

**Town Commissioners' Meeting Minutes**  
**July 24, 2012, 7:00 pm**

Meeting was called to order at 7:00pm by President Dr. Robert Gell. Commissioners Robert Gell, Mary Carol Durange, Ken Confalone, Joe Letts and Renee Capano were in attendance.

The Pledge of Allegiance was led by Commissioner Durange.

**Approval of Minutes** – The minutes from the July 10<sup>th</sup>, 2012 meeting were presented for approval. Commissioner Letts motioned to approve the minutes as written. This passed 5-0.

**Accounts Payable Review** - The Accounts Payable report that was provided to the Commissioners was reviewed. Commissioner Confalone motioned to accept the Accounts Payable report. This was approved 5-0.

**Cecil County Hiking & Biking Plan (WILMAPCO)** – Tamika Graham and Heather Dunigan of WILMAPCO made presentations with recommendations of what the Town should consider for their Pedestrian and Bicycle Plan. Ms Graham provided an update of where WILMAPCO is with the plan and gathered information regarding what the Town would like to see done. It was recommended that the plan also accommodate those on golf carts. Ms Graham gathered a list of volunteers to work with WILMAPCO on the Pedestrian and Bicycle Plan. Following their presentations, they took questions from the residents. Mike Burns asked about educating the community about the rights of pedestrians and cyclists on the road.

**MML Certificate of Membership** – Commissioner Gell presented that the Town has received a certificate from MML for our continued membership and a letter thanking the Town for its membership as well as being a Banner City.

**Town Administrator's Report**

**Old Business**

- **Phase 2 Town Hall, Post Office, Playground Drain Improvements Update** – Mr. Pumpaly advised that the Town had applied for funds from the Maryland Department of Housing and Community Development and now that those funds have been approved, the Town can move forward with Phase 2 of this project. He presented the Letter of Agreement regarding the services to be provided by URS. He advised that Phase 2 will start near the bulletin board, head towards Fairgreen Park and end near Bladen and Conestoga Streets. Commissioner Letts motioned to accept the Letter of Agreement with the services not to exceed \$8,800. This was approved 5-0.
- **Maintenance/Refurbishment of Town Streets** – Mr. Pumpaly reviewed his proposal to repave 4 streets in Charlestown instead of patching several streets. These streets include Louisa Lane, Frederick Street, Calvert Street and S. Ogle Street. Mr. Pumpaly presented that it could cost up to \$30,000 for S. Ogle Street alone due to its disrepair. If the funds are not available to include S. Ogle Street during this fiscal year, he advised it would be next on his list to repair. Mr. Pumpaly projected that labor and materials for the three streets would cost \$60,000. Currently there is \$56,000 budgeted for street repair. Mr. Pumpaly stated that he is hopeful and has had conversations with the Office Manager as to where the additional funds could be found. Commissioner Letts commented that the streets have not been maintained the way they should have been and that has been the mistake of the Commissioners. Commissioner Gell asked if sidewalks were included in any of the plans. Mr. Pumpaly advised that they were not. Commissioner Letts motioned to fix the three streets (Louisa Ln, Calvert St, and Frederick St) within the budgeted funds of \$56,000. Commissioner Confalone commented that we are not even one month into the new budget year and asked that Mr. Pumpaly assure him that the additional

\$4,000 can be found. Mr. Pumpaly advised that he may be able to come in at the \$56,000 to complete the three streets and if that is not possible then the Town can choose to pave two streets. Commissioner Gell advised that if the three streets cannot be done within the \$56,000 budget for the year. If that is not possible then the Commissioners would have to consider a budget amendment. Commissioner Letts' motioned passed 5-0.

- **Expansion of the Charlestown Cemetery** – Mr. Pumpaly advised that the SHA has now surveyed the property 3 times and he has now received permission to move the fence towards the utility poles along Bladen Street. He asked if the Commissioners had any other thoughts or suggestions regarding the Cemetery. Mr. Pumpaly advised that the suggested fence movement would provide room for 100 more sites. 100 additional grave sites would equal about \$70,000 in revenue. There is also a possibility for an additional 32 grave sites around the Holloway Mausoleum. Mr. Pumpaly advised that he would need to create molds to make additional cement pilings to match the pilings in the existing fence. Commissioner Gell suggested making a memorial wall with chambers for those who have been cremated.

