

TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
April 25, 2017, 2017

The Town Meeting was called to order by President, Andy Thompson at 7:00 pm. Commissioners present were Joseph Letts, Mary Carol Durange, Andy Thompson, Karl Fockler and Renee Capano.

Pledge of Allegiance was led by Dr. Robert Gell

Approval of the Minutes of March 11, 2017 Commissioner Fockler moved to accept the minutes, seconded by Commissioner Letts. **Approved 4-0-1.**

Accounts Payable Review – Accounts payable in the amount of 79,973.25 were presented for approval. Commissioner Capano moved to approve, seconded by Commissioner Durange. Commissioner Letts asked about 2 bills. The funds are taken from the Children's Activity Fund for the upcoming Children's Fishing Tournament. **Approved 5-0.**

Presentation by General Code – Michael Peter, Codification Account Manager of General Code, was in attendance and did a presentation on his company and what they can do to help us with codification. This company is the one who did our last codification in 1999. This would combine ordinances with amendments that may have taken place since the last codification process and consolidating all of the information into one volume. A question was asked about what needs to be done before the codification process can begin. Updating the code should come first, then start with the zoning changes. They could include zoning as the process goes along. The recommendation for updating once codification is complete is once a year. Codification does not include the comprehensive plan, personnel manual or resolutions, but would include the charter. There is leeway of what would go into the code, but it is supposed to represent current rules and regulations of the town. If there is no updated code book available then residents and staff will not be able to know what the rules are. If any ordinances need to be updated (ie fines changed) they can look at those in an editorial and legal analysis which would be an additional charge. This would be something that they would look at for the additional cost, after the codification were done. This would identify areas that they feel are areas of concern, with changes that they feel are needed and the ordinances could be passed as one after the book is updated and presented as a whole. Right now, we have the charter and the zoning ordinances/codes on our website, should that stay the same or only have the code book? They would provide four to five written copies of the book in print form and then a CD of the material for use on the office computers. The code is hosted by General Code with a link on our website. This code can be emailed in part straight from the website. The codification could be linked to zoning. The proposal for this service is \$9800.00. The first year of hosting is covered in this cost, after that, it would be a yearly hosting fee of \$1195.00, which covers hosting only and no updates. If that is cancelled, we still own the content, but they own the platform. It is easily downloaded for us to allow continued use through our website in Word or pdf. The county uses this program. The payments for this service would be split up into four terms, which would occur over two fiscal years most likely. The program is well encrypted and locked down for keeping it safe.

Accountants Review (YTD Overview, FY 2018 Budget, AT & T Lease) Nick Trionfo, Town Accountant, was on hand to discuss financial matters with the board. He presented the monthly financial reports. Overall it is pretty similar to last month, with things looking good. Things that are over budget were a

misestimate, rather than overspending. This will be taken into account at the next budgeting process. He would like any budget requests to him by Friday of this week so that we can keep on schedule with preparing FY 18 budget. AR is coming in with very few aged accounts. On the issue of the AT & T offer, he thinks the number is way low. The real risk for the town is how many years that A T & T will continue to renew the terms of the amendment. He feels a closer buyout figure would \$800,000 range. Commissioner Capano has a problem with taking a lump sum as we do not know what will happen in the future, and will AT &T then own the entire airspace available and Verizon rent from them? In AR, have we hit them with letter? Yes, about two to three weeks ago. So, at this time the second notice is not overdue. Commissioner Thompson thinks a polite phone call is in order if they remain outstanding.

Maintenance Overview (Storm Water Issues) – Michael Grapes, Maintenance Supervisor for the Town of Charlestown was on hand to discuss what is going on maintenance wise in town. An overview of what the maintenance crew has done in April was presented. They are responsible for the upkeep of equipment, vehicles, and maintenance shop and tower base, which are in far better shape than six months ago. Regular tasks were enumerated. They also have special tasks, this month the new flooring in the Post Office was begun. They spent a significant amount of time doing storm clean up between ice storms and wind storms which occurred recently. They have also inspected 154 catch basins and made sure that they are all clear. Commissioner Capano commented that the shop is in great shape, which was seconded by Commissioner Letts. Commissioner Thompson commented that he wanted to make sure that we should do as much in house as we can and not outsource. Commissioner Capano agreed, Commissioner Letts also commented that he wants to see everything done in-house as much as possible but should not upset the regular schedule. Commissioner Fockler asked if Mr. Grapes feels that he has extra time to do these special projects. He feels that depending on the project, yes he can schedule and get regular tasks and special projects done. A discussion ensued as to whether Mr. Grapes needed a computer at the shop or could do the work with a smart phone. He feels a computer would be more beneficial. A list of major storm water projects was then presented. Mr. Grapes was asked if he had the ability to do these major storm water projects that were identified several years ago. He replied that he could certainly handle some of the things and had marked those storm water projects that he thought should be outsourced. He was then asked to name the top priority and he feels that Caroline Street near Ms. Bott’s house was number 1. He will have by the end of next week a priority list. We have approximately \$50,000 left in this year’s budget for roads. Commissioner Fockler had received from Ms. Antoshak the URS report from several years ago that addressed our storm water management issues from 2005. Mr. Grapes was asked if there was anything else that was needed for the maintenance department. Commissioner Letts stated that a two-way radio system would work for communication.

