

**TOWN COMMISSIONER'S MEETING**  
**CHARLESTOWN, MARYLAND**  
*April 26, 2016*

The Town Meeting was called to order by President Renee Capano at 7:30pm. Commissioners present were Joseph Letts, Mary Carol Durange, Renee Capano, and Bruce. Commissioner Andy Thompson attended by cell phone speaker phone. Also present was Town Administrator Wib Pumpaly.

**Pledge of Allegiance** was led by Mr. Norman Doss

**Approval of the Minutes of April 12, 2016** Commissioner Hechmer moved to approve, Commissioner Letts seconded. Approved 5-0

**Accounts Payable Review April 26, 2016**—Accounts payable was presented for payment the amount of \$107,055.91. Commissioner Durange moved to accept, Commissioner Letts seconded. Approved 5-0.

**Sub-Meter System (Resident Request)** Donna Mattison Ms. Mattison was in attendance and has been told by her contractor that a well is not possible. She is now seeking a sub-meter. She was informed by Cecil County that the decision would be up to the Town of Charlestown. Mr. Pumpaly has put into the books several examples of what other municipalities who use sub-meters. He also presented a draft proposal for a sub meter installation requirements. Commissioner Thompson is in favor and so is President Capano. Commissioner Hechmer stated that this issue has already been approved. We now need to put together rules and regulations for such installation. The town would be willing to allow it, but at the owner's expense. President Capano stated that she would like to see regulations for both sub meter and non-potable wells. Commissioner Hechmer is not in favor for non-potable wells that we would not have oversight over. Commissioner Thompson agrees with Commissioner Hechmer's stance. President Capano asked if we could work up the costs involved for such. Mr. Pumpaly would feel more comfortable with input from an engineer. Commissioner Hechmer feels that there is no reason to have an engineer involved. Commissioner Thompson feels that we would be able to complete the process in house as well. Commissioner Hechmer volunteered to work on the regulations. Mrs. Mattison asked when she should return for the final decision and regulations. President Capano told her that she would be contacted about when to return. Mr. Pumpaly was asked to find what the costs would be from Miller and the extra costs of administrative support.

**Fees for Municipal Boat Pier** – Mr. Prosper Boudart has a concern about not capitalizing on the possible income from the municipal boat ramp. Prosper Boudart stated that during a walk on a Saturday he saw 20 trucks parked in the Wellwood Parking Lot. He feels that a modest charge would garner some income for the town. There are several ways that we might gain income, a gate, an honor box or an employee simply standing there taking the cash. Bob Kuhs, a Commissioner from Port Deposit, was in attendance to explain Port Deposit's honor box system. He stated that they make anywhere from \$500 to \$700 per week in fees for using the boat ramp. He brought a picture of the box system used. He states that the fee schedule is free for town residents with a sticker (those who pay in town taxes). For those non town residents the cost is \$5.00 per use for in state, \$10.00 out of state. A yearly sticker for in state is \$25.00 and out of state \$50.00. He suggests contacting DNR about a fee schedule if you want to use grant monies at your ramp. Town residents can obtain the stickers online from the Town website. He also informed us that he empties the box every day on weekends, and a couple of times during the week and in the off season. This has cut down on those vandalizing of the box and the theft of the money. He stated that during a recent weekend he saw 10 boats waiting to use our ramp, so we definitely have the traffic to support the program. He writes parking tickets to those who do not have an envelope stub or a yearly sticker. He stated that the cost of the ticket is \$50.00. He suggests

possibly using a golf cart to ferry people from Lot B to the ramp and using that person to collect or oversee the fee collection. Commissioner Letts asked if there was a gate involved. The answer is no. Are there cameras down there? The answer is no. Commissioner Thompson thanked Prosper for putting this presentation together. The upside of this would be income to support our parks and ramps. After issuing a ticket the offender is offered the option to purchase the yearly sticker in lieu of paying the fine. Several residents in attendance favored the option of the honor system and not the gate as the gates break and/or are in need of constant repair. The residents in attendance who voiced opinions, voiced in favor of charging for the ramp. The question was asked how many vehicles Lot B could hold, the answer was probably 18 to 20. Commissioner Thompson feels that boaters would still park at Wellwood. The box cost was \$1500.00. Commissioner Hechmer asked that Commissioner Kuhs send to us the ordinance used in Port Deposit. He said that we could request it from Town Hall and he is sure that they would be happy to send the information. It was felt that someone from Town would step up to monitor the program. Would fishing tournaments need to pay as well, yes! The suggestion was made to reinstate the position of Harbor Master.