### **New Business**

- **Lawn Maintenance – Charlestown Methodist Church** – Mr. Pumpaly advised that he was asked about the Lawn Care for the parsonage of the St. John's United Methodist Church. Until now, the lot has been cut and trimmed by a member of the church. Mr. Pumpaly was asked if the Town would handle the lot. Mr. Pumpaly advised that the Town contractor has provided a quote of \$45. Mr. Pumpaly also looked into the cemetery and deeds. According to the Maryland Assessments and Taxation, parcel 178 is owned by the Methodist Church. However, the deeds do not reflect that. The church parcel is actually four parcels. Three of the four parcels are owned by the Town. The fourth parcel (on which the parsonage sits) is deeded to the Presbyterian Church. In 1987, Resolution 87-1 was passed, advising that the United Methodist Church was responsible for the maintenance of that parcel. After some discussion between the Commissioners and some residents, Commissioner Capano asked that the matter be tabled until the next meeting and word is put out to see if there are any volunteers. Commissioner Capano assured that she would reply to Wib when she is able to find someone. Commissioner Letts commented that if the Town cuts the grass will others expect to have their grass cut by the Town as well. Commissioner Letts motioned to cut the grass at the parsonage of the St. John's United Methodist Church. Commissioner Letts then withdrew his motion and the Commissioners discussed Commissioner Capano's motion to table the request until someone can be found to cut the grass. This passed 5-0.
- **Flag Pole Park (Long Point) Ground Maintenance** – Mr. Pumpaly tabled this topic until the next meeting.
- **Renewal Agreement – Cecil County Sheriff Patrols** – Mr. Pumpaly advised that he received a letter from the Cecil County Sheriff's Dept. stating they are raising their rates. Commissioner Durance questioned what this would do to the budget because the rate is being raised a little over \$10 per hour. Commissioner Letts motioned to accept the new contract. This passed 5-0.
- **"Footsteps in History" – A Walking Tour** – Mr. Pumpaly presented that on Aug 12<sup>th</sup>, 2012 there will be a walking tour through Charlestown including reenactments at some stops. Tickets are \$8 in advance and \$12 at the event. The tour will start at the Wellwood and stop at several historic locations through Charlestown. This event is to commemorate the War of 1812.
- **National Park Service – Star Spangled Banner National Historic Trail** – Mr. Pumpaly presented the Commissioners with a Memorandum of Understanding between the National Park Service and the Town of Charlestown. Mr. Pumpaly and Commissioner Gell have met with the National Park Service. The National Park service is asking that the Town accept a sign to be placed near the stone pier or flagpole area. Commissioner Confalone motioned to accept the sign to be posted in Town for several years. This was approved 5-0.

- **Harford Sanitation** – The Town received a letter from Harford Sanitation regarding the collection of recyclables. They are suggesting that recyclables be collected once every two weeks in which case Harford Sanitation would provide up to two totes marked "Recyclables" free of charge. Mr. Pumpaly requested that the Commissioners think about the idea.

- **Period of Public Comment**

**R. Richardson** – Stated his questions had been answered.

**R. Bott** – Stated that her questions had been answered.

**D. Gordon** – Ms. Gordon stated that there will be an outdoor market held at the St. John's United Methodist Church in late September and she requested permission to advertise the event on the Town bulletin board as well as place signs throughout Town. The Commissioners agreed to allow Ms. Gordon to place signs around Charlestown.

**R. Price** – Suggested that the focus for Police Patrol be focused on the right issues instead of focusing on the scheduling or budgeting issues.

Commissioner Letts motioned to enter Executive Session upon the adjournment of the Town Meeting. This was approved 5-0.

**Executive Session Summary:** Resolution 2012-03 approved.

Commissioner Letts motioned to adjourn.

The meeting adjourned at 8:58 pm

Respectfully submitted by Christina Jackson; Town Clerk.

# Town of Charlestown

This form is to be given to the Town Clerk once it is completed.

**DO NOT seal this form in the Closed Session envelope.**

## FORM OF STATEMENT FOR CLOSING A MEETING

Location: Charlestown

Date: 7-24-12

Time: 9pm

Motion By: Kenneth Confalone 2nd by: Mary Carol Durango, to move to closed session pursuant to the Annotated Code of Maryland, State Government Article, §10-508 (a).

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Name <u>Robert Gell</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name <u>KENNETH CONFALONE</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name <u>Mary Carol Durango</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name <u>JOE LEFTS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name <u>BENEE Cupano</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## STATUTORY AUTHORITY TO CLOSE SESSION

### State Government Article §10-508(a):

- (1)  To discuss:
  - (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
  - (ii)  any other personnel matter that affects one or more specific individuals.
- (2)  To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3)  To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4)  To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5)  To consider the investment of public funds;
- (6)  To consider the marketing of public securities;
- (7)  To consult with council to obtain legal advice on a legal matter;
- (8)  To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9)  To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10)  To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;