

**Town Commissioners' Meeting Minutes**  
**February 28, 2012, 7:00 pm**

Meeting was called to order at 7:00 pm by President Robert Gell. Commissioners Robert Gell, Mary Carol Durange, Kenneth Confalone, Joseph Letts, and Renee Capano were in attendance. Commissioner Letts noted that he may leave early due to a dental procedure he had earlier in the day.

The Pledge of Allegiance was led by Chrissy Jackson.

**Approval of Minutes** – The minutes from the January 24<sup>th</sup>, 2012 meeting were approved. Commissioner Confalone 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.

**Water Turn On for 109 Cecil Street** – After some discussion over the fact that the previous utility balance has been forwarded to the County, the Commissioners voted to accept the payment of \$1700.00 to have the water turned on right away. Bobby Straiton was called to turn the water on right away. Bobby called at 7:26pm to report that the water has been turned on.

**Cool Springs Public Works Agreement** – Commissioner Gell – Commissioner Gell reported that the board has approved the extension that was requested by Mr. Lambdin. The resolution has been drawn up and requires the signature of the board. Commissioner Letts asked if the Town's attorney approved the resolution and Mr. Pumpaly advised that the Town's attorney actually wrote the resolution. Mr. Pumpaly also advised that this document also has to be signed by the Town Engineer, Lambdin and notarized.

**Town Administrator's Report**

**Old Business**

- **Maintenance Shop Fence Update** – Mr. Pumpaly presented where he is currently with the fence project and reported that the Town is currently clearing the area so that the fence can be installed on relatively level ground. Mr. Pumpaly reviewed a plot plan showing where the Town acquired a portion of a parcel adjacent to the maintenance shop area. Mr. Pumpaly stated that he has to make sure the line we have documented is correct and the only way to have that done is to have a surveyor come in and site the line. Once this has been determined, Mr. Pumpaly will have Long Fence make the adjustments which may increase the price of the fence by a small amount.
- **Maintenance Shop Alarm System** – Mr. Pumpaly reviewed the cost of installing an alarm system. He received a proposal from Harford Alarm. To secure the maintenance shop area including both buildings would cost \$1685.00 and then \$24.00 per month for monitoring.
- **629 Bladen Street & 630 Water Street Alarm System** – Mr. Pumpaly also reported that that it would cost \$2975 to secure both properties and then \$22 per month for each property for monitoring. To review, he reported that the total for installation at all locations would be \$4660.00 and then would be \$68 per month to monitor all locations. The first year's expense for installation and monitoring would total \$5476.00. After the first year, the monitoring expense would total \$816.00. Commissioner Letts explained that while he has been a supporter of fencing the maintenance shop, he still believes that the area should also be monitored. He stated that he

knows young people will still find a way through the fence. Commissioner Gell also stated that he would like to at least see an alarm on the maintenance buildings and then maybe revisit the idea of monitoring the other two properties after the 1<sup>st</sup> of the year. Mr. Pumpaly advised that the alarm system at the Cecil Inn has, in essence, expired and we are currently on a month to month basis.