Avalon Park Lot B Committee Update – At this point the draft plan came in this afternoon after 4:00 PM so we have had little time to review the plans. The committee will need to look over the plans in the next week. If this plan becomes the final plan, then after critical area approval, then it can go to the bid process. Commissioner Fockler asked if this was pretty much what the building was going to look like. Yes, although some of the specifics are still to be decided. Commissioner Fockler commented that he feels that it should only require one ADA ramp and it could be moved to the back of the stage. This would give a better aesthetic view. Commissioner Durange stated that in her talks with the ADA there is only one ramp necessary. The walking path could come to the back and then only have one ramp. Commissioner Fockler moved to modify the drawings to remove one of the ADA ramps and to move the remaining one to the back of the stage with a walkway to access it. Seconded by Commissioner Capano. **Approved 4-1.**

Free Library/Non-Perishable Goods Initiative Commissioner Mary Carol Durange presented the idea of a little free library which would be open year-round and promote literacy. A one-time cost of \$43.00 would register the library with the national organization, which would include a sign, access to a free e-newsletter, the

map located on an interactive website, access to deeply discounted books and more. Commissioner Capano had received some emails asking for such a service. The other idea is a non-perishable little free food pantry that others could access to help with hunger issues here in our community. Anyone could take what they needed 24/7. It is not meant to replace food banks. She foresees getting community groups involved maybe taking a day a month to supply the box. She has design plans for the boxes. She thinks that there are probably unused materials at the shop that could be used to build the boxes. Commissioner Thompson will support them both and really likes the Little Free Library. Commissioner Fockler is in favor of the book deal and feels maybe two, one here close and one in Cool Springs, but wonders about the liability with the food pantry. Commissioner Durange says that these little pantries are popping up all over the country, with no issues. Commissioner Thompson suggests looking more into the food pantry idea. Commissioner Capano moved to move forward with the library, seconded by Commissioner Thompson. **Approved 5-0.**

Commissioner Group Discussion

Boat Ramp Finalized Plans for Submission to DNR – Commissioner Thompson is in favor of adopting Perryville’s boat ramp fee process and charging both in state and out of state residents. If we charge only out of state residents there would be no impact on future grant applications. If we charge in state residents we would lose some monies in future grants for maintenance projects. Mr. Pumpaly feels that if we charge only out of state residents we will have trouble. Commissioner Capano is still against charging in state residents. It does not affect other projects in other parks. Commissioner Letts does not think the honor box will work, other places that use them have trouble with theft and vandalism. He is in favor of the gate. Commissioner Fockler moved to charge \$10 in State \$10.00 out of state daily fee, yearly \$25.00 in state and out of state \$75.00 contingent upon no effect of grant money on other locations, but only the boat ramp and subject to approval by the DNR, seconded by Commissioner Durange. **Approved 3-2.** Mr. Pumpaly enumerated the costs of beginning this program. We will verify the costs and get those figures to Mr. Trionfo for the budgeting process. We will look into an online option of securing yearly passes.

Golf Cart Usage Update – Crossing State Roads & Enforcement Commissioner Thompson talked to the DMV about electric vehicles. They are not golf carts but look very similar, but cost \$5,000 to \$12,000. Mr. Pumpaly has talked with representatives from the SHA. Crossing the state highway is going to be an issue. This is a legislative process. At this point, a go cart drove by creating a loud noise. A concern was raised that we have concerns that allowing golf carts would possibly promote the use of other types of vehicles that will create a problem and will make our streets less safe. Enforcement will be a problem. We also need a SHA traffic study to find where crossings might be sighted. Commissioner Capano wants to move forward with the study and then go from there. Commissioner Fockler wonders if those who live in Trinity Woods and Cool Springs desire to have golf carts. Commissioner Fockler will do a rough draft of what our legislation might look like.

