

Town Commissioners' Meeting Minutes
August 9, 2011 - 6:30 pm

Meeting was called to order at 6:33PM by President Robert Gell. Also in attendance were Commissioners Mary Carol Durange, Donna Sheets, Joseph Letts and Michael Doss.

Ryleigh Johnson once again led the Pledge of Allegiance.

The Accounts Payable Report was reviewed and Commissioner Sheets motioned to accept and all approved 5-0.

The minutes from the July 26, 2011 meeting were then reviewed with Commissioner Durange motioning for approval as written; the motion passed 3-0 with 2 abstentions by Commissioners Doss and Letts.

The Sheriff's Patrol Report for July 2011 from Sgt. R. Schmidt were reviewed from the meeting materials and read to the commissioners by Commissioners Letts.

Robert Corn, of Miller Environmental, delivered the water service report for July. It was questioned if the recommendations were prioritized with the answer being no. Mr. Corn suggested Item #3 be a top priority; to remove electrical outlets that are damaged, dangerous and thus are not being used or even necessary. Item #4: to repair or plug and replace a very fragile, easily damaged, PVC joint with tapping sleeves and metal valves. When asked for a cost estimate, Mr. Corn felt it would not be very expensive and that now would be an ideal time for this repair, before the area gets painted. A contractor will be asked to view the situation and submit an estimate.

Robert Corn of Miller Environmental delivered the July water treatment and activity report concerning water treatment, samples, the additional sample collected when they hooked up the tanker up to pressurize the system while the water tower was being emptied, leak checks, water quality complaint, settlement meter reads, new meter installation inspection, leaking meter replacements, and completing the semi-annual water withdraw report. He also mentioned they plan on starting to fill the water tower slowly Friday morning.

Doug DeClerk of Maryland Environmental Services presented the Water Tower Project Up-date. He noted the water tower is just about finished, the contractor has to put one more coat of paint on the roof and the outside. Once this is done, they will start filling the elevated tank slowly on Friday. Once it is completely filled the temporary tank will be taken out of service and removed from the site. The cell people have taken all of the attachments off of the side of the tank and re-attached them to the new corral which was installed on the top of the tank. He pointed out the before and after pictures of the tank to show the relocation of the attachments. He has assessed the work of the contractor periodically and he feels they have

done an extremely good job. Commissioner Sheets asked about the maintenance and longevity of the new paint job. Mr. DeClerk explained that the rust that came out before was due to improper preparation of the surface prior to painting from the contractor who painted it before. If the rust does come back, the contractor does have a two year warranty on the paint job. Commissioner Gell asked in his best estimate when we would need to paint it again. Mr. DeClerk said we could expect to do the same type of paint job again in 10-12 years. He also got a good look at the inside of the tank when it was drained. He noticed there is some paint failure inside, but not a lot. He said it will not cause structural problems. He said it will not need to be done for 8-10 years. So when the outside needs to be done again, the inside will need to be done as well.

Emily Fletcher reviewed budget amendment number 4 regarding elimination of the boat slip user fee in the current fiscal year. Commissioner Sheets motioned to accept and all approved 5-0.

Commissioner Gell spoke about the consideration of the FY 2011 – 2012 donations. He said this reaffirms the commitment to Colonial Charlestown of \$4,500.00, Charlestown Fire Company of \$10,000, and RiverFest of \$8,000.00. Commissioner Sheets commented on the Cecil Whig article submitted by RiverFest. She said she was upset by the article because the Commissioners never said they were not giving any money. She said it aired some dirty laundry for the Town. She would have expected such an article if the Town had actually said “no”.

Allen McDaniel Chairman of the RiverFest organization said he was going to speak about the lack of funds not going to be given, but because it was decided to cut checks for donations, he will not speak about this. Mr. McDaniel said the committee was not trying to blame anyone, they were just trying to figure out why they weren't getting the already approved funding. The Town sponsorship is 25-30% of all revenues, so a cut this big could prevent them from holding the event. Commissioner Sheets commented that this was a big communication breakdown and requested that they should have had someone call about the donation. She suggested in the future, having a committee member give an update upcoming Town meetings or email Town Hall a copy of the meeting schedule.

