

**Town Commissioners Meeting
Minutes
November 25, 2009, 7:30 pm**

The meeting was called to order at 7:30 pm by Commission Vice-President Robert Gell. Also in attendance at this time were Commissioners Mary Carol Durange and Joseph Letts.

The Pledge of Allegiance led by Miss Ryleigh Johnson.

The accounts payable for November were reviewed. It was explained that several of the invoices had previously been paid (with approval) since they would have incurred penalties if delayed by the fact that November's first meeting had to be cancelled. Commissioner Letts moved to pay the bills and this was approved 3-0.

Minutes from the October 28th, 2009 meeting were reviewed with Commissioner Durange making the motion to accept as written. Approval was 3-0.

Cpl. Adam Streight was present to discuss the patrol report from October 2009. Discussion ensued regarding other recent activities.

At this point (7:38 pm) Commission President Steven Vandervort and Commissioner Donna Sheets arrived.

The Miller Environmental water report for October was presented by President Vandervort.

There were no public comments presented.

Jeanette Armour presented an American flag to the Town of Charlestown in honor of Elwood Doug Heisler a who died on November 1, 2009. He was a grandson of a lifelong Charlestown resident, Elwood "Pete" Heisler. The wish is to have it flown at the Charlestown Methodist Church cemetery.

Town Administrator's report was reviewed by Wib Pumpaly. This included reviews of cash balances, aged accounts receivable report, zoning permit requests and a review of fuel consumption. The installation progress of the Town's fuel tank was also reported. He made note that listings of all maintenance, building permit and fuel activities are available.

Peter Williams questioned whether Town meetings were following Town Charter procedures because only four Commissioners normally attend the first monthly (second Tuesday) meeting. President Vandervort stated that the first meeting requires only four commissioners to attend. Mr. Williams stated that the Commissioners are in violation of the Charter by calling a "special meeting" not on a normal schedule. Commissioner Letts stated that the Charter only requires one meeting per month. Commissioner Gell noted that a motion was made and passed at a previous meeting to hold the fourth-Wednesday-of-the-month Commissioner's meeting Mr. Williams believes that legal issues are being moved to "special meetings" when they should fall under the regular, second Tuesday, meeting. Mr. Williams feels there should be five commissioners present when legal issues are passed. Mr. William's issue apparently stems from Commissioner Durange's inability to attend the first monthly meeting. President Vandervort explained that this situation arose and the second meeting was changed

to Wednesday to accommodate this, before the 2009 election. Commissioner Durange was subsequently reelected in the January 2009 election.

Mr. Williams summarized that according to the Charter, only the first meeting, on the second Tuesday of each month, is the formal, business meeting and should be attended by all five Commissioners in order to adequately represent the Town residents. Other meetings during any month should be only for discussions and planning in order to present and vote on issues in a timely manner at the "formal" meeting.

Further discussion involved the flag for Long Point and the fact that a new flag cannot be displayed until maintenance is completed on the upper portion of the flag pole. It was also noted that a display schedule will be devised for the "Heilser memorial" flag to fly at the cemetery.

Resumed Mr. Pumpaly's Town Administrators report with the Artesian Water emergency interconnection proposal. The Town must decide if we are ready to go forward or not. Concern over their charge for emergency water was an issue and has since become a use and return prospect. Artesian proposed a 60 day return of water. President Vandervort would propose 120-180 days to return emergency water. Commissioner Sheets suggested having Artesian attend another meeting to answer questions, but it was suggested, in order to save time, that all the documents now presented be reviewed so a list of relevant questions could be presented at this meeting. Concern over construction costs and location of the interconnect were expressed. Mr. Pumpaly was instructed to compose a letter to express interest and the concerns previously expressed.

We could not find where we donated to Troop 367 in the past. Commissioner Sheets and President Vandervort mentioned that Riverfest covered all youth programs instead of giving to individual groups. Commissioner Letts moved to donate \$500 the Troop. This was approved 5-0.

Donation request from Historical Society of Cecil County was rejected since we support our local society.

A Public Notice ad was placed to announce vacancies in the Appeals Board, the Election Board, the Historical District Commission, and Planning and Zoning. Only one letter was received from a non-incumbent resident. Motions to approve were made and seconded for all vacancies except Planning and Zoning. Two P&Z incumbents and the new applicant will be interviewed prior to next Town meeting. Mr. Pumpaly will send confirmation letters to the others.

Christopher N. Jakubiak and John Leocha, Maryland Department of Planning, attended a meeting (11/18) at Town Hall to offer their expertise and give an overview concerning annexation of Holloway Beach. It was suggested that Charlestown should meet with the County on this issue and Mr. Jakubiak has sent information to present at this meeting. No action is required at this time

Charlie Wright's Lot 124 apparently does not exist, but was paid for by Mr. Wright. Heir, Charlene Wright, would like to sell Lot 124 back to the Town. If the Town buys it back, then the non-existing Lot 124 is a moot point. President Vandervort motioned to buy back Lot 124 and pay \$400 to Charlene Wright for lot 124. This motion was approved.

It was mentioned that invitations are to go out Monday or Tuesday for the Holiday Open House on December 11th. The Commissioners should decide on the invitees and communicate this to the Town Hall.

Commissioner Sheets is trying to get Charlestown approved as a "Banner City" for the Summer MML Conference in 2010. President Vandervort moved to issue a proclamation declaring November to be Municipal Government Month in Charlestown. All approved.

Proposal to extend Holiday Pay to part-time employees. Commissioner Letts proposed to extend holiday pay to the two part-time employees. After a short discussion this was approved by all.

A check for Jack Foreaker, puppeteer, was approved by the Commissioners to pay \$350 from the Special Events Fund.

President Vandervort asked to revisit accounts payable regarding the recent Christmas wreath workshop held at the fire hall. The Town has already collected money (\$135.00) for the workshop for the nine wreaths having been made. Charlestown subsidized the cost of the workshop by \$11.00 per wreath. Commissioner Letts made the motion to approve the expenditure of \$234 to Ann Stubbs of Sinking Springs Herb Farm for the Christmas wreath workshop. The motion was approved.

The meeting adjourned 9:06 pm.