

TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
July 12, 2016

The Town Meeting was called to order by President Renee Capano at 7:00 PM. Present were Commissioners Renee Capano, Mary Carol Durange, Joseph Letts and Mr. Wib Pumpaly, Town Administrator.

The Pledge of Allegiance was led by Susan Tucker

Approval of the Minutes of June 14, 2016 Commissioner Letts moved to approve, Commissioner Durange seconded with one correction. Approved 3-0.

Accounts Payable Review June 14, 2016—Accounts payable in the amount of \$51,696.10 from June 28 and \$69,412.00 for July 12 were presented. Commissioner Durange moved to accept, seconded by Commissioner Letts. Approved 3-0.

Miller Environmental June Report – Josh Griffith A total of 3,000.000 gallons were produced for the month, with an average daily production of 100,000. No coliform samples tested positive. Weekly housekeeping and monthly maintenance was performed. Eleven Miss Utilities were provided. Three settlement reads were accomplished. Leak checks were provided for 807 Bladen Street and 22 Carpenter's Point Road with leaks detected. Emergency meter replacement provided at 710 Ogle Street and 22 Credence Court, the later after regular working hours. A de-humidifier was installed at the Water Tower. A list of fire hydrants was sent to the town. Valve exorcising was completed. MRWA found valves and marked them. Continued with radio read sensor programming and installs. Started 2nd quarter meter reads.

Cecil County Sheriff's June Report – Sgt. Ron Schmidt submitted a written report that related the following: Thirty-eight shifts were approved for a total of 152 hours. Of those 32 were filled for a total of 128 hours. There were 219 patrol/property checks. There were eighteen traffic citation issued (8 radar, 10 non radar); fourteen traffic warnings issued (5 radar and 9 non radar); six safety repair orders issued and four parking violations issued. There were no criminal or civil warrants served during June. There was one criminal arrest made and 2 suspended/revoked arrests made. There were three field contacts made and fourteen community contacts made. No business contacts were made. Nineteen shifts used radar and thirteen did not. There were three vehicles moved to storage (1 officer's request and 2 owner's request)

Meeting of the Historic District – No minutes or agendas have been submitted in some time. President Capano met with the Commission and asked them to submit minutes which they have now done. Over the last two months the Commission states that they do not have complete information, which may be a learning curve situation for Rebecca. The Commission will now meet at 7:00 PM and do the business of building permits as the first items of their agenda. An agenda will be generated from this office. Mary Clark Confalone reiterated that the Historic District is always happy to cooperate.

Minor Building Permit Approvals/Sign-off – Tabled as Commissioner Thompson was absent.

ANT's Army Fundraising Event – ANT's Army is a non-profit that supports those in foster care from the age of 16-21 who live on their own. They give gifts at Christmas and Easter and help with household items that clients would need to set up independent living. September 24th they will be having a 5K as a fundraiser. Commissioner Letts gave the representatives some tips on policing the event and some questions that they will need to have answered. They are requesting sponsorship from the town. Commissioner Letts moved to sponsor at a \$200 level, seconded by Commissioner Durange. Passed 3-0.

Town Administrator's Report
OLD BUSINESS

AT & T Antennae Lease Update – By the next meeting a draft will be ready for signature raising the amount by 3% each year vs. 15% every five years.

Charlestown Street Repairs - A spreadsheet was presented for street repairs needing attention. A total of 20 potholes are designated with a cost of 25,680.00. The question was raised of whether the perma patch would be a viable solution. The answer was that that product is good for a temporary emergency patch, but not for a permanent solution. Commissioner Letts moved to repair the potholes listed number 1 to 20+-, seconded by Commissioner Durange to be repaired in the traditional way by McGuirk Construction. Approved 3-0. In addition, there were five special projects listed that need attention. Louisa Lane extended needs some attention that can be done in-house. Caroline Street from North Ogle to the end. Again, this is something we have done in-house, to black top would cost \$10,640.00. Caroline Street drainage between Cecil and Bladen Street would cost \$39,000.00 to address. The stub of Frederick Street that goes into C Dock. The potholes will be taken care of but to overlay the entire portion 50 ft wide is at a cost of 11,000.00. Caroline Street from Calvert Street at a cost of \$21,0000 – 22,0000. To continue our current program would be Caroline Street and the stub of Frederick Street might be the place to start. The special projects will be looked at again a future meeting.

Motion to approve Addition to Planning and Zoning Board - Tabled until next meeting. Voting quorum not present

Avalon Park “Lot B” Committee Request – The committee has requested some further input from the Commissioners before proceeding further. President Capano informed those present that she is awaiting a report from AECOM requested by her for a master concept plan for the development of Lot B. A question was raised of the cost of this master plan. President Capano said not much, because it is on a 8 x 14 piece of paper.

NEW BUSINESS

Town Hall Staff Hours – The Town of Charlestown office staff has a forty-five work week. The staff is entitled to two fifteen minute breaks during the day. The staff proposal is that we take the fifteen minute breaks and combine them on Friday to give us an earlier close time of 2:30 PM.. Or that we take a half hour lunch and still close at 2:30 PM on Friday. The question was raised that due to Maryland Labor Laws we cannot put in writing that we will do away with the break times. The other suggestion is that we give a half hour for lunch and still close at 2:30 on Friday, especially since the staff usually eats at their desk and continue to have the office open at lunch time. Tabled until the next meeting.

Staff Income Proposal 2016-2017 – The budget has built in a 3.3% increase for staff salaries. Commissioner Letts moved to accept the proposal for increases in salary for staff, seconded by Commissioner Durange. Approved 3-0.

223 Black Avenue has a tree that needs to be removed. 90% of the tree is on Town Land. Approved for the town to foot the bill for the removal of the tree.

LEGIT sent a note of thanks for our continuing business.

Resolution 2016-02 for PNC for the loan for the purchase of the pickup truck. Resolution 2016-02 was presented for signature. Commissioner Letts moved to take the loan of \$31,153 to reimburse the town for the payment of the new pickup, seconded by Commissioner Durange. Approved 3-0.

A new patching material will be used for winter patches and quick patches.

Congressman Andy Harris' legislative aide met with Commissioner Durange and President Capano to let them know what kinds of services his office can help with. President Capano desires to have her return and give a presentation to the Town at some point in the future.

President Capano brought some more information on First Night Out. August 2nd is still a go. There will be a police dog demonstration. Fire trucks, EMS, and police vehicles will be on demonstration. They are requesting help with cooking hotdogs and supplying sodas.

The movie Beetlejuice will be shown at dark this Saturday. The Boy Scouts will be selling hotdogs and popcorn.

The quarterly meeting of MML will be held at the Wellwood on July 21st. Spouses will have to pay if they intend to attend.

Period of Public Comment

Prosper Boudart – 210 Market Street what is the holdup? The county is waiting on bids to come in to tear it down. His other issue is the boat ramp. We are the only town that has a free boat ramp. President Capano and Commissioner Durange are working on it with DNR, State Highway, MDE. They are also looking at other options for making money. Commissioner Letts mentioned that several years ago the board voted to put a gate up and passed, but never materialized.

Mary Clark Confalone - July 3rd From 3PM – 7PM there were 17 boats lined up in the boat ramp along with 3 youths swimming. Two sturdy guys tried to help him and the rescuer got stuck in the muck. What can be done to improve safety? The use of the boat ramp has dramatically increased in the last two years.

There being no other further business for the evening, Commissioner Durange moved to adjourn the meeting at 8:17 PM, Commissioner Letts seconded. Approved 3-0

Respectfully submitted by: Debbie Myers, Town Clerk I