Public Comment (1 Speaker)

Rosalyn Bott spoke about RiverFest. She said a lot of people are unaware of what the organization does with their profit. She has never seen a write up or a financial report which includes the donations such as scholarships and Boys & Girls Club as well as vendor expenses. Commissioner Letts also commented that he has asked for a read out of expenditures on several occasions. Allen McDaniel gave a quick overview of how revenue is raised and explained that any monies left over after paying expenses are given as donations to various charitable organizations. President Gell asked if the RiverFest committee would attach their financial report when they submit their request for donation each year.

President Gell presented a letter received thanking the Town of Charlestown for continuing our Membership in the Maryland Municipal League. He explained that a large benefit of this organization is the research function which means any time the Town has a question we can go to them and ask what other Towns have done with a particular situation, we also have the ability to readily get answers to questions regarding legal issues and information we may require. Emily Fletcher also commented as a new employee to municipal government, the benefits of attending the various events and trainings enable you to have the resources to learn the things necessary to perform better in your job.

Commissioner Doss brought up the discussion of the sale of one of the maintenance trucks. When the new Town truck was purchased, part of the deal was to rid the Town of a pickup truck. The Town currently has two town workers and four trucks. Commissioner Doss said that it is now time for the 2009 white Chevy Silverado pickup truck to go. Commissioner Doss made the motion to sell the 2009 Chevy Silverado in a closed bid. President Gell brought up discussion of remembering agreeing to getting rid of a truck, but thought it would be one of the older trucks. Discussion ensued about which truck would be most beneficial to remove from the fleet. It was agreed to move forward with the motion to sell the 2009 Chevy Silverado. The motion passed 4-1.

Commissioner Sheets wanted to publicly thank the young ladies from Emily's church who volunteered to paint the Town fire hydrants. A certificate signed by the Commissioners was presented.

Commissioner Sheets reviewed the utility billing payment plan process that had been set up by the Town. She indicated that there are a couple of people who are continually on the payment plan. She feels there needs to be a more formal, restrictive payment plan schedule if we have one at all. Commissioner Sheets also suggested a fee for a payment plan or not even have a payment plan unless everyone can do it. Commissioners Sheets and Durange suggested working up a hardship form that should be approved by at least three commissioners, one of whom should be Treasurer. Commissioner Doss further suggested it be approved at the table. Commissioner Sheets requested at this point we do not approve payment plans until the board determines a plan to move forward. It was agreed that Town Administration is to notify any resident who calls to request a payment plan that at this time no payment plans will be approved.

Commissioner Gell presented the Charter Amendment Resolutions and explained that each change needs to be a separate resolution by showing what it was and what the change is. He said that each and every change that the Charter Commission has recommended is in the form of a resolution. Commissioner Letts commented that several issues have come before the board without a full quorum that were discussed without a full board. Commissioner Sheets explained a motion was not made in the last meeting, it was just requested of the Charter Committee to present it in the appropriate format for review. The public has the opportunity to look at it as well and make any opinion on it. Discussion was also made concerning a public

hearing. Commissioner Doss made a motion to hold a public hearing. The motion passed with all approving 5-0.

Town Administrator's Report

Old Business

- The boat slip user fee previously approved was not in keeping with how the public hearing was presented with the three tier implementation plan. As a result, it was decided that the 2011-01 would be amended to reflect the three tier phase in with 1%, 2.5% and 5% starting in January 1, 2012. The documentation was presented to the Board for their review to make any changes. Wib Pumpaly also discussed item 7C regarding delinquent charges and the wording of said charges as brought up by Commissioner Sheets. He said we are having a problem with delinquent charges in another area so we want to make sure this is right. Commissioner Doss questioned if this was the exact same way it was presented at the public hearing. Mr. Pumpaly said the only thing that changed was the dates. He asked the commissioners to review and present any questions. Commissioner Doss also asked if any of the marinas have been contacted for their input on any of this. Mr. Pumpaly said no marinas have been contacted as of yet. Commissioner Doss also suggested that wording should be put into it to indicate the use of the funds to make sure that the funds are used in the appropriate manner.

