

## COMMISSIONERS MEETING

June 12, 2007

### LOCATION

Commissioners Meeting was held in the meeting room of the Community Services Building on June 12, 2007. The meeting was called to order by President Hale at 7:30 p.m.

### PRESENT

Commissioners present were Henry Hale, Timothy Kearns and James Klair. There were approximately ten (10) people in attendance including Town Attorney, David Thompson.

The minutes of May 22, 2007 were approved as distributed.

### MAINTENANCE REPORT

President Hale read the Maintenance Report as prepared by Richard Copper, Interim Superintendent of the Public Works Department.

1. Weekly water and wastewater test were taken and completed.
2. Pumping stations and wells were checked daily.
3. Performed general maintenance throughout town (filled pot holes and removed trash).
4. Recycle Center checked and cleaned twice a week.
5. Watered trees and plants at the Recycle Center.
6. Removed trash cans with no lids and replaced with new cans.
7. Stone put in driveways of the Town Duplex.
8. Grease traps were inspected at all places where food is prepared and a follow up letter mailed out.
9. All Shore Paving completed paving on Market St., Myrtle St., Tilghman St. and Factory Street
10. The water main at Pleasant and Morris Street was repaired.
11. A pump from the Banks Street pumping station was sent to Hill's Electric for repairs.

A questions was raised by Commissioner Kearns as to whether the manholes on the newly paved streets are to be raised. Commissioner Klair explained that he had spoken with Richard Copper and the manholes will not be raised . When snow is being plowed the manhole covers, if raised, could cause damage to the plow equipment. Also, the street will settle making the manholes less prominent.

There are several streets in town that need to have patching completed, the patching is too large for the town to use cold mix. All-Shore Paving, Inc. has submitted a proposal to do patching on South Morris St., Bayview Ave., Caroline St., Bank St., South St., and East Pier St. in the amount of \$3,800.00. Commissioner Kearns made a motion to accept the proposal in the amount of \$3,800 received from All-Shore Paving Inc. Commissioner Klair seconded motion. Commissioners voted on this 12<sup>th</sup> day of June 2007 to accept All-Shore's proposal.

Aye - Henry Hale

Aye - Timothy Kearns

Aye - James Klair

Commissioner Kearns requested that Richard Copper get a price for patching the area turning into the bank and post office and an area on the Strand.

### POLICE REPORT

Chief Borga gave the Police Report. The report consisted of the following:

- 2 - DWI (occupants arrested and released pending trial)
- 1 - Arrest for Assault (male arrested and released on bond pending trial)
- 1 - Arrest for false name and statement to a police officer

- 2 - Minors cited for underage possession of alcohol
- 6 - Cited for trailer permit violations
- 1 - Alarm (storm related)
- 18 - Police information
- 2 - Assist other police agencies
- 1 - Check the Welfare (person o.k.)

Commissioner Klair questioned whether Chief Borga knew any details about a child falling into the water at Schooners and being rescued by a waiter. Commissioner Klair asked if something could be done to recognize the act of heroism. President Hale stated that John Lee rescued the child and Mr. Lee is a firefighter and EMT.

#### REQUEST TO BE ON AGENDA - Mary Crabb

Mary Crabb, 104 Oxford Rd., stated that she was in attendance to discuss the hours that the public uses the recycling center. Ms. Crabb remarked that she and neighbors in the area of the recycling center would like to see an opening and closing time for the area. Ms. Crabb said the noise of glass breaking at all times night and day is a disturbance when one is trying to enjoy their homes. Ms. Crabb suggested opening the recycling at 7:00 a.m. and closing it at 3:30 p.m., the same hours as the maintenance department. Ms. Crabb also requested that the glass containers be moved back toward the trees, thereby cutting down on sound. It was agreed that a call will be placed to Mid-Shore Recycling requesting that they rearrange the igloos. The Commissioners stated that they were not opposed to the idea of setting hours at the recycling center but closing the center at 3:30 p.m. is much too early. Commissioner Kearns stated that he would like to talk with other jurisdictions regarding their recycling policies and place this on the agenda of the Commissioners Meeting for July 10, 2007.