**Spring Clean-up Day Proclamation** – Commissioner Durange presented a proclamation in support of Charlestown Spring Clean-up which will be held on Saturday, April 30, 2016 from 8:30 AM to 12:30 PM. Commissioner Letts moved to pass the proclamation, seconded by Commissioner Hechmer. Approved 5-0. After the vote, Commissioner Durange explained the need for the clean-up and the hope that the day will be perpetuated. There will be liability waivers to sign at Town Hall before being dispersed to the various locations needing attention.

## **Town Administrator's Report**

### **OLD BUSINESS**

**RFP Long Point Planting Proposals** We received two proposals, one from Jeff Ritter and one from Swan Creek Landscapers. It seems that both proposals follow the RFP, but there is a large difference in the bids. The difference in price is approximately \$8,000. Mr. Pumpaly will explore further to make sure the proposals are contrasting apples to apples.

**Trash Collection Bid Review** – We received one bid from the RFP. That company is the one who currently holds our contract, Waste Industries. Mr. Pumpaly stated that the town is very satisfied with their performance. They propose a fee of \$17.44 per household monthly. With 624 households this would be a \$10,882.56 monthly cost. They would continue to collect at no additional cost the Town trash cans and the dumpsters. The company also offers to provide recycling cans at .55 per month which would bring the monthly fee to \$17.99 for a total of \$11,225.76. Mr. Pumpaly recommends that we accept the \$17.44 bid. President Capano does not feel the recycling bin would be cost effective. Commissioner Hechmer asked if the contract was the same as before and the answer is yes, with a proviso that if tip fees were raised at the landfill, the cost would be raised to reflect that tip fee increase. They would have to defend any asked for increase. Commissioner Letts moved that we continue our contract with Waste Industries without the .55 for recycling bins, seconded by Commissioner Durange. Approved 5-0.

**Draft Budget Review 2016-2017** Mr. Pumpaly placed in the books a first draft of the 2016-2017 budget. He worked through this with our accountant. The draft does away with the Special Revenue funds and those expenses and incomes have been transferred to the General Funds. It is a balanced budget based on the anticipated income. The constant yield number would have lowered property taxes a very slight amount. The proposed budget leaves property tax rate would remain the same at .3334. This will result in a very modest increase of 3,000 in income to the town. By charter we have to have the budget to the Commissioners by May

1<sup>st</sup> and it must be passed by June 1<sup>st</sup>. President Capano asked if they would like to set up a time for a work session. She will set a date so that it can be advertised so that any of those of the public could comment.

**P & Z Minor Permit Approvals** Our Code Enforcement Officer feels that the current code as written in 175-44 would allow the Code Enforcement Officer and or Town Administrator to approve minor permits. Commissioner Hechmer feels that the language needs to be amended to specifically name the Code Enforcement Officer and Town Administrator power to do those things that are now being asked for. Commissioner Thompson and Mr. Pumpaly will be involved with Mr. Clements will continue to work on this issues and rewrite the code. Ursula Boudart also volunteered to assist.

**Responsibility for Trees within a “Paper Street”** There are several streets that have remained “paper streets”. They were laid out when the town was founded in 1742, but nothing has happened to them since. The streets are owned by the Commissioners. There is an area of Charlestown Manor with several paper streets. Pennsylvania Avenue is one such street. There are several trees that need to be removed due to their failing health. Mr. Miller is still waiting for a Commissioner decision in this matter which he brought to the board some meetings ago. It seems that the ownership of the paper streets is in question. Commissioner Letts has looked at the trees and one of them is most assuredly dead. Commissioner Letts feels that Mr. Miller would like the Town to take the tree down. Commissioner Thompson asked if this was similar to right of ways or easements. Commissioner Hechmer stated that without a survey the ownership would be in question. Residents also commented on where there were other trees that are dead on town property. Commissioner Capano stated that in other places where there are paper streets it seems that the residents are taking care of such things. Since this tree seems to be located in “the woods” we should leave it. The town will not cut it down. Commissioner Letts will contact Mr. Miller.

**Update on Tractor & Pricing for New Tractor** The Kubota has been returned today at a cost of 3,046. Mr. Pumpaly has obtained quotes from Kubota and John Deere. He prefers the Kubota. The state’s contract has run out and it will be around three months before they have a new contract. The trade in estimate on our current tractor is \$7,000.00. This will be tabled to talk about after the state has renewed their contracts with vendors for this type of equipment.