New Business

- July Budget Review – Revenue is little ahead of budget by expenditures on the General Fund. The Special Fund is slightly over budget. On the Utility Fund we are \$12,000 short on revenue because we planned on housing starts, but have not had any for July. We had one housing start in August already. We have one budget area we are over already which is in the Insurance account. The LGIT bill came in higher than budgeted.
- July Cash Balance Review
- July Accounts Receivable Review – tax sales were supposed to have been paid in this month's tax revenue, but the County had an error in their payment and will submit it with the next month's tax payment. A request was made to include the utility billing summary accounts receivable report. Another large area of accounts receivable is the WILMAPCO billing which has been worked out. We are also waiting on delinquent fees from one of the marinas.
- July Fuel Reports (Gas/Diesel)
- July Maintenance Work Order Review – Many that are showing open are already closed out as of today's date.
- July Building Permit Review
- Thank You Note – Millard Bott sent a note in thanking the Commissioners for the retirement luncheon held in his honor.

- Emily Fletcher asked regarding the decision about the marina late fees. Wib Pumpaly said the Board will need to see the lease. Emily to put together the lease and the information on outstanding fees and lease payments for the next meeting.

Public Comment

Gary Wood thanked the Town for their continued support of RiverFest.

Gloria Wood thanked the Town for their support of RiverFest and also commented that the water tank looks beautiful, she said they see it out of their window all of the time.

Gophery Richardson said his issues have been addressed.

Mary Jo Joblansky thanked the Board for their support of RiverFest on behalf of the Boys and Girls Club and Cecil County Tourism Committee.

Tom Durange would like to know if it is possible for the Town to place a “no outlet” or “no water access” sign at the beginning of his street. They constantly have people going down the dead end street with boat trailers, who then have difficulty backing out. Wib Pumpaly will work on getting a sign made for the street.

Rosalyn Bott complimented the maintenance guys on the good job they did with removing the weeds at the flag pole. She said she stopped down and even told them what a good job they did. She wanted to let the Board know “Wib is on the stick”. Commissioner Durange also commented on the good job they did on the weeds they took care of at the end of her street. Tom Durange also complimented the Town Maintenance workers on the good cleanup efforts they made after all of the recent storm surges.

Nathan Porch commented on the perception that RiverFest makes a large amount of money. He said he organizes the 5K run. He said the tax forms are readily available for anyone who wants to review them with a five minute search. He said his search revealed that any cuts made to the organization can really hurt. He also commented on the boy scouts who attended the public meeting, and that they were listening and had a very mature view in the reports that he read from their merit badge requirement.

Commissioner Sheets commented that RiverFest is a very good organization to bring some good to the community. She also said she likes the way it provides free games for the children.

Commissioner Doss said guidestar.org will provide any 501 3(C)'s tax return information and after a short registration you can review any organizations' return.

Pauline Bryant said something needs to be done on her street during the Wellwood weddings and he has a bus now which you cannot get around. She suggested asking the Wellwood have someone to direct traffic during these weddings. Commissioner Doss said he spoke with Larry

Metz over the weekend and asked him about having the bus staged at the Fishing Pier parking lot instead.

Rebecca Phillips asked if there is any information about the robberies happening on her street, and wanted to know what is being done about it. Diane Letts said they broke into the new construction on the street and stole copper piping. They broke into Joanne Magness' house. Commissioner Letts said at this point this is as far as the Board is going to go with it.

Commissioner Durange asked for future meetings if people would keep public comments to public comment time. It is very distractive to the rest of the meeting. She asked Mary Jo Joblansky about what they do at her Town meetings and she said they hold public comment at the end of their meetings. Commissioner Durange asked the public if in the future they would please abide by this rule, so the Board can conduct business without disruptions it would be appreciated.

Commissioner Sheets motioned to adjourn. Meeting adjourned at 8:36PM.

Respectfully submitted by Emily Fletcher