS to implement local scale storm and tidal flood prediction model based on COL water monitoring station and Town water level sensors. The oceanographer will work closely with the Commissioners of Oxford and Community Resilience Committee to analyze local stormwater systems and identify adaptation strategies. At request, the oceanographer will support efforts to communicate research results to the Town.

TBD Community-Engaged Grant Writer – A MS level grant writer with a strong communications background will be hired for this project and will be responsible for providing technical assistance to applicants and grantees. Technical assistance includes researching grant opportunities, drafting, editing proposals, applications, and reports. The grant writer will engage with key stakeholder groups, underserved communities, and the larger Resiliency community to understand community values, history, and priorities. At request, grant writer may serve as a liaison to support efforts to communicate research results to the Town, providing data and summary products to meet stakeholder needs, and hosting workshops and volunteer opportunities.

Education Partnership Program with Minority Serving Institutions NERTO Interns – 1-2 internship opportunities will be offered annually to students participating in NOAA's Cooperative Science Centers to assist the research and communications team and gain experience. These internships are required by their program and fully funded.

### **Application to Management**

At the heart of this proposal is the 2100 plan for the Town of Oxford. The plan contains a variety of nature-based approaches to address storm water and sea level rise, but many uncertainties exist in the potential effectiveness. In this effort, we will directly address the most pressing concerns of the Town, and use information gained to inform and assist other coastal communities facing similar issues.

Projected outcomes and impacts of the proposed project include:

- Increased the resilience of Eastern Shore Communities to future sea level rise, and abatement of erosive losses;
- Increased ecosystem service provision, including flora and fauna habitat, water quality, fishing, and tourism;
- Increased local capacity and knowledge of nature-based approaches to increasing resilience to sea level rise and storm induced flooding;
- Real-time, precise tidal information for the town of Oxford and improved capacity to predict flooding events and issue timely warnings;
- Increased local understanding of stormwater system infrastructure and improved capacity to reduce extent and severity of climate impacts.
- On-the-ground data collection to establish baseline conditions against which to evaluate future performance of these projects over time;
- Greatly increased ability to evaluate project performance and track the extent to which nature-

- based projects are meeting their intended goals;
- Publicly available database with high resolution baseline data, furthering community support and understanding.

While close coordination between the Town of Oxford and the research team is inherent in defining priorities, transparency and communication with residents and those directly affected by climate impacts in Eastern Shore communities is critical. To address this need, we are employing a full-time grant writer whose primary role is to ensure stakeholders have the capacity, expertise, and resources to plan, develop, and implement resiliency projects. Further, we are employing a full-time oceanographer whose primary goal is to ensure existing resiliency projects are providing intended benefits and informing the Town on future resiliency projects. Regionally, the grant writer and oceanographer can provide valuable insight applicable to the larger Eastern Shore community. As part of the larger management plan, we will hold bimonthly coordination meetings with PI's, partners, and the Program Manager.

### **Data Management Plan**

Data collected during this study and observations obtained are intended for public use. As such, products produced will be displayed on NOAA NCCOS web sites with links provided to stakeholder sites, or in some cases directly on the Town web site (tidal height). All data will be managed in accordance with NOAA and NCCOS data management policy. This is currently being revised and reinvigorated within NCCOS but is central to data delivery within the organization.

### **Statement of Diversity and Inclusion**

The NOAA/NCCOS Oxford Laboratory has long partnered with NOAA's Education Partnership Program with Minority Serving Institutions (EPP/MSI) to offer student opportunities for engagement in science. Annually, 1-2 NOAA Experiential Research and Training Opportunity (NERTO) students from regional Cooperative Science Centers are provided mentorship at the lab, along with staff serving as committee members and research advisors to several local HBCU's. This proposal offers a unique learning experience and will be used as the basis for NERTO internships during the life of this project.

### **Permits**

The NOAA Cooperative Oxford Lab maintains an annual permit with the Maryland Department of Natural resources which covers all sampling required for this study for staff, interns and associated scientists. No other permits should be required as the tidal station is radar based (land or pier mounted) and does not require in water structure.

### **References**

Linked in text for convenience

**Budget Narrative**

- A. Personnel** – There are no direct costs for personnel associated with employees of the Town of Oxford. Activities of Town employees associated with grant administration, communication, and procurement of supplies and equipment will be provided at no cost. Similarly, personnel associated with the project from the NOAA Oxford Lab Including PI Jacobs are Federal employees and are not eligible for funding.
- B. Fringe Benefits** – None
- C. Travel** – None
- D. Equipment** – Equipment cost for the project solely reflect the procurement of devices required for the assessment of coastal change and habitat suitability. A total of \$196,700 is requested for items to be used for this project and future efforts.
- E. Supplies** – 18K, 16K, and \$16k per year respectively are requested for general field and other supplies associated with the project activities.
- F. Contractual** – Funds requested will be applied to contractual services related to leveling of COL tide station. A contract for leveling is required annually for 5 years and will be awarded in year 1 at 20K total.
- G. Construction** – None
- H. Other** – Funds are requested for facility rental and facilitator costs for annual community workshops (4K/yr). Staffing contractual services will be a sub award and detailed in a separate budget narrative below and SF424A for \$776,300.
- I. Indirect Costs** - None

