

## COMMISSIONERS MEETING

May 10, 2011

### LOCATION

Commissioners Meeting was held in the meeting room of the Community Services Building on May 10, 2011. President Kearns called the meeting to order at 7:30 p.m.

### PRESENT

Commissioners present were Timothy Kearns and Peter Dunbar. Town Attorney David Thompson was in attendance.

### APPROVAL OF MINUTES

The minutes of April 16, 2011 were approved as distributed.

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

1. The water main project on Banks Street and Willow Avenue will be completed this week. The street pavers are in the process of completing the paving on Banks St and Willows Ave. The pavers will also be completing patch paving in areas where water leaks have occurred over the last year.
2. The salt bin at the Public Works Department has been rebuilt. The new bin will allow salt to be purchased in the summer at a cheaper price and stored until it is needed in the winter.
3. Scott advised that he is still in the process of working with Lane Engineering to gather information for the storm water hydraulics for State Highway Engineers for the ditch in front of the Community Center. Lane Engineering has asked if the town would consider a hydraulics concept plan by using aerial topography and aerial photo data to submit to State Highway Administration for approval. This would not only encompass the Community Center but Route 333 up past Latitude Restaurant to include the ditch going under the main entrance to town for any further projects or grants that may come up. The cost of the project would not exceed \$2200.00.
4. Oxford will be getting an intern this summer from Salisbury University to help with GIS mapping in town. They will be working on updating mapping for the infrastructure water/waste systems, trees, signs, sidewalk conditions, along with storm water and zoning. This mapping helps with emergency planning and the future planning of the Town of Oxford.
5. There were two (2) water leaks over the last two (2) weeks. One at 103 J.L. Thompson Drive and the other at the intersection of South Morris and Tilghman Street. Cost in repairs was about \$2000. Both leaks were valves that have been in the ground for countless years that needed replacement.

A short discussion was held between Commissioners, David Thompson and Scott Delude on spending \$2200.00 to have Lane Engineering complete a hydraulics concept plan by using aerial topography and aerial photo data to submit to SHA for the area in front of the Community Center along Route 333 up past Latitude Restaurant to include the ditch going under the main entrance to town. Attorney Thompson suggested that the town request Lane Engineering to put the results in digital format so that the town can reproduce it. Commissioner Dunbar made a motion to spend the \$2200.00 with Lane Engineering to have this work completed. President

Kearns seconded motion. Commissioners voted in favor of spending the \$2200 with Lane Engineering.

#### POLICE REPORT

Chief Maxwell gave the Police Report that consisted of the following:

- One Alarm
- Two Open Doors (all o.k. – accidental)
- Six Police Information
- One DWI (.135% BAC)
- One Check the Welfare (all was well)
- One malicious Destruction of Property (window of Ice Cream Store)
- One Animal Complaint
- One Assist the Fire Department
- One Noise Complaint (basketball courts – advised)
- One Underage Alcohol Violation (citation issued)

Chief Maxwell announced that Oxford Day went off very well. There was a record attendance and there seemed to be more families in town.

Commissioner Dunbar questioned whether there is sufficient lighting at the Ferry area since one light was removed when installing the Living Shoreline. Chief Maxwell advised that the three (3) lights are spaced well and give good lighting to the area.

Commissioner Dunbar asked Chief Maxwell if he had any data available on whether the traffic calming work done by SHA at the entrance to town has helped. Chief Maxwell stated that it does appear that this may be helping with speeding.

Commissioner Dunbar stated that he had been asked if the four way stop sign at the intersection of Wilson and Factory Street is necessary. Chief Maxwell replied that this four way stop is necessary.

#### OXFORD FIRE COMPANY

David Baker, representative for Oxford Fire Company, announced that two hundred ninety nine (299) people attended the May Breakfast.

The report for the Oxford Fire Company for the period April 15 to April 28, 2011 is as follows: For this two (2) week period there were five (5) fire calls with fifty (50) personnel hours and 104 miles traveled, six (6) ambulance calls with fourteen (14) personnel hours and 102 miles traveled.

#### ORDINANCE 1107 – FY 2012 Budget

At this time President Kearns introduced Ordinance Number 1107 which is “AN ORDINANCE TO ESTABLISH THE ANNUAL BUDGET FOR THE TOWN OF OXFORD FOR THE FISCAL YEAR COMMENCING JULY 1, 2011, AND ENDING ON JUNE 30, 2012.” President Kearns stated that \$182,646 was used of prior year revenue in order to present a budget with the constant yield of .2202 cents. Copies of the budget will be available in the town office on Wednesday, May 11, 2011.

#### Letter from Talbot County

President Kearns announced that a letter was received from Talbot County advising that the hotel accommodation tax will be distributed the same in FY2012 as in past years.

#### BLUE STAR MEMORIAL

President Kearns announced that several new letters have been received regarding the placement of the Blue Star Memorial.

#### ATTORNEY

Attorney Thompson reminded the Commissioners that they need to review Talbot County Hazard Emergency Plan. The requirement is to have a plan in place and adopting the County plan will make the town eligible for federal money should an event occur (such as snow, wind damage, etc).

Attorney Thompson requested an Executive Session following tonight's meeting to *consult with staff, or other individuals about pending or potential litigation.*

#### PUBLIC COMMENT

Chris Tochko, South Street, requested that Chief Maxwell look into changing the one way signs on South Street where they might be more visible. Chief Maxwell will look into this.

Pam Baker, Oxford Day Committee, thanked everyone for their hard work in helping to make Oxford Day a success.

#### EXECUTIVE SESSION

The Commissioners voted to go into executive session to: *consult with counsel to obtain legal advice; consult with staff, or other individuals about pending or potential litigation.* Those in attendance were Timothy Kearns, Commissioner, Peter Dunbar, Commissioner, Scott Delude, Public Works Superintendent and David Thompson, Town Attorney.

#### BILLS PAYABLE

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

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

Aye – Timothy Kearns

Aye – Peter Dunbar

Respectfully submitted,

Lillian Lord  
Town Clerk