

TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
February 9, 2016

The Town Meeting was called to order by President Joseph Letts at 7:30 PM. Present were Commissioners Renee Capano, Robert Gell, Bruce Hechmer, Joseph Letts and Mr. Wib Pumpaly, Town Administrator.

The Pledge of Allegiance was led by Prosper Boudart.

Approval of the Minutes of January 12, 2016 Commissioner Capano moved to approve, Commissioner Hechmer seconded. Approved 4-0,

Accounts Payable Review February 9 –Accounts payable in the amount of 107,912.40 for January 26, 2016 were approved by consensus of the commissioners on occasion of the meeting being cancelled. Accounts payable in the amount of \$73,746.31 were presented. Commissioner Hechmer moved to pay the bills. Commissioner Capano seconded, Approved 4-0.

Miller Environmental December Report - A total of 3,812,000 gallons were produced for the month, with an average daily production of 123,000. No coliform samples tested positive. Weekly housekeeping and monthly maintenance was performed. Two Miss Utilities were provided. Water turned on at 427 Baltimore Street, 22 Carpenter's Point Road, 315 Cecil Street. Leak checks were provided for 1179 W. Old Philadelphia Road, 132 Salvation Circle, 144 Cool Springs Road, 222 Bennie Drive, 332 Colonial Drive with no leaks detected at any of these location. Water was turned off at 525 Bladen Street at the resident's request. Missed reads were provided. Flushed all local hydrants within the Baltimore Street and Carpenter's Point Road intersection in efforts to reduce air in resident lines. Mounted raw and finished water meter sensors on meter vault at the Water Tower.

Mr. Pumpaly has been talking to Miller about things that we should be doing and some things that we need to purchase some equipment to do this properly. Additionally, we need to do a water level check on the wells. We have also have had some difficulty also locating street valves, which we need to be exercising semi-annually. The two larger pieces are a flat tape water level meter (757.00) and a D & M magnetic locator to locate water lines, street valves (779.00). At this time Josh uses a divining rod to locate the lines and this new piece of equipment would be able to locate metal 10 feet under the ground. Commissioner Gell moved to buy the said equipment seconded by Commissioner Capano. Approve 4-0

Cecil County Sheriff's December Report – A printed report was presented which reflected the following: Thirty-five shifts were approved for a total of 140 hours. Of those 24 were filled for a total of 96 hours. There were two calls for service during the month. One to assist the EMS, and one loud music complaint from a motor vehicle. There was one out of town assist for an alarm. There were 149 patrol/property checks. There were seventeen traffic citation issued (4 radar, 13non radar); twelve traffic warnings issued (3 radar and 9 non radar); three safety repair orders issued and one parking violation issued. There were no criminal or civil warrants served during January. There was one arrest made (suspended license). There was one adult civil citation issued (possession CDS Marijuana) There were nine community contacts made. No business contacts were made. Eighteen shifts used radar and six did not. One vehicle was removed to storage.

Financial Review – Mr. Jones presented a balance sheet and a financial report. \$71,893 is not entered into fund balance software as there is some difficulty with the software. As of December 31, 2015 we have a total of \$902,609.00 in all accounts with \$365,973 in the General Fund; \$96,896 in the Special Revenue Fund and \$439,740 in the Utility Fund Mr. Jones has made all the necessary journal entries noted by the auditor and is going to give the auditing firm a post-closing trial balance to show them where all the cash is so they can check

them against the audit. Mr. Jones proposed a budget amendment to reflect the purchase of property that was not budgeted of 448,704.94 and Fairgreen Park expenditures of \$ 579.00 and Streets overrun of 10,007.00. Commissioner Gell moved to amend the budget as presented by Mr. Jones, seconded by Commissioner Hechmer. Approved 4-0.

Town Administrator's Report

OLD BUSINESS

Flow Meter Installation – After the installation of the new meters they could not be read remotely. This problem has been corrected and they are now read remotely.

Avalon Park “Lot B” Development Committee- There are six people who have agreed to serve on this development committee. We have one more name that we are awaiting to hear from. President Letts has asked that letters be sent to these people expressing their inclusion on the committee.

NEW BUSINESS

Seneca Point Water Usage The Seneca Point Wastewater Treatment plant has been using a considerable amount higher than that which they had told us they would be using. The plant is now using potable water for their operation. They are installing some new equipment which should reduce their consumption drastically. They anticipate one more high quarter.

Winter Storm Jonas Expense – We have submitted bills that we incurred due to Winter Storm Jonas to Cecil County Department of Emergency Services in the amount of \$4,976.00. Cecil County will then be submitting these bills to MEMA or FEMA for hopefully some reimbursement. Commissioner Capano rode along with the maintenance men. She suggests chains for the red truck in the future. The red truck needs new tires. She thinks we did well.

Town Board & Commission Members – A list was presented of all the town boards. We are in need of some replacements on some of the boards. Ken Confalone a current commissioner not running for office again would like to be a member of the Planning and Zoning Board. The Historic District member Nancy Bowles is no longer capable of serving due to health reasons. Mary Confalone is currently serving as an alternate and would like to have a permanent place on the Board. Election Board member Dorothy Curry has declined to continue to serve another term. We have approached several residents who have also declined. Commissioner Gell moved to accept Kenneth Confalone as a member of the Planning and Zoning after March 8th at the end of his Commissioner term and Mary Confalone as a member of the Historic District Board. Commissioner Hechmer seconded. Approved 4-0.

Town Website Update The new website is just about done. It is not live yet. Janine Antoshak shared with the Commissioners the site. Commissioner Capano is glad to see the site finished. We still need to do the bill pay component.

Period of Public Comment - None

Commissioner Gell moved to adjourn seconded by Commissioner Capano at 8:05 PM. Approved 4-0.
Commissioner Hechmer moved to move to Executive Session seconded by Commissioner Gell. Approved 4-0.

Respectfully submitted by: Debbie Myers, Town Clerk I