

## COMMISSIONERS MEETING

March 10, 2009

### LOCATION

Commissioners Meeting was held in the meeting room of the Community Services Building on March 10, 2009. President Klair called the meeting to order at 7:30 p.m.

### PRESENT

Commissioners present were James Klair, Peter Dunbar and Timothy Kearns. Town Attorney David Thompson and a Star Democrat representative were in attendance. There were seven (7) people in attendance.

### APPROVAL OF MINUTES

The minutes of February 24, 2009 were approved as distributed.

### MAINTENANCE REPORT

Scott DeLude, Public Works Superintendent, gave the Maintenance Report that consisted of the following:

1. The seven (7) streets that need to be patched due to water leaks will be patched starting next week. The cost will not exceed budgeted amount for street repairs.
2. The snow removal went well last week and the residents of the town were very understanding.
3. Interviews are being set up to fill the vacancy in the Public Works Department. It is hopeful that the new employee will be starting by the first of April.
4. The main lift station generator and the Bonfield station generator are being rebuilt by the Public Works Department. This should provide a few more years of use from the generators. The generator at the main lift station will cost about \$1,500.00 and Bonfield generator about \$1,000.00.

President Klair thanked the Public Works Department for handling the snow removal so efficiently.

President Klair asked Scott to give the Commissioners a short list of applicants with their qualifications in order for the Commissioners to give input.

Scott advised the Commissioners that State Highway Administration is marking Morris Street for patching. President Klair suggested that Scott get in touch with Mr. Lindsay, District Engineer of SHA, and explain that Oxford Day is April 25<sup>th</sup> and we would like the streets to be in good condition.

Commissioner Dunbar announced that a letter has been received from Department of Natural Resources advising that no rare, threatened or endangered species are within the boundaries of the Cross Street Pedestrian Walkway. Scott will get in touch with Critical Area Commission to find out what materials are suitable for the walkway.

### POLICE REPORT

In the absence of Chief Borga, Lt. Maxwell gave the Police Report that consisted of the following:

- 7 - Police Information
- 1 - Accident (deer) no injuries
- 2 - Assist the Fire Department

Lt. Maxwell reminded everyone to report any suspicious activities.

President Klair thanked Lt. Maxwell for the updates during the snowfall on March 1<sup>st</sup>.

John Cahall, 110 Oxford Rd., asked the Commissioners to let anyone that may get in touch with them that needs their driveway cleared during a snow to give his name to them. Mr. Cahall does this on a voluntary basis.

#### OXFORD FIRE COMPANY

Steve Mroczek, Oxford Fire Company, presented the Oxford Volunteer Fire Company's report. Mr. Mroczek reported the fire company responded to seven calls for mutual assistance during the last two weeks and six ambulance calls. The fire company held a drill at Pier Street on Sunday practicing excavation from a car. Mr. Mroczek requested that the Commissioners write to their legislators regarding SB650 and SB764 which will restructure the volunteer fire companies. Mr. Mroczek announced that the dinner that was cancelled due to the snowstorm will be held on April 6, 2009 and chicken and dumplings will be served.

#### Swear In New Alternate Member - Historic District Commission

At this time Jennifer Stanley was sworn in as an alternate member on the Historic Commission. President Klair presented the Oath of Office to Ms. Stanley.

#### Request To Be On Agenda - Pat Jessup - Oxford Museum

Pat Jessup, President of Oxford Museum, requested that the town consider a contribution in their upcoming budget to help keep the Museum operational. Ms. Jessup reminded everyone of the upcoming John Moll exhibit. This exhibit will be held off site and will have an admission charge. The Museum hopes to make payments on the mortgage principal and continue to host exhibits and programs of high interest and low cost.

Commissioner Dunbar stated that the town is willing to put articles in the town newsletter, quarterly newsletter, to help the Museum get word out about upcoming events and the need for donations.

#### Request To Be On Agenda - Dorette Murray - Oxford Museum

Ms. Murraray explained that the group that will be building the wigwam for the Native American Project for the Museum is an adventuring club based in Easton, but have members from all over the shore. The group will be gathering wood for the wigwam on March 21<sup>st</sup> and will be building the wigwam on the 22<sup>nd</sup>. The group has asked permission to camp overnight in the Town Park and they will be using tents. There will no fires and no cooking. After a short discussion, President Klair made a motion to allow the group to camp in the park from March 21<sup>st</sup> until March 22<sup>nd</sup> as long as they execute a hold harmless agreement with the town. Commissioner Kearns seconded motion. Commissioners voted on this 10<sup>th</sup> day of March 2009.

