

**Town Commissioners' Meeting Minutes**  
**February 13, 2012, 7:00 pm**

Meeting was called to order at 6:30 pm by President Robert Gell. Commissioners Robert Gell, Mary Carol Durange, Kenneth Confalone, Joseph Letts, and Renee Capano were in attendance.

The Pledge of Allegiance was led by Emily Fletcher.

Approval of Minutes – The minutes from the January 24<sup>th</sup>, 2012 meeting were approved. Commissioner Letts motioned to approve the minutes as they are written. This was approved 5-0.

Accounts Payable Review - The Accounts Payable review that was provided to the Commissioners was reviewed. Commissioner Durange motioned to pay the bills per the Accounts Payable report. This was approved 5-0.

Sheriff's Report – December 2011 & January 2012 – Sgt. Ron Schmidt – Commissioner Letts presented the report for said Ron has had some personal problems over the last month or so to take care of. Commissioner Gell asked Commissioner Letts to go over the highlights of the reports. Main report of December was a major burglary outside of town. For January, he pointed out that Sgt. Schmidt did an excellent job on the case in recovering the stolen property. Commissioner Capano asked Commissioner Letts to pass on a thank you to the drug task force for their service this past weekend.

Miller Environmental Report – January 2012 – Robert Corn of Miller Environmental was not available to give the monthly report as he is filling in for our contractor who had emergency surgery this past week. Mr. Pumpaly reviewed the report provided to him by Mr. Corn. Commissioner Confalone questioned regarding the well usage hours. He explained that the peak usage drives costs of electric up on the well pumping time. If we can have the wells set to pump at a certain time, we may be able to generate savings by timing the wells to pump at a certain time of day.

Cool Springs Public Works Agreement – Commissioner Gell – builder is requesting an extension of the Cool Springs public works agreement. Commissioner Gell is requesting to move forward with the requested three-year extension. Mr. Pumpaly indicated that the Town Attorney, Dennis Clower has reviewed the extension, and with minor changes to the extension agreement, has indicated that there is no problem with accepting this extension. Commissioner Gell motioned to approve the extension. This was approved 5-0.

MML Convention – Mr. Pumpaly reviewed the hotel cost of the convention and compared the cost of the hotels to last year. He said at this time we do not have Conference registration documents. Mr. Pumpaly said he had a question of whether the Town Clerk should go and upon further research found past clerks have in fact attended. Commissioner Gell said that this requires no further action.

Uses for Town Owned Vacant Property – Commissioner Confalone – he is questioning the different vacant properties and the costs associated with them. He said as a starting point, the property at 630 Water Street. He said that this property potentially could be renovated to be suitable for rental property use. Commissioners Letts and Durange indicated that we have already gathered an estimate of costs and items that need to be repaired. Mr. Pumpaly reviewed what had been discussed that needed to be done to the house to be able to rent it out. Mr. Pumpaly also indicated that we have been working with Department of Housing and Community Development for a loan to receive funds to do the necessary repairs. Commissioner Confalone asked if some of the repairs need to be done whether or not it gets rented out. Mr. Pumpaly indicated that the roof needs to be done. Commissioner Letts indicated that there is a new furnace, air conditioner and oil tank installed through a grant a couple years ago. Mr. Pumpaly explained that currently the house is winterized. Commissioner Confalone asked if the Board is planning on waiting for the money to come to move forward with the project. Mr. Pumpaly said that to

date, the DHDC loan is set to occur in April and he feels it would take about three months to complete the renovation project.

Commissioner Capano said she and Commissioner Gell went over to the elementary school to talk to the 4<sup>th</sup> graders about the "Maryland Municipal League "If I Were Mayor" Essay Contest. The principal asked for a sheet to be written up explaining what the Town Commissioners do and the County Commissioners. She was able to find information from the County website for the County level. She worked with Mr. Pumpaly to try to find information in Town Hall, but not much was found, but she has done additional research through the websites and MML site. She also spoke to Larry Truslow to see if he could speak to the students as he was the former mayor of North East and is also currently school teacher. Commissioner Gell also explained that we should have a Charlestown contest. Then there would be a County-wide Competition and it would then go on to Annapolis.

Commissioner Capano noticed that while passing out leaflets in Trinity Woods and Cool Springs during the election, the school bus had difficulty maneuvering through these streets. She is concerned that not only are school buses going to have trouble, but emergency vehicles such as fire and rescue equipment. This is also an issue in Old Charlestown. Commissioner Letts said he feels the solution to this is off-street parking. Commissioner Gell said there was supposed to be a homeowner's association. He said the County is putting pressure on them to organize one. Mr. Pumpaly indicated that he talked to several people in Trinity Woods and they indicated that they never received the by-laws of the Home Owners Association. He said in the preserves portion of Trinity Woods, he did find that there is a document that talks about the regulations of the streets. One issue Mr. Pumpaly sees is the decision of which side of the street to choose, will require a public meeting, and the cost of signs. He did however, recommend snow emergency routes and that this would be very helpful. He also is wondering who is going to enforce this. Commissioner Durange said that there is an issue with the elementary school and people lined up along the street with their left turn signal on to pick up kids, blocking traffic up for long periods of time. If an emergency vehicle needed to come through, it would be difficult to clear this area at this time. Commissioner Letts asked if this is an everyday occurrence. It was agreed that it was and Commissioner Letts said he would take a look at it tomorrow.