CCSO Employment Agreement – The new agreement has been received from the Sheriff’s department to continue their service of enforcement for the town. There is an increase factored into the new contract. It can be cancelled with a 90 day written notice. Commissioner Fockler moved to sign the agreement with the CCSO, seconded by Commissioner Letts. **Approved 5-0**

Charlestown Ice House – Commissioner Thompson just wanted to confirm \$32,000 for projects for the Ice House that might be combined with some grant monies to possibly make the Ice House into a museum. He suggested that we might get the Historic Society Committee involved. Commissioner Thompson is going to receive plans from former Commissioner Hechmer for the building. He would like to see the building preserved and would like to move forward with this project. Commissioner Fockler knows it needs paint, in reality the boards need to be replaced. He thinks in light of that we need to try to preserve it.

Commissioner Letts will give Commissioner Fockler a tour so that he can see what type of work will need to be done. Commissioner Fockler would further like to explore the possibilities of making money with it.

Town Administrator's Report

Old Business

Rain Garden Construction – (Charlestown Elementary and Long Point) Janine Antoshak was on hand to explain her capstone project with the Watershed Academy of a rain garden at the Elementary School. A large puddle stays at the end of the playground. She and her partner would like to move forward with this project. She thinks that they might have to cut some of the blacktop to arrive at the best result. When she began the class she had asked the town for support with the town maintenance workers to dig the hole and remove any soil that needs to be removed. The cutting of the asphalt would be done by others. Commissioner Thompson supports the maintenance workers to dig the hole. Commissioner Capano moves and Commissioner Durange seconded to have our maintenance workers dig and cart dirt, amended by Commissioner Fockler subject to Board of Ed approval. **Approved 5-0.** Ms. Antoshak then brought the plan for the rain garden at Long Point. When Jody Shivery designed the garden at Long Point, she also made allowances for a rain garden to be placed near the current plantings to help with the runoff from the road down to the parking area. They would be sensitive to keep a mowing area around the garden. Commissioner Capano also mentioned that this would gain us points with WIP (Watershed Implementation Plan). Commissioner Thompson wants a concept plan with the costs itemized. She would like to have both rain gardens before June 17th when the county Wade In. The \$18,000 funds that remain in the loan can be utilized for this project.

Commissioner Fockler announced that Colonial Charlestown is planning the 275th anniversary, highlighted with a Colonial Fair and he is hopeful that the entire town will step up to help. He has heard that there will be reenactors, tradespeople and such in a living museum. The dates are October 21-22. He sees this as an opportunity to promote Charlestown and might even be a money maker for the town.

New Business

None

Public Comment

Pauline Bryant – She would like to know why her golf cart is causing so much controversy? Commissioner Thompson stated that it was not a problem until she brought it up. She wants to know what their intentions are about Larry's golf carts. Commissioner Letts stated that he is opposed to golf carts as he sees someone getting killed. Commissioner Thompson stated that he has no problem with anyone operating a golf carts. Mrs. Bryant thinks that the suggested restrictions are going to be too strict.

Robert Gell – The Annapolis delegation is meeting in Elkton at 8:00 PM on Thursday to discuss the last session. A great time to meet them. He is also wanting the commissioners to consider a donation for the Martha Lewis, a skipjack, located in Havre de Grace, in their next budget. The skipjack is used for school trips and he assumes that it will be in attendance at the Colonial Fair in October.

Jack Kronner – There is big stormwater problem at his home which needs to be fixed. Commissioner Thompson agrees, but wants to make sure that we are prioritizing the lists.

Prosper Boudart – He asked at the last meeting for a breakdown of the monies for 630 Water Street and how long the note has left. He stated that he feels the money was to be used for children through the will. The will actually states it is to be used for the enjoyment of the people of Charlestown. Mr. Pumpaly was asked

to forward to the Commissioners a copy of the verbiage from the will. On the boat ramp, what if you moved the boat ramp to Avalon Park? Because probably that's where it belongs. Possibly run that by DNR. Commissioner Letts stated that major dredging would need to be done and a seawall would also need to be constructed and other major work to bring the two ramps back.

There being no further business, Commissioner Letts moved to adjourn the regular meeting seconded by Commissioner Capano at 9:23 PM. **Approved 5-0.**

Respectfully submitted by: Debbie Myers, Town Clerk I

Approved 5-9-2017