Aye - James Klair  
Aye - Peter Dunbar  
Aye - Timothy Kearns

#### Request To Be On Agenda - Lonnie Heflen - WSI - wastewater treatment system

Mr. Heflen, WSI International, gave a presentation about WSI International, LLC and their design/build wastewater engineering services. Mr. Heflen explained that WSI meets designing and engineering to meet the most stringent discharge and operational standards. They have on-staff engineers with a combined thirty five (35) years experience in wastewater treatment. They have designed plants for Costa Rica, Hawaii and are completing a wastewater treatment facility design for Queenstown. The Queenstown plant will be able to handle a discharge of 400,000 gallons/day. The design is a bio-chip reactor (BCR). Advantages to BCR system is high biomass concentration, increased treatment capacity, operational stability, reduced sludge production, low cost operation and maintenance, exceeds current MDE ENR discharge limits and meets more restrictive discharge limits. The system would have a dissolved air flotation (DAF) which allows removal of solids in a small

footprint. There would be a cloth filter media . This allows effluent polishing for removal of total suspended solids. The system would have a chlorine disinfection system on site that allows for twenty four (24) hour disinfection solution storage in a fully enclosed unit which protects personnel and equipment. The sludge would be handled in a de-watering box that is sealed to prevent odors. The boxes reduce hauling and disposal costs. The systems are designed to compliment local architecture and there is a small plant footprint. The Queenstown project will cost approximately six million dollars. If Oxford went with this type of plant and discharged into Town Creek, there would no pollutants. Mr. Heflin closed by stating that WSI feels they can design an efficient wastewater plant for the Town of Oxford.

President Klair once again reminded everyone that the Commissioners are not making a decision at the present time regarding the waste water treatment plant and there are no problems with the plant in Oxford at this time, the Commissioners are looking into the future.

#### PUBLIC HEARING - ORDINANCE 0903 - Adopting 2006 Building Code

President Klair announced that Ordinance 0903 has been advertised in the Star Democrat in accordance with the applicable provisions of the Charter of the Town of Oxford. Ordinance 0903 is “AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2006 EDITION OF THE INTERNATIONAL BUILDING CODE, AS AMENDED BY THIS ORDINANCE, AS THE BUILDING CODE OF THE TOWN OF OXFORD, AND REPEALING ALL PRIOR BUILDING ORDINANCES IN CONFLICT HEREWITH.” This ordinance was introduced on February 10, 2009 by President Klair. President Klair opened the Public Hearing. There being no discussion, President Klair closed the Public Hearing. Commissioner Kearns made a motion to adopt Ordinance 0903. Commissioner Dunbar seconded motion. Commissioners voted on this 10<sup>th</sup> day of March 2009.

Aye - James G. Klair

Aye - Peter Dunbar

Aye - Timothy B. Kearns

Ordinance 0903 passed.

#### PUBLIC HEARING - ORDINANCE 0904 - Adopting 2006 Residential Code

President Klair announced that Ordinance 0904 has been advertised in the Star Democrat in accordance with the applicable provisions of the Charter of the Town of Oxford. Ordinance 0904 is “AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING THE 2006 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE, AS THE OXFORD RESIDENTIAL BUILDING CODE FOR ONE- AND TWO-FAMILY DWELLINGS, AND REPEALING PRIOR BUILDING CODE ORDINANCES.” President Klair opened the Public Hearing. There being no discussion, President Klair closed the Public Hearing. Commissioner Kearns made a motion to adopt Ordinance 0904. Commissioner Dunbar seconded motion. Commissioners voted on this 10<sup>th</sup> day of March 2009.

Aye - James G. Klair

Aye - Peter Dunbar

Aye - Timothy B. Kearns

Ordinance 0904 passed.

#### NEW BUSINESS

##### Wastewater Treatment Plant

Commissioner Kearns announced that a letter has been received from Jeanne Torrey objecting to Oxford piping wastewater to Easton Utilities. President Klair again reiterated that the Commissioners are not making any decisions at this time for the future of the wastewater treatment plant. The only thing being done is to put options in Talbot Counties Comprehensive Plan in order for the Town of Oxford to be eligible for grant money in the future.

A letter was received from Mitchell Nathanson, President of Oxford Boatyard, regarding the future of Oxford’s wastewater treatment plant and commenting that this issue should be made aware to the citizens. Commissioner Kearns commented that the wastewater plant has been

discussed at numerous town meetings over the past four (4) years, there have been workshops and several write ups have appeared in the Star Democrat following town meetings. The problem is that not many citizens attend the town meetings. The town meetings are always held on the second and fourth Tuesday of each month at 7:30 p.m., where town business is conducted.