### **New Business**

- **DHCD Public Hearing** – Mr. Pumpaly explained that the DHCD requires the Town to have a public hearing regarding the changes to be made. He stated that he has already published the Public Hearing information in the Cecil Whig. Mr. Pumpaly stated that after the Public Hearing there will be a new ordinance (Ordinance 2012-01) to be signed by the Commissioners. Wib has reviewed this with the attorney and the bonding group at the Department of Housing and Community Development. Their last correspondence to Mr. Pumpaly stated that the draft ordinance had been reviewed and it looks good. Therefore, this document will have to be signed no later than March 13<sup>th</sup>.
- **Proposed Expansion of St. John's Cemetery** – Mr. Pumpaly stated that he has been working on this since last year. He was unsuccessful in getting responses from the State so on the 16<sup>th</sup> of February he sent a letter to Mr. McGuigan, his boss, Terry Fender and the SHA Regional Representative, David Rudolph and Dr. Gell. This letter stated that the Town is and has been considering the expansion of the St. John's cemetery and that the Town owns the cemetery. Mr. Pumpaly stated that the last time he spoke with Mr. McGuigan, he stated that he believes the Town could move the fence line to the utility pole, however they wanted to do a survey. They have been attempting to do this survey since last year at this time but it has not been done. Mr. Pumpaly stated in his letter that we are out of plots in the cemetery and this project will yield at least 100 new sites. He also stated that the Town intends to begin the project in the spring or as soon as the weather breaks. In his letter, Mr. Pumpaly requested that if they have any issues with the Town moving forward with this project to please respond in writing within 30 calendar days.
- **2012 Constant Yield Tax Rate** – Mr. Pumpaly reviewed that property assessments have dropped as a whole. That being said, the Town's gross accessible property base was 138,459,000 in 2011. That dropped by 17,000,000 and the now estimated accessible tax base 121,000,000 less some adjustments we are down to 117,583,207. If the Town maintains the same tax rate, we will lose between 40,000 and 45,000 in income this year for 2012-2013. In order to bring in the same amount of money we brought in last year, the Town would have to raise the tax rate from \$.28 per 100 to \$.3139 per 100. This would insure the same level of income as last year. Mr. Pumpaly advised that when it comes time to review the budget, this will have to be kept in mind. Mr. Pumpaly does explain that when new properties are built in Charlestown, the taxes for that year are prorated. This could help ease some of the lost tax revenue but even that may not provide the money needed to operate the Town. The Town will need to respond to the county within a month or month and a half with our intentions with the tax rate.
- **Chesapeake Bay Trust (Green Streets, Green Jobs, Green Towns Program)** – Mr. Pumpaly was advised by the Chesapeake Bay Trust has advised him that there may be grant funds available for watershed planning and protection projects. URS contacted Mr. Pumpaly a few weeks ago hoping to participate in this. Mr. Pumpaly explained that he has had a meeting with Chris Rogers of URS that included Commissioner Gell. Mr. Rogers believes he has found an area in Charlestown where this grant could be used. URS has agreed to write the grant for the Town if it is agreed to move forward. The cost to write the grant is \$2700. URS is not guaranteeing that if they write the grant, the Town will get it. Mr. Pumpaly explained that the area they are suggesting this grant could be used for is Avalon Yacht Basin. Most of this area is owned by the Town. Mr. Pumpaly suggested that this would be a good area to have another Town park. This may alleviate the extreme use of Veteran's Park. Commissioner Letts expressed his concern that this area cannot be used because it is part of the Environmental Trust. Mr. Pumpaly explained that

although it is part of the Environmental Trust it can still be used but there is only so much of the land that can be used for parking. Commissioner Letts suggests that Mr. Pumpaly find out if this area can be used for a park before the Town moves forward with URS. Commissioner Capano asks when this has to be submitted. Mr. Pumpaly stated this must be submitted by the 9<sup>th</sup> of March. Commissioner Gell suggests that the board approve for Mr. Pumpaly to move forward with this pending that the area can actually be used for a park. Commissioner Capano motioned that Mr. Pumpaly move forward with URS pending the findings regarding the area of land and its regulations of use due to the Environmental Trust.

- **Service Award Plaques** – Mr. Pumpaly reviewed his recommended acknowledgements of the service of two Commissioners who are no longer serving. Commissioner Letts motioned to approve the acknowledgements. This was approved 5-0.
- **The 16 Worst Street Problems in Charlestown** – Mr. Pumpaly reviewed the suggested street repairs with the costs. He suggests that the Commissioners review these repairs when it comes time to consider budget preparations.
- Commissioner Capano asked if the Commissioners are intending to attend the event for Mary Jo Jablonski. Commissioner Gell suggested that the Town send a delegation.
- If I Were Mayor – Commissioner Gell reported that today, the 4<sup>th</sup> grade class discovered the Charlestown Website. He also reported that the intention is to not only forward the entries to the If I Were Mayor contest but also having a contest within Charlestown for Charlestown students.
- Senior Citizen Transportation – Commissioner Gell asks anyone with any ideas to submit them so that they can be sent in. Commissioner Letts suggests that there should be a stop in Charlestown. Commissioner Durange stated that she thinks people need to be made aware that the service is available.
- WILMAPCO – Commissioner Gell stated that there is a group currently dealing with WILMAPCO regarding hiking and biking trails. He stated that there are some people in Charlestown that walk regularly and they have been asked if they would be willing to serve in a group to represent Charlestown.
- Shirts for Commissioners – Mr. Pumpaly reports that he has been asked to order polo shirts for the Commissioners. It has been decided that this will be paid for from the President's discretionary fund. Mr. Pumpaly asks the Commissioners to provide their sizes. Commissioner Gell suggested that we only order shirts for the new commissioners because the existing commissioners should already have them but if anyone needs a new shirt to go ahead and order one.

### **Period of Public Comment**

**Dennis Taylor** – Mr. Taylor had no comment.

**Gophery Richardson** – Mr. Richardson urged the Commissioners not to raise the taxes. Commissioner Confalone responded stating that because of the reassessment, the taxes will be going down at the current rate. If the rate is increased, the actual amount paid will be roughly the same.

National Kids in the Park Program – Commissioner Gell – Commissioner Gell suggests this would be a good time to dedicate the Trinity Woods Playground.

Commissioner Capano motioned to adjourn, this was approved.  
The meeting adjourned at 8:16pm.

Respectfully submitted by Christina Jackson; Town Clerk.