**Update on Water Street Drainage Issues** Mr. Chris Rogers, from AECOM, was in attendance to discuss a water drainage problem at Lees Marina. Commissioner Thompson thinks that a trough dug perpendicular and paved would handle the situation. Mr. Rogers will look into that and see if the water once it reaches Louisa Lane. Another problem further down Water Street by Charlestown Marina across from the Wellwood. A cost estimate of \$1750.00. Commissioner Letts made a motion to have McGuirk Construction to fix the problem on Water Street, seconded by Commissioner Hechmer. Approved 5-0. On Chesapeake Road Maryland Rural Water was called in to try to ascertain if we have a leak. They were unable to find any residual chlorine or hear any water running through valves. We may be able to do some diversion of the water with the Kubota to help with the issue. Mr. Pumpaly will have Town Staff look at it.

## **NEW BUSINESS**

**“Young at Heart Group” – Use of Town Tax Exemption Certificate** The Young at Heart Group has written letters to the North East VFW and the Perryville Legion seeking a monetary donation. They would like to give the organizations our tax exempt number. Commissioner Hechmer moved to allow The Young at Heart Group to use our tax exemption certificate if our accountant says it is OK, seconded by Commissioner Letts. Approved 5-0.

**Community Center Refurbishment** Mr. Pumpaly stated that he had been asked to have the inside of the small building painted and it should be done by Thursday. Mr. Pumpaly presented bids to place flooring in the smaller of the two buildings. Commissioner Letts asked what the purpose of the building? Commissioner Hechmer asked how many people it would hold. The guess is around 30. Commissioner Thompson asked if we should really be spending money. President Capano stated that she asked for quotes for flooring in advance of budgeting process. She also stated that she was trying to explore ways to garner income for the Town. Commissioner Hechmer stated that we should get more information. President Capano was asked if she had a final plan for the top part. President Capano showed the preliminary plan to the group. While the money is for Lot B, they are visualizing the entire area, Lot B and the “top” part of Avalon Park. President Capano stated that she had asked for the building to be power washed and had not really spent any money on the building. Commissioner Hechmer says we need a lot more information. Commissioner Hechmer stated that in his mind we have no idea what we are doing on the “top side” and that Lot B needs to stand alone.

**P & Z Board Member Replacement** There is an opening on the Planning and Zoning Commission. Mr. Pumpaly wants to know if he should run an ad for the position. There are already 2 letters of interest from Mr. Chris Capano and Mr. Tom Durange.

**RFP Auditing Services Draft #1** Mr. Pumpaly presented an RFP for auditing services.

#### **Commissioner’s Discussion Corner**

**Parking Permits – Time of Use** President Capano stated that at one time she was totally against it. She has since changed her mind. She would however would like to see a time limit like from 6 or 7AM to 6 or 7PM and then have non permit parking in the evening. Commissioner Letts and Commissioner Hechmer are against the time limit. Commissioner Hechmer feels that the businesses have plenty of parking available. We are going to try to increase the policing of the permit process. Commissioner Thompson also agrees to leave the process as is. Commissioner Hechmer does think that one day passes might be available through the website once we get that capability online.

**National Night Out and other Community Events** President Capano has been in contact with the Fire Company. She asked if the Commissioners would be available to cook hotdogs that night. Commissioner Letts thinks he will be out of town the first week of August, but if he is home he would help. Commissioner Durange will be in charge of the whole night which will rule her out. Commissioner Hechmer stated that it was so far away and he does not know his schedule at this point. Movie July 16 Bettlejuice and Aug 20 Minions this year. Community Yard Sale is May 14<sup>th</sup>.

#### **Period of Public Comment**

Debbie Sexton expressed concern over the end of Caroline Street. Her son lives at the end of Caroline Street. The street especially is bad during the storms. His cars are taking a tremendous beating. She asks the Commissioners to consider paving this area. Commissioner Letts stated that he will look at it, but can’t make any promises.

Mr. Confalone suggested that those organizations asked for donations for Young At Heart might give that money to the Town which would be able to supply a tax exemption number. They could designate Young at Heart to receive those donations.

Ursula Boudart suggested another place water lays at all times on Market right after Riverview.

Mr. Norman Doss commented on the public TV program on the building of the Conowingo Dam. He said that it was an excellent program.

There being no further business, Commissioner Letts moved to adjourn the regular meeting seconded by Commissioner Hechmer . Approved 5-0 @ 9:45 PM.

*Respectfully submitted by: Debbie Myers, Town Clerk I*

Approved 5-24-2016