

## COMMISSIONERS MEETING

January 8, 2008

### LOCATION

Commissioners Meeting was held in the meeting room of the Community Services Building on January 8, 2008. The meeting was called to order by President Kearns at 7:30 p.m.

### PRESENT

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

### MINUTES

The minutes of December 11, 2007 were approved as distributed.

### MAINTENANCE REPORT

Scott DeLude, Public Works Superintendent, gave the Maintenance Report. The report consisted of the following:

1. The burning of leaves and brush has been discontinued at the town shop. Alternatives are being looked into. The Easton collection facility will be moved to Denton in two (2) years and this will double the cost of brush removal to the town.
2. A final draft copy of the contract documents and specifications for the proposed arsenic reduction system were submitted to MDE for review on January 4<sup>th</sup>. Hopefully construction will begin in early April 2008. The operating cost per year of this system will be approximately \$10,000. A recommendation is being made that the chlorine system be upgraded with the arsenic system. The town is still using chlorine gas which is much more costly and poses safety concerns.
3. The dump truck was sent in for its annual DOT certification at a cost of \$973.40 and is now back in service.
4. We have started training of all Department of Public Works employees in the water and wastewater system. By doing this, in case of an emergency all Department of Public Works employees will have the training and certification to make corrections to the system with MDE's approval.
5. All the teak benches have been restored and are in storage at the town shop. The benches will be put in the parks and at street ends in the Spring.
6. All culverts and ditches have been cleaned out throughout town. State Highway's has been cleaning the ditches along Morris Street.
7. The new automatic transfer switch was installed on December 28, 2007 for the waste water plant and the well system. In a power outage the generator will run the whole system without any interruptions in service.
8. January 9, 2008 will be the last day for leaf removal until next fall. Leaves will be collected on a weekly basis in the fall in order to keep up with the demand.
9. Request that the Commissioners adopt a Resolution to have a plumber complete the connection and installation of the water meter and the sewer line into the town system under the guidance of the town.
10. An inspection of the fence at the Causeway Boat Slips between town property and John Shannahan was completed. It was found that out of the twenty one (21) poles, sixteen (16) are rotten and falling down. Attached to the poles is a large chain creating a fence. Request that the Commissioners look at this and advise how to proceed with replacement poles.
11. Mr. Rooter completed maintenance on the pumping stations which is the beginning of a yearly maintenance program. While doing the maintenance, Scott was informed by Mr. Rooter employee that there is a new degreaser that is very effective and much more cost efficient than the one that the town is using at present. The system for all four (4) lift stations will cost \$4,760.00 the first year with all chemicals and monitoring every three (3) months. After the first year the cost will run approximately \$3,360.00 for the chemicals and

monitoring. Request that the Commissioners authorize implementation of the new system in order to save the town money and to help alleviate some of the grease problems in the town's system.

The Commissioners agreed to allow Scott to go forward with Mr. Rooter's maintenance plan.

#### RESOLUTION 08-04

President Kearns read Resolution 08-04 which is a "RESOLUTION OF THE COMMISSIONERS OF OXFORD TO ESTABLISH A NEW WATER AND SEWER CONNECTION POLICY" in its entirety. The Resolution will allow licensed plumbers to make water and sewer connections within the town. An application for connections must be completed and executed by a licensed plumber and filed in the Town Office and inspection and approval of the connection must be recorded in the Town Office. Inspections will be made by the Superintendent of Maintenance or his designee, or such other inspector that may from time to time be designated by the Commissioners of Oxford. Engineering specifications as adopted will be applied by all persons or firms making connections to the Town of Oxford's water and sewer system. Commissioner Klair made a motion to adopt Resolution 0804. Commissioner Dunbar seconded motion. Commissioners voted on this 8<sup>th</sup> day of January 2008.

Aye - Timothy Kearns

Aye - James Klair

Aye - Peter Dunbar

Resolution 08-04 passed. Copy hereto attached.

#### POLICE REPORT

Prior to the Police Report, Commissioner Klair commended Lt. Maxwell on the fine job of solving the car break-ins. Commissioner Klair stated that Lt. Maxwell went above and beyond his duties to resolve the matter.

Chief Borga presented the Police Report which consisted of the following:

- 18 - Police Information
- 3 - Suspicious persons (ID and moved on)
- 3 - Suspicious vehicles (checked and moved on)
- 3 - Alarms (all malfunctions)
- 2 - Assist the Fire Department
- 1 - Assist other Police Agency
- 1 - Theft of bicycle

#### OXFORD FIRE DEPARTMENT

Karl Kirchhoff, Oxford Fire Department, reported that from the period 12/1/07 through 12/31/07 the Oxford Fire Department had a total of sixteen (16) calls which resulted in four hundred and five (405) personnel hours.

Mr. Kirchhoff announced that the Oxford Fire Company has eight (8) new firefighters. They completed the one hundred three (103) hour University of Maryland Fire and Rescue Institute FF1 class. The eight (8) new firefighters are: David Baker, Keith Christensen, John Fox, Tim Gimbel, Steve Mroczek, Meg Roney, Jim Schroeder and Chris Smith.

