

# TOWN COMMISSIONER'S MEETING

## February 26, 2008

Meeting was called to order at 6:31 pm. by Town Commission Vice President Robert Gell; other Commissioners present were Richard Price and Mary Carol Durange. Ryleigh Johnson was present and lead the Pledge of Allegiance.

The Accounts Payable report was presented and a question concerning reimbursement for an invoice from Peter Johnson & Associates for work on Charlestown's Comprehensive Plan was asked and answered. The motion to approve the report was made by Commissioner Price with Commissioner Durange as second. The report was unanimously approved.

The minutes from the January 15, 2008, meeting were read and Commissioner Price presented the motion for approval which was seconded by Commissioner Durange. The minutes were approved by all, as written.

The Miller Environmental report was read a with short notation concerning the discovery of an estimated 11% water loss. Discussion of accuracy of meters, leaks and comparison of mass flow verses sold water ensued with assurance that the problems were being investigated. It was also noted that water tower meter calibrations would be conducted in the near future. The report was accepted.

January's Sheriff's Report was given by Sgt. Campbell. Discussion of patrol schedules began with a citizen complaint about thrown objects and also concerning small, unlicensed, motorized vehicles on public streets. It was noted that these incidents occurred mostly after dark when they posed the most danger to all concerned.

Town Administrator's Report began with the General Revenue Fund Report discussion. Commissioner Gell stated that the Commission would like a report on revenue projections in order to do budget adjustments as necessary. Suspicious activity around the Post Office generated a request for a security system in that area. The was agreed to have an estimate of costs solicited for presentation at the next meeting. The "draft" of "Standard Specifications of Design & Construction of Water Distribution Systems & Appurtenances" was presented, approved, and will now be forwarded to contractors. The need for an accountant to attend the adjustments that are required before transferring to the new accounting software program was presented. Commissioner Price made the motion to approve the accountant and the expenditure, it was seconded by Commissioner Durange and passed by unanimously.

Bill Saddler appeared to present the audit letter and the management letter. He stated that all told the audit report was good. In the management letter he discussed the need for audit control and segregation of duties, especially concerning money. He stated that written policy procedures are a must and consistency is imperative. He noted that QuickBooks is a good program for small business applications but not for a Town and that the new software is good news in this area. In the past it was noted that reconciliations were not done on a consistent basis. Again, the new software system should reduce this problem. Mr. Saddler's letter suggested that the Town subscribe to a payroll service; this has been implemented as of January 1, 2008. He further noted a need for accounting procedures to prepare reports for the yearly audits. Once again, the new Tyler Technologies software program will meet this need. Mr. Saddler stated that he is optimistic at the progress being made. He suggested that when starting with the new software, that it be done in parallel with the old system for about a month. Mr. Saddler noted the problem areas have been addressed and that all of his firm's suggestions are being implemented. It is

anticipated that future savings will be derived because of the improved accounting and reporting procedures. A question was asked about whether a Town, monthly, financial statement should be available. Mr. Saddler noted that most towns do this only quarterly. It was agreed that availability of a monthly financial summary is a good idea. (Talk begins at 320 on tape meter, side A 1<sup>st</sup> tape)

Steve Udzenski, Chief, Engineering & Construction for Cecil County; Jeff Coale, Chief, Water & Wastewater Division for Cecil County; Rich Blackburn and Ted DeBoda, engineers from URS, were in attendance to give a PowerPoint presentation of the I&I Study on the sewer infrastructure.

Mr. Udzenski began with the statement that URS has recently completed the I&I study for the Town and is now entering the next phase to implement the recommended projects. Mr. DeBoda commenced with a brief description of the projects; including locations and inspections of 177 manholes; smoke testing of the entire system which led to the discovery of infiltration; discovery of several damaged “clean-out caps” which were promptly replaced; nighttime weir testing of the system was conducted to discover infiltration from other than household use. It was revealed that FOG flow (fat, oil and grease) in the system, down stream from area restaurants will have to be addressed.

This testing revealed an infiltration of about 34,000 gallons of water per day which correlated closely with flow meters on the main system. Mr. DeBoda explained how the five “basins” within Charlestown were ranked according to colors that designate priorities. He also explained findings of active infiltration (ground water/pipe integrity), inflow (rain related) and CCTV (video) inspection and the plans to view the high priority areas. It was pointed out that sewer usage average about 250 gallons per household per day with Charlestown averaging around 160 gallons per day, perhaps due to the seasonal nature of the Town. Recommendations were mentioned including heavy cleaning (Peddlers Run and pump station), post cleaning videos, testing and sealing of joints and regrouting as required and repair of manhole leaks according to priorities. Revision of specifications for high priority manhole covers and frames to include rubber seals around the circumference to prevent infiltration, was recommended.

