

TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
June 14, 2016

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

The Pledge of Allegiance was led by Nick Trionfo

Approval of the Minutes of May 24, 2016 Commissioner Durange moved to approve, Commissioner Thompson seconded. Approved 4-0, one absention.

Accounts Payable Review June 14, 2016—Accounts payable in the amount of \$41,943.39 were presented. Commissioner Letts moved to accept, Commissioner Durange seconded. Approved 5-0.

Miller Environmental April Report – Josh Griffith A total of 2,817,000 gallons were produced for the month, with an average daily production of 94,000. No coliform samples tested positive. Weekly housekeeping and monthly maintenance was performed. Three Miss Utilities were provided. One settlement read was accomplished. Leak checks were provided for 411 and 408 Chesapeake Road and no leaks were detected. MRWA found no leaks in the 460 Chesapeake Road location. Both MRWA and our company recommends a drain be installed at that location. Meters were replaced at 316 Baltimore, 409 Baltimore Street, 130 Conestoga and 407 Bladen Street. A street valve was turned on which proved to charge the fire hydrant at 500 Baltimore Street. We have begun to flush hydrants, this task will continue in the beginning of May.

Miller Environmental May Report – Josh Griffith A total of 3,111,000 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. Eight Miss Utilities were provided. Five settlement reads were accomplished. Leak checks were provided for 8 Louisa Lane, none found, 608 Bladen, none found. Turned water off at 2 locations and turned water on at 1 location. Installed two locks on meters. Started installing the first of 24 radio sensors on water meters as a courtesy to get radio read capabilities moving. Started exercising street valves for the year.

Cecil County Sheriff's March Report – Sgt. Ron Schmidt submitted a written report that related the following:. Thirty-four shifts were approved for a total of 136 hours. Of those 24 shifts were covered for a total of 94.5 hours were covered. There were 166 patrol/property checks. There were fifteen traffic citation issued (6 radar, 9 non radar); fifteen traffic warnings issued (5 radar and 10 non radar); six safety repair orders issued and no parking violations issued. There were no criminal or civil warrants served during March. There were no arrests made. There were two field contacts made and nine community contacts made. No business contacts were made. Seventeen shifts used radar and 7 did not.

Cecil County Sheriff's April Report – Sgt. Ron Schmidt submitted a written report that related the following:. Thirty-five shifts were approved for a total of 140 hours. Of those 29 shifts were covered for a total of 116 hours were covered. There was one call for service, trespassing ongoing issue. There were 193 patrol/property checks. There were eighteen traffic citation issued (7 radar, 11 non radar); seventeen traffic warnings issued (6 radar and 11 non radar); five safety repair orders issued and two parking violations issued. There were no criminal or civil warrants served during April. There were two arrests made for suspended licenses. There

were two field contacts made and ten community contacts made. No business contacts were made. Twenty-one shifts used radar and fourteen did not. Two vehicles were removed to storage at the owner's request.

Cecil County Sheriff's May Report – Sgt. Ron Schmidt submitted a written report that related the following: Thirty-nine shifts were approved for a total of 156 hours. Of those 32 shifts were covered for a total of 136 hours were covered. There were two calls for service, one residential alarm and one trespassing. There were two calls for assistance out of town, one domestic and one traffic accident. There were 201 patrol/property checks. There were eighteen traffic citation issued (6 radar, 12 non radar); seventeen traffic warnings issued (7radar and 10 non radar); four safety repair orders issued and two parking violations issued. There were no criminal or civil warrants served during May. There was one arrests made for suspended license. There were four field contacts made and eleven community contacts made. No business contacts were made. Twenty-two shifts used radar and ten did not. One vehicle was removed to storage at the officer's request.

Code Enforcement Officer Quarterly Review – Rebecca Mann, the Town's Code Enforcement officer gave her quarterly report detailing the following: she processed numerous permits ensuring that critical area, flood plain and town requirements were met; delivered right of entry letters to homeowners for the State Highway Sidewalk project; issued 3 stop work orders, sent 6 letters advising homeowners of the need for clean up or repair of their properties; sent a violation letter to one homeowner who installed a shed with no permit; notified one property owner of the upcoming expiration of a permit from the MDE; sent letter to property