#### PUBLIC HEARING - Ordinance 0715 - Budget Fiscal Year 2008

President Hale announced the Public Hearing for Ordinance 0715 which is "AN ORDINANCE TO ESTABLISH THE ANNUAL BUDGET FOR THE TOWN OF OXFORD FOR THE FISCAL YEAR COMMENCING JULY 1, 2007 AND ENDING ON JUNE 30, 2008."

Commissioner Klair announced that the FY2008 has been prepared by Mrs. Lord with input from department heads and the Commissioners. The budget was introduced on May 8<sup>th</sup> and has been available to the public. Commissioner Klair presented highlights of the budget and began by stating that the FY2008 budget was started with a surplus brought forward from the FY2006 year ending of \$547,186. \$61,057 was used toward expenses to balance the FY2008 budget leaving a contingency of \$486,129. The FY2008 increased by \$229,007 over the FY2007 budget, a 15.7% increase. Other major factors in the budget are: Planning & Zoning, \$26,000 an increase of \$23,000 to allow for a consultant to study zoning classifications throughout the town; Town duplex increased \$5000 a new roof is needed; employees 4% increase in pay, federal COLA increase 3.6%; cost of utilities and maintenance of government buildings increased; \$25,000 included in storm drain to correct and find solutions for drainage issues; \$30,000 for general fund share of a new dump truck; \$23,000 included for a new lawn tractor and a leaf vacuum; \$50,000 increase in dock and shoreline improvements to complete engineering and begin to correct erosion problems; \$10,000 increase in employee benefits. Commissioner Klair explained that the constant yield tax set by the State of Maryland, Department of Assessments and Taxation is .265 cents. The Commissioners recommended setting the tax rate at .28 cents a one cent decrease from FY2007 budget. Commissioner Klair stated that there was no money given to organizations outside of the town. The Oxford Community Center requested \$15,000 and was cut to \$5,000. The Oxford Museum requested \$2,000 and this was cut to \$1,000. Salaries for two additional employees are included in FY2008 budget, one employee in Public Works and one employee in the Town Office.

Commissioner Klair stated that the Enterprise Fund operating and revenues remain basically the same for FY2008 as FY2007. The capital projects in the Enterprise Fund are upgrades to water and wastewater. The town is working with an engineering firm, Stearns & Wheler, to obtain grants and loans from state and federal sources to cover these projects. A new well

has been drilled and it is hoped that water can be blended to reduce the arsenic level. MDE standards for arsenic is 10 parts per billion and the town at present has 11 parts per billion. Another improvement through capital projects is changing out the existing water meters. The new water meters will be phased in and will allow readings to be taken from a moving vehicle, instead of removing the lids and physically reading the water meters. This would allow the town meters to be read in a few hours rather than several days.

Bernie Witter, 501 East Strand, had several comments regarding the FY2008 budget. Mr. Witter's comments were: the town does an inadequate sharing of cost; commitments are made in the budget but not carried out; water and wastewater improvements are not being handled and public should be kept better informed.

The Commissioners explained that water and wastewater improvements have been an ongoing item. Request for Qualifications for Engineers went out in 2005. Stearns & Wheler was awarded this and the town has been working with the engineering firm, Stearns & Wheler on upgrades since 2005. There have been many workshops and information presented at town meetings regarding water and wastewater, the public can attend any of these meetings.

Mr. Witter requested that the Commissioners allow him to write an article for the town's newsletter to inform the residents of overall projects of the town. Commissioner Klair encouraged Mr. Witter to write an article for the newsletter for submission to the Commissioners.

At this time the Public Hearing was closed. Commissioner Klair made a motion to accept Ordinance 0715. Commissioner Kearns seconded motion. Commissioners voted on this 12<sup>th</sup> day of June 2007.

Aye - Henry Hale

Aye - Timothy Kearns

Aye - James Klair

Ordinance 0715 passed, copy hereto attached.