Some manholes may require polymer liners to repair structural cracks in the precast concrete. The Town will need to approach the area restaurants about grease management to alleviate the FOG problem. Lastly private property I&I was mentioned and the need to have a systematic plan and written code for private dwelling basements in order to inspect sump pump and drainage connections. It was noted that some “missing” manholes were found, and conversely, others, said to exist, actually do not.

A project to grout or regrout manholes and line segments has been approved and specifications for this work is underway. The next project in line will be repair and lining of manholes, frames and covers. It was suggested that the Town familiarize itself with the specifications and methods of FOG management in order to intelligently approach the area restaurants on this subject.

Commission Treasurer Price inquired as to the costs involved and it was indicated that these estimates were still in development. Commissioner Gell asked about the relationship of certain projects and the problem solutions; it was indicated that the “test and seal” project would generate the most savings per dollars spent. As an estimate, it was stated that “test and seal” and manhole cover seals would most likely begin before June with an estimated cost of \$50,000 for the two.

A citizen questioned the installation of the manhole cover seals and if Town maintenance workers could accomplish this. It was indicated that the sealed covers and matching frames are manufactured at a foundry and installation often requires regrading.

Mr. Coale mentioned that often with this type of project, as infiltration is corrected upstream, it may occur downstream at the next defect. Mr. DeBoda concurred and further explained that the lateral connections are most susceptible to this occurrence. Mr. Coale suggested that the Town obtain additional metering data and the total cost proposal for purchase, installation and measurements is \$28,300. The meters installed at the renovated pumping station could be removed for reuse upon completion of this project. A question was asked about the correlation between rainfall amounts and expected infiltration. There was no clear answer as the percentages are unique to each area. Another question involving tidal influence on

infiltration and the effect of grouting on reducing this problem was asked. The answer involves a suspect home whose sump pump during high tide appears to be the prime culprit. It was indicated that after completing the project the installation of pump station meters will signal new problems with infiltration and such if they occur.

A motion to table the sliding board issue because of the absence of Commissioner Sheets, who is quite interested in this issue, was approved. A motion was made to purchase a litter receptacle for a Town bus stop by Commissioner Price, seconded by Commissioner Durange and approved by all.

The stone wharf erosion problem was discussed and it was suggested that a presentation be arranged with DNR engineering. It was noted that DNR loan money is available at a reasonable rate and the projected cost is \$280,000 paid over 15 years. Glen Casanova and Sean Ryan of DNR engineering will be available to meet with the Commissioners as soon as it can be arranged.

Commissioner Price motioned to submit Commission President Steve Vandervort's name in nomination for the office of Vice President for the local MML Chapter. Commissioner Durange seconded the motion and it was unanimously approved to submit Mr. Vandervort's name.

It was announced that grant money from Program Open Space in the amount of \$7,500 has finally (after 3 years) been approved for fencing of the Fairgreen Playground. This must be matched with \$2,500 from the Town. The motion to complete the project was brought forward and seconded. The fencing project was approved and will move forward.

Boat trailer parking fees were suggested to remain the same at \$75 per season or \$8 per day in Lot B. Commissioner Price motioned to keep the current fees; seconded by Commissioner Durange. It was voted unanimously to keep the current fees. Discussion ensued concerning possible charges for boat ramp use; there was no consensus on this.

A request for meters was suggested to remain static until ongoing negotiations with the County are concluded.

Sample letters for "Private I&I Problems" intended for mailing to Town residents were introduced. Perusal of the letters was solicited for further revisions if needed. No other action will be required until finalized copies are available. It was indicated that a Town Ordinance is already in place to justify this action although it may need adjustment.

The Park and Stone Wharf reservation issue was again raised. It was agreed to honor the commitments already made for some weekends this summer and to further discuss and solidify a future policy. A rules and regulations letter was introduced as being useful to patrons. The issue will be on a future agenda.

The spread sheet developed to compare benefit packages from various towns was introduced for review to be discussed at a future meeting.

Dr. Gell presented a proposal from an individual to build and run a museum in Charlestown to house his 500 personal, wooden, model boat collection with the whole reverting to the Town upon the individual's demise including a stipend to cover maintenance and such. It was suggested that it be combined with an already proposed "Boat Building Museum" on "Lot B". The Commissioners were asked to consider this idea for future discussions.

The meeting was adjourned 8:30 pm.