Emily Fletcher reviewed fiscal year 2011-2012 budget amendment #5. The planning and zoning legal account was in question if this has been posted to correctly. Emily will contact the auditor to make sure this is a correct posting. Mr. Pumpaly asked if we could even create a separate account for the Charlestown Marina legal expense as a separate account to tract the legal costs. The budget amendment also included moving the full capital expense of the water tower painting project into the current fiscal year as required by the auditor. Commissioner Confalone motioned to approve the budget amendments. This was approved 5-0.

## **Town Administrator's Report**

### **Old Business**

- Maintenance Shop Enclosure Fence Proposals – Mr. Pumpaly indicated that the small shed at the maintenance shop had been broken into over the past week, but nothing had been taken. He reviewed the quotes received for the installation of the maintenance shop enclosure. The costs of this project range from \$11,177 – \$13,994. The fence will be chain link with barbed wire on top of the fence as well as the gates. He said money would be saved if we elect to just do the alarm system. He has one company working on quotes for the shop as well as the Cecil House and 630 Water Street. Commissioner Gell questioned not alarming the empty houses and said that if someone got into one of them, they could do a lot of damage. Commissioner Letts said why alarm 630 Water Street now, then turn around and tear it out when they re-do the wiring. Commissioner Capano said once we get a tenant into the property we could put the tenant's name on the bill for the alarm system. Mr. Pumpaly said we could also include the cost in the rent amount. Commissioner Durange motioned to accept Long Fence. This was approved 5-0. Mr. Pumpaly indicated that we will be taking this amount from various areas of the budget.

**New Business**

- Mr. Pumpaly went over the current budget as of the end of January. Overall the budget is favorable by \$207,666.80 so the budget is looking good so far this year.
- January Cash Balance Review
- January Accounts Receivable Review
- January Fuel Report Review (Gas/Diesel)
- January Maintenance Work Order Review
- January Building Permit Review

Mr. Pumpaly discussed a letter received from the Fire Department requesting the opening of Cecil Street from Market Street at the Henry property. He said to do this we would need signage, major excavating, a portion of the walking path and tennis court would have to go away, the minimum right of way has to be 50 feet, the cost of the project would be in the thousands of dollars. There would be engineering fees in addition to this. The Fire Company said they put this request in so that they could go on record to say they put a request in to have the street opened.

Mr. Pumpaly presented preliminary budget items and proposed that we have two months to prepare the budget for FY 2012-2013. He reviewed the document presented as well as the budget item request sheets. Commissioners have been requested to look at what projects they feel need to be done, and how they plan to fund the project. The final page is a series of considerations Mr. Pumpaly prepared for FY 2012-2013. Some of these include new revenue sources, continued road paving, a new trash contract, continue expense reduction.

One budget concern is that the constant yield is going to be significantly lower because of the decreased value of properties. We will be losing about \$40,000 in revenues from this source.

Other projects include, backhoe and truck replacement; spoils site; 630 Water Street and Cecil House refurbishment projects; ice house renovation; expand cemetery and Town Hall.

Other areas of interest are working on grants and the possibility of getting emergency generators for the wells.

Commissioner Capano asked if the Town has gone to Richie Brothers for the equipment or if "Buy New" is the only policy. Mr. Pumpaly said if you buy new, then you have warranties etc..

Emily Fletcher indicated that there is an additional Eagle Scout candidate that is interested in a project in Town and is willing to do his project in conjunction with the already approved ice house project to further expand on the renovation.

Commissioner Gell reviewed the highway user revenue is going to be increasing, but will do so slowly. He also said there will be a flush tax that the State is going to implement which will raise utility bills.

Commissioner Gell said there is a WILMAPCO representative that would like to meet with a Town-appointed advisory committee to determine where to place the walking/riding path system within the Town.

**Period of Public Comment**

**Prosper Boudart** – Mr. Boudart is questioning the reasoning behind the Fire Company's request to open Cecil Street as it is a sharp turn. Commissioner Gell asked Commissioner Letts if he understands why the

Fire Company would like to open it. He said they indicated that it would be an egress to go another direction. He said they know it will not happen right away, but they want to go on record that they made the request. His other question is he has a roofer friend who is willing to put the metal roof on the ice house for free labor, if the Town provides the materials. He would like a certificate that he provided the service at no cost.

**Dennis Taylor** – Mr. Taylor had no comment at this time.

**Gophery Richardson** – Mr. Richardson had no comment at this time.

Renee Capano – said there is a webinar regarding Volunteer Maryland that she would like to register for. She asked for approval of the board to attend the webinar and the Board agreed.

Ursula Boudart questioned if there are motion-detector lights at the maintenance shops. Mr. Pumpaly said they stay on all the time, but are not motion-detector. She also requested that the Board not forget the parks and maintain the upkeep on the parks. She is also a proponent of the boat ramp fee and using Cecil House as a Town Hall. Discussion ensued about the Cecil House in that right now the main issue is stabilization. Once the building is stabilized, then there are several options for the building.

Commissioner Capano motioned to adjourn, this was approved.  
The meeting adjourned at 8:43pm.

Respectfully submitted by Christina Jackson; Town Clerk.