Mr. Kirchoff stated renovations of the firehouse are going well. It is hopeful that the building will be under roof in February.

President Kearns stated that Chief Mayock had asked if the town house could be sublet to the fire company to be used by younger members of the fire company. Commissioner Klair suggested that Attorney Thompson draft an agreement whereby someone will be responsible and any damages repaired by the fire company. Attorney Thompson was also asked to look into any issues that may arise by leasing to a non-profit organization. Attorney Thompson

advised that he will draft something for use for further discussions. Attorney Thompson commented that this idea is certainly consistent with past commissioners to help with affordable housing. The Commissioners agreed that they did not want to give up total control of the town house to the fire company but felt this is a good purpose to keep members of the fire company in town.

#### PUBLIC HEARING - ORDINANCE 08-03

President Kearns opened the Public Hearing for Ordinance 08-03 which is "AN ORDINANCE TO AMEND AND ADJUST FEES FOR PARKING BOAT TRAILERS ADJACENT TO THE TOWN BOAT RAMP". President Kearns suggested amending Ordinance 08-03 to charge Maryland residents \$25.00 per year, out of state residents \$50.00 per year. Commissioner Klair stated that the \$25.00 and \$50.00 per year charge was advised by Department of Natural Resources. In order to receive state money for repairs all users of the boat ramp must be charged the same. There being no discussion President Kearns closed the Public Hearing. Commissioner Dunbar made a motion to adopt Ordinance 08-03 with the changes that Maryland residents pay \$25.00 per year and out of state resident \$50.00 per year. Commissioner Klair seconded motion. Commissioners voted on this 8<sup>th</sup> day of January 2008.

Aye - Timothy Kearns

Aye - James Klair

Aye - Peter Dunbar

Ordinance 08-03 passed, copy hereto attached.

#### PROCLAMATION - Nellie Leatherberry

President Kearns read a Proclamation honoring Nellie Leatherberry on her 100<sup>th</sup> birthday. The Commissioners signed the Proclamation for Ms. Leatherberry and President Kearns will present the Proclamation to Ms. Leatherberry during a special birthday celebration on Sunday, January 13<sup>th</sup>.

#### OXFORD COMMUNITY CENTER

Commissioner Klair announced that the Commissioners have received a letter from Oxford Community Center thanking the town for the \$5,000 donation for the budget year 2008. It was noted in the letter that the center is looking into a geothermal heating and air conditioning system. The center is in the planning stages for their soon to be announced Capital Campaign.

#### HISTORIC COMMISSION

Commissioner Klair stated that a letter was received in November from the Historic District Commission asking that the Commissioners look into deterioration of homes in the Historic Section of town and consider houses that have historic significance not to be raised. The Commissioners also received a note from Planning Commission to add language to Section 31.01 of the Zoning Ordinance stating that houses in the Historic District should be preserved and restored.

Attorney Thompson advised that he has been gathering information regarding demolition by neglect and stated that this is an ongoing problem. Attorney Thompson stated that he will draft something for review. Commissioner Dunbar suggested that this be brought back to the Planning Commission and information be included in the Comprehensive Plan.

#### PORT WARDENS

The Commissioners will be attending the Port Wardens meeting in February to discuss mooring buoys. The meeting is held the first Thursday in February at 7:00 p.m.

## MUNICIPAL BUILDING

President Kearns stated that he is having the stairs in the municipal looked at to see how to correct the problem with the risers.

## SHORELINE IMPROVEMENTS

Commissioner Dunbar announced that he will continue to work on getting assistance to correct the town's erosion problems. A plan must be completed between now and March with improvements the town would like to see made. Commissioner Dunbar has met with Chesapeake Bay Trust. Areas of concern are the Town Park and the area between the Ferry Dock and Tred Avon Yacht Club. Captain Bixler will be advised of the plans in the area of the Ferry Dock.

## 325<sup>th</sup> Birthday Celebration

Attorney Thompson advised that he is helping with the town's 325<sup>th</sup> Birthday Celebration. He will bring a Proclamation to the next town meeting, this has been written with the help of David Foster. Attorney Thompson has talked with Sen. Colburn to see if the State will provide something for the town and has been told that they will if some history will be provided to them.

The 325<sup>th</sup> Committee has requested that the town lend its assistance by handling donations made for the celebration. They have also requested that the town donate money to help fund the celebration. The Commissioners agreed that the town will open an account to handle donations and will look into providing some funds.

## OXFORD POOL COMMITTEE

Dan Cole announced that since Jessica Rice has resigned as Oxford Pool Committee President he has agreed to take on the job of presidency. Jessica will be out of the country for an extended period.

## EXECUTIVE SESSION

The Commissioners voted to go into executive session to obtain 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 Timothy Kearns, Commissioner, James Klair, Commissioner, Peter Dunbar, Commissioner, David Thompson, Town Attorney and Lillian Lord, Town Clerk.

## BILLS PAYABLE

At this time the regular meeting was reopened and the Commissioners went to Bills Payable.

Respectfully submitted,

Lillian Lord  
Town Clerk