**Building Resiliency Budget Summary**

|                        | <b>Year1</b> | <b>Year 2</b> | <b>Year 3</b> |
|------------------------|--------------|---------------|---------------|
| A. Personnel           | \$0          | \$0           | \$0           |
| B. Fringe              | \$0          | \$0           | \$0           |
| C. Travel              | \$0          | \$0           | \$            |
| D. Equipment           |              |               |               |
| -Wave pressure sensors | \$90,000     | \$0           | \$0           |
| -Drone                 | \$23,700     | \$0           | \$0           |
| -Sonar camera          | \$45,000     | \$0           | \$0           |
| -Water level sensors   | \$5,000      | \$0           | \$0           |
| -Topcon GPS GNSS kit   | \$32,000     | \$0           | \$0           |
| -Spectra laser level   | \$1,000      | \$0           | \$0           |
| E. Supplies            | \$18,000     | \$16,000      | \$16,000      |
| F. Contractual         |              |               |               |



|                            |                    |                 |                    |
|----------------------------|--------------------|-----------------|--------------------|
| -Leveling contract         | \$6,667            | \$6,667         | \$6,667            |
| G. Construction            | \$0                | \$0             | \$0                |
| H. Other                   |                    |                 |                    |
| -Facility rental/moderator | \$4,000            | \$4,000         | \$4,000            |
| -Publication               |                    | \$1,000         | \$4,000            |
| -Sub award UMCES           | \$776,300          |                 |                    |
| I. Indirect Costs          | \$0                | \$0             | \$0                |
| <b>Total</b>               | <b>\$1,015,000</b> | <b>\$21,000</b> | <b>\$24,000</b>    |
|                            |                    |                 | <b>\$1,060,000</b> |

**Building Capacity for Sea Level Rise Adaptation on the Eastern Shore – Sub-Award to University of MD Center for Environmental Science**

**Budget Narrative**

- A. Personnel** – Science staff associated with this project will be provided through a sub-award to the University of Maryland, Center for Environmental Science, Horn Point Laboratory. Personnel will include a Physical Oceanographer, Post doctoral at 75K/yr \*3 yrs, and a Community-Engaged Grant Writer at 65K/yr\* 3 Years. A 5% annual increase in salary has been included.
- B. Fringe Benefits** – Fringe benefits are calculated at a rate of 36%.
- C. Travel** – Travel is included to cover local costs associated with the project and meetings for years 1 and 2 at 5K each. 10K is requested in year three to present final results at a national meeting.
- D. Equipment** – Equipment budget request is through the Town of Oxford
- E. Supplies** – Supplies budget request is through the Town of Oxford
- F. Contractual** – None
- G. Construction** – None
- H. Other** – None
- I. Indirect Costs** – The University of Maryland rate for personnel who will remain off camps has been applied at 26%.

\*\*\*\*Budget worksheet for UMD sub award is included separately as an excel file named "HPL Sub-Award".



**Position Title: Coastal Physical Oceanographer**

**Job Description Summary & Additional Information:** The University of Maryland Center for Environmental Science (UMCES) Horn Point Laboratory (HPL) invites applications for the position Coastal Physical Oceanographer. This position was developed by a three-year cooperative agreement with the UMCES HPL and National Centers for Coastal Ocean Science (NCCOS) Cooperative Oxford Laboratory (COL) under NOAA's National Ocean Service (NOS) to "Build Capacity for Sea Level Rise on the Eastern Shore". The coastal physical oceanographer will serve as a co-lead of this large-scale cooperative agreement and will play a primary role in the overall project management and implementation. In coordination with project Principal Investigators (PIs), the oceanographer will lead or co-lead several core activities including the development of hydrodynamic modeling of the effect of coastal nature-based solutions on wave attenuation; the hydrodynamics of shoreline restoration; and assess flood risk to include interaction of storm tide and heavy rainfall. The oceanographer will work closely with the Town of Oxford and the Town's Community Resilience Committee to analyze existing rain-fall and tidally driven flooding controls and provide engineering design recommendations. At request, the oceanographer will support efforts to communicate research to the community.

This position is full time and will be based in Oxford, Maryland with a term contract of 36 months.

**Minimum Qualifications:**

- A Ph.D. in Oceanography, Coastal Engineering, Coastal Geology, or a related field.
- Demonstrated experience with numerical hydrodynamic and morphologic modeling.
- Demonstrated experience with coastal modeling programs (X-beach, Delft3D, SWAN, or similar models) and programming languages (Python, Matlab, R).
- Demonstrated experience with GIS software and geospatial analysis.

**Required Application Materials:**

- Cover letter
- Resume/cv
- List of three references

**Position Title: Community Engaged Grant Writer**

**Job Description Summary & Additional Information:** The University of Maryland Center for Environmental Science (UMCES) Horn Point Laboratory (HPL) invites applications for the position Community Engaged Grant Writer. This position is through a three-year cooperative agreement with UMCES HPL and National Centers for Coastal Ocean Science (NCCOS) Cooperative Oxford Laboratory (COL) under NOAA's National Ocean Service (NOS) to "Build Capacity for Sea Level Rise on the Eastern Shore". The grant writer will be responsible for providing technical assistance to applicants and grantees. Technical assistance includes researching grant opportunities, drafting, editing proposals, applications, and reports. The grant writer will engage with key stakeholder groups, underserved communities, and the larger Resiliency community to understand community values, history, and priorities. At request, grant writer may serve as a liaison to support efforts to communicate research results to the Town, providing data and summary products to meet stakeholder needs, and hosting workshops and volunteer opportunities.

This position is full time and will be based in Oxford, Maryland with a term contract of 36 months.

**Minimum Qualifications:**

- A M.S or M.A in Marine Science, English, Communications, or other related fields
- Demonstrated experience in grant writing and/or grant development in STEM fields
- Demonstrated experience developing or managing stakeholder and non-profit partnership relationships
- Demonstrated experience with project budgeting

**Required Application Materials:**

- Cover letter
- Resume/cv
- List of three references