NOW, THEREFORE BE IT RESOLVED, THAT THE FISCAL 2008 BUDGET SHALL BE SET FORTH BY ORDINANCE, TO BE NUMBERED 0715, AND SPREAD UPON THE MINUTES, THE REAL ESTATE TAX LEVY SHALL BE .28 cents per \$100.00 valuation, a 1% discount shall be allowed if taxes are paid in full on or before July 31, 2007, no discount allowed during August and September 2007 and taxes subject to interest on and after October 1, 2007 at a rate of 2/3% interest and 5/6% penalty per month.

## NEW BUSINESS

### WEBSITE

Commissioner Klair announced that the town is in the process of updating their website and there is a new address for the site. The address is: oxfordmd.net. At this time there is a new and improved calendar. There will be more information on the site, historical information, updating links and the site will be more user friendly

### LETTER - Wm. Lins - Sign

President Hale announced that a letter was received from Wm. Lins, Jr., 102 E. Pier Street, regarding the sign posted in the parking lot at the Causeway. The sign states "For Waterman Only". Mr. Lins rents a slip at the Causeway and questioned whether he can park there as a slip holder. The Commissioners asked Chief Borga to have the sign changed to include slip holders.

### BOAT SLIPS

President Hale announced that the Commissioners have been working on revising the boat slip lease agreements. It has been the policy of the town to allow working waterman to move to the top of the list of people wanting to lease town slips. Over the years this has become a

problem since people holding commercial license do not work on the water regularly. The Commissioners are in agreement to include in the lease agreement that to be eligible for a slip you must be a working waterman or a town resident. The criteria for a working waterman will be the following; you must have a commercial license, work four (4) days per week on the water for a six month period. The lease agreements mailed out in July will have the new wording.

#### ATTORNEY

Attorney Thompson announced that the Town of Oxford has formally been served with a lawsuit regarding the town cleaning up a property.

Attorney Thompson requested an executive session to go over a zoning enforcement issue.

#### COMMISSIONERS

#### FIREFIGHTER 1 - CLASS

President Hale reminded everyone that Oxford Fire Company will be holding a Firefighter 1 class beginning on September 11, 2007. Applications can be picked up at the town office or from the firemen.

#### TOWN ELECTION

The Town Election will be held on Tuesday, June 19<sup>th</sup>. Peter Dunbar is running unopposed.

#### OXFORD'S 325<sup>TH</sup> BIRTHDAY

Commissioner Klair reminded everyone that Oxford will be celebrating its 325<sup>th</sup> year in 2008. There has been one volunteer so far to form a committee to explore plans for a celebration. Please call the town office or Commissioner Klair if you are interested in volunteering.

#### MEETING CANCELLED JUNE 26, 2007

There will not be a town meeting on June 26, 2007. All Commissioners will be attending Maryland Municipal League Convention from June 24, 2007 through June 27, 2007. The next town meeting will be held on Tuesday, July 10, 2007 at 7:30 p.m.

#### PRESIDENT HALE

President Hale announced that June 19<sup>th</sup> the town election will be held and a new commissioner will be filling his spot. President Hale stated that he has enjoyed serving the town for the past three (3) years and as always there were a lot of accomplishments and many things that were not finished during his term. He commented that he is sorry he did not get to work on the hero housing, housing for young people in Oxford is very important. He would also liked to have seen the mooring situation resolved and plans for a boat and a harbor master further along. President Hale thanked everyone that has supported him during his term and gave special thanks to Sidney Campen, Kathleen Radcliffe, David Thompson, Chief Borga, Lt. Maxwell, Lisa, Lill, James Klair, Timothy Kearns and an overwhelming thanks to his wife, Sandy for her support.

#### EXECUTIVE SESSION

The Commissioners voted to go into executive session to discuss a zoning enforcement issue. The executive session was held under Section 10.508 Open Meetings Act, Maryland Code (1992 cum Supl.) No. 2. Those in attendance were Henry Hale, Commissioner, Timothy Kearns, Commissioner, James Klair, Commissioner, David Thompson, Town Attorney and Lillian Lord, Town Clerk.

#### BILLS PAYABLE

The regular town meeting was reopened and the Commissioners went to Bills Payable.

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

Aye - Henry Hale

Aye - Timothy Kearns

Aye - James Klair

Respectfully submitted,

Lillian Lord

Town Clerk/Treasurer