#### Community Center

A letter has been received from Eric Mihan, Chair of Capital Campaign, informing the Commissioners that the Community Center is trying to secure funds for capital improvements from the American Recovery and Reinvestment Act.

#### Oxford Community Pool and Regional Stormwater Pond

President Klair announced that a report of subsurface exploration and geotechnical consulting services for the Oxford Community Pool and Regional Stormwater Pond for the town has been received from John D. Hynes & Associates, Inc. The Commissioners have not had a chance to review this report, since they received the report at tonight's meeting. After reviewing the report they will contact the pool committee.

#### Lorraine's

The owner of Lorraine's questioned whether there will be a problem with selling lemonade and Italian ice water outside on her property. The property is located at 102 South Morris St. and is zoned C2. The Commissioners agreed that as long as this was being sold on her property, there is nothing wrong with it.

#### UNFINISHED BUSINESS

##### Flooring for Town House

Tim Moore gave the Commissioners a quote for repairing and replacing the tile flooring at the Town House. The quote to do both units is \$2160.00. Commissioner Kearns made a motion to have the work completed. Commissioner Dunbar seconded motion.

Aye - James G. Klair

Aye - Peter Dunbar

Aye - Timothy B. Kearns

##### Short Term Rentals

A letter was received from John and Madeleine Yates, 228 South Street, regarding short term rentals. Mr. & Mrs. Yates rent their home short term. They suggested some solutions to short term rentals rather than banning short term rental.

President Klair stated that sometime ago the Commissioners met with George Gaffney and a few owners of businesses to discuss short term rentals. The Commissioners asked the group to come up with some suggestions on how an ordinance could be written for short term rentals. This information has not been received and up to the present the Commissioners have not chosen to regulate short term rentals. The letter from Mr. & Mrs. Yates has put forth why they have short term rental and how the town could regulate the perceived problem. The Commissioners have not seen any real problems with short term rentals so far and have not seen a reason to regulate. President Klair stated that input is needed from both sides, that the Commissioners can not listen to one side only. President Klair will be sending a letter to Mr. Gaffney.

##### Living Shoreline

Commissioner Dunbar stated that EPA has opened up an opportunity with the Stimulus Package to get a grant for the living shoreline at Town Park. Commissioner Dunbar suggested that the town submit information.

## Community Center

Commissioner Dunbar announced that Community Center Bond Hearing will be held on Monday, March 16<sup>th</sup> at 9:00 a.m. and he will be attending the hearing.

## ATTORNEY

### Resolution 0907

Attorney Thompson advised the Commissioners that the Community Center must have a Resolution passed granting an Historical Easement on the property in order for grant money to be made available for the Community Center. A plat has been prepared by Lane Engineering with the description of the land. Attorney Thompson read Resolution 0907 in its entirety which is "A RESOLUTION OF THE COMMISSIONERS OF OXFORD TO GRANT HISTORIC PRESERVATION EASEMENT UPON THE OXFORD SCHOOL IN CONSIDERATION OF GRANT FUNDS TO BE MADE AVAILABLE." President Klair made a motion to adopt Resolution 0907 of the Commissioners of Oxford to grant a Historic Preservation Easement upon the Oxford School in consideration of grant funds to be made available. Commissioner Dunbar seconded motion.

Aye - James G. Klair

Aye - Peter Dunbar

Aye - Timothy B. Kearns

Resolution 0907 passed this 10<sup>th</sup> day of March 2009.

### Ordinance 0906

Attorney Thompson presented the Commissioners with an Ordinance to repeal Section 31.20 and re-enact Section 31.20 to refer to current Historic District Guidelines. When the 2006 guidelines were prepared by the Historic Commission they were not adopted in the zoning ordinance. Workshops were held by the Historic Commission to rewrite the guidelines and the Town Commissioners attended some of the workshops. The final request to incorporate the guidelines into ordinance form did not happen. Ordinance 0906 will incorporate the 2006 guidelines into the zoning ordinance. Attorney Thompson read Ordinance 0906 in its entirety. President Klair introduced Ordinance 0906 which is "AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE TOWN OF OXFORD BY REPEALING SECTION 31.20 OF THE OXFORD ZONING ORDINANCE, AND RE-ENACTING SECTION 31.20 TO REFER TO THE CURRENT (2006) HISTORIC DISTRICT GUIDELINES FOR THE CONSTRUCTION OR REHABILITATION OR MODIFICATION OF STRUCTURES LOCATED IN THE OXFORD HISTORIC DISTRICT."

### Ordinance 0905

Attorney Thompson presented the Commissioners with Ordinance 0905. This ordinance will authorize the issuance and sale of a general obligation installment bond by the Town of Oxford, the borrower, in a principal amount not exceeding nine hundred forty thousand dollars pursuant to the authority of the Maryland Water Quality Financing Administration Act. This loan will be zero interest. An earlier bond bill ordinance was passed by the Commissioners, but had to be replaced with Ordinance 0905 since the loan is now an interest free loan. President Klair introduced Ordinance 0905 which is "AN ORDINANCE OF THE COMMISSIONERS OF THE TOWN OF OXFORD, AUTHORIZING THE ISSUANCE AND SALE OF A GENERAL OBLIGATION INSTALLMENT BOND BY THE TOWN OF OXFORD, A BODY CORPORATE AND MUNICIPAL CORPORATION OF THE STATE OF MARYLAND (THE "BORROWER"), IN A PRINCIPAL AMOUNT NOT EXCEEDING NINE HUNDRED FORTY THOUSAND DOLLARS (\$940,000) PURSUANT TO THE AUTHORITY OF THE MARYLAND WATER QUALITY FINANCING ADMINISTRATION ACT (CODIFIED AS SECTIONS 9-1601 TO 9-1622, INCLUSIVE, OF THE ENVIRONMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND) (2007 REPLACEMENT CODE OF MARYLAND (2005 REPLACEMENT VOLUME AND 2008 SUPPLEMENT) AND SECTION C6-20 OF THE CHARTER FOR THE TOWN OF OXFORD, THE BOND, TO BE DESIGNATED "TOWN OF OXFORD DRINKING WATER BOND" (THE "BOND"), THE NET PROCEEDS OF THE SALE THEREOF TO

BE USED AND APPLIED FOR THE PUBLIC PURPOSE OF FINANCING OR REFINANCING OF PUBLIC INFRASTRUCTURE IMPROVEMENTS RELATING TO THE CONSTRUCTION OF A NEW DRINKING WATER WELL AND THE INSTALLATION OF A NEW ARSENIC REMOVAL SYSTEM AT THE BORROWER'S WATER TREATMENT PLANT TO MEET MORE STRINGENT FEDERAL DRINKING WATER STANDARDS AS MORE PARTICULARLY DESCRIBED HEREIN, TOGETHER WITH THE ACQUISITION OF ALL NECESSARY PROPERTY RIGHTS AND EQUIPMENT, AND RELATED ARCHITECTURAL, FINANCIAL, LEGAL, PLANNING AND ENGINEERING EXPENSES; AUTHORIZING THE EXECUTION OF A DRINKING WATER LOAN AGREEMENT BETWEEN THE BORROWER AND THE MARYLAND WATER QUALITY FINANCING ADMINISTRATION (THE "ADMINISTRATION"); PRESCRIBING THE FORM AND TENOR OF THE BOND AND THE TERMS AND CONDITIONS FOR THE ISSUANCE AND SALE THEREOF AT PRIVATE SALE TO THE ADMINISTRATION; PROVIDING FOR THE PROMPT PAYMENT OF THE MATURING PRINCIPAL OF AND INTEREST (IF ANY) ON THE BOND; COVENANTING TO LEVY AND COLLECT ALL TAXES NECESSARY TO PROVIDE FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON SUCH BOND; AND GENERALLY RELATING TO THE ISSUANCE, SALE AND DELIVERY OF THE BOND."

#### EXECUTIVE SESSION

The Commissioners voted to go into executive session to discuss a personnel issue and consult with counsel for legal advice. The executive session was held under Section 10.508 Open Meetings Act, Maryland Code (1992 cum. Supl.) No. 2. Those in attendance were James Klair, Commissioner, Peter Dunbar, Commissioner, Timothy Kearns, Commissioner, Scott DeLude, Public Works Superintendent, David Thompson, Town Attorney and Lillian Lord, Town Clerk.

#### BILLS PAYABLE

The regular meeting was reopened. The Commissioners went to Bills Payable.

Commissioner Kearns made a motion to adjourn the meeting. Commissioner Dunbar seconded motion.

Aye - James G. Klair

Aye - Peter Dunbar

Aye - Timothy B. Kearns

Respectfully submitted,

Lillian Lord  
Town Clerk

