

## Town Commissioners' Meeting Minutes

December 14, 2010, 6:30 pm

Meeting was called to order at by Commissioner President Robert Gell. Also in attendance were Commissioners Doss, Durange and Letts. Commissioner Sheets was absent.

Pledge of Allegiance was led by Robert Corn

Accounts Payable report was reviewed with Commissioner Letts making the motion to pay the accounts. Approval was unanimous 4-0

The minutes from the November 23, 2010 meeting were reviewed and Commissioner Durange motioned to accept as written. This was approved 2-0 with Commissioners Doss and Letts abstaining.

Robert Corn from Miller Environmental delivered the November water service report. Commissioner Doss asked about the progress on the proposed switch to wireless telemetry for the water tank. Mr. Corn could not say but he had heard the company was waiting on the latest equipment to arrive in order to install the most modern system.

Commissioner President Gell presented P&Z, Historic District and Election Board Reappointments. For the Historic District Ron Edwards and Charles Murphy; for the Election Board Judy Newsome and Peggy Lewis and for the Board of Appeals Edgar McMullen. These reappointments were all unanimously approved.

Public Comment – Michael Burns displayed a library book regarding historic property in Cecil County which contained information on the Charlestown ice house. He believes his research from this book may help clear up confusion on the issue.

### Town Administrator's Report

#### Old Business

- Town Boat Slip Fee Increase Proposal – A letter from DNR approved a requested increase in slip fees at the Town Pier from \$300 to \$400 annually. This increase was approved at a previous Board meeting to phase in the increase by \$50 in 2011 and 2012. Signs must be posted by January about the fee increase at the Town Pier and they have to remain posted until June 2011. Commissioners Doss and Letts questioned the need to raise the slip fee and also how the increase funds would be used since it is felt this revenue is not General Fund money. Discussion ensued concerning the amount presently in the Town Pier account (approximately \$44,000) and the possibility of adding more slips to the pier using these funds. Commissioners Doss and Letts questioned the policy of voting on issues during the same meeting in which they are presented. It was requested that the County regulation concerning presentation and voting issues be obtained so a rule could be put in place in January. It was noted that in order to inform the Commissioners of the topics to be presented, generally there is a draft agenda sent to the Commissioners on the Friday prior to the meeting and a final draft is sent before the Tuesday meeting.
- Boat Slip User Fee Proposal - The public hearing and discussions with the Commissioners on the boat slip user fee was reviewed and it was discovered that additional research needs to be done and, for now, the issue has been tabled. Commissioner Doss said that the public perception is that the issue has already been dropped. Gophrey Richardson was given permission to speak and he is of the opinion that ideas come from only the Town Administrator. It was noted that the Town Administrator gives his report to the public and the information he presents has already been discussed with the Board. Two Commissioners explained that they may ask to have research done on a topic, get more information to help present a topic or to have something added to the agenda. .

- Sewer Rate Increase Proposal – A letter from the County Commissioners regarding their decision on the Trinity Woods request for sewer rate restructure was mentioned. After discussions with the County Treasurer regarding the sewer rates charged to Charlestown, it was noted that there have been three increases by the County since 2005, but the Town has not raised sewer rates. It was explained that not matching these increases is narrowing the funds available for repairs and maintenance that are needed to care for the system. The Commissioners were asked to consider implementing an increase in the sewer rate.
- C-Dock Line of Indenture Proposal – A line of indenture proposal for C-Dock was presented to Charlestown Marina's attorney. Apparently Charlestown Marina was intrigued by the offer but have additional areas they want the Town to consider. The Town needs to consult with our own attorney on handling these additional requests. A request involves an electrical transformer on marina property that is leaning; allegedly due to work the Town has done on C-Dock property. Commissioner Doss requested checking to see if eminent domain could be used by the Town to resolve this issue. The Commissioners were asked to decide on a day to meet with the Town's attorney.
- Lambdin Development Company Request – This developer has asked the Town to now accept the streets in the Cool Springs development. A letter from URS relating to this proposal noted that normally towns accept streets only if 80% or more of the homes in the development are completed. Commissioner Doss noted that there is no incentive for Charlestown to do this as we are not getting highway user tax and property tax on very few homes. Commissioner Doss made a motion to table this request and review again in a year. This was approved 4-0.

### **New Business**

- An Ice-Eater replacement for the Town Pier was requested and three quotes were presented. Commissioner Letts moved to buy one from Power House and this was approved 4-0.
- An invoice for annual membership dues to the Cecil County Chamber of Commerce was reviewed and it was noted that there are two options. It was recommended that the Town stay with the basic option. Commissioner Letts moved to renew the basic membership and this was approved 4-0.
- Standard documents for the November budget review were presented and new pages were noted to help Commissioners get a better idea of the state of the budget. It was noted that the revenues shown are lower than normal but many items may not show up until next quarter. The second sheet notes expenses by fund and the third page gives an overview of all accounts over budget as of November 30<sup>th</sup>.
- November Cash Balance Review
- November Accounts Receivable Review
- November Fuel Report Review
- November Maintenance Work Order Review
- November Building Permit Review
- Commissioner Durange made the motion to cancel the December 28, 2010 meeting and this was approved 4-0. The next meeting will be Jan 11, 2011 starting at 7:30PM. Discussion ensued about changing this start time in the Charter.

Commissioner Letts motioned to adjourn and the meeting adjourned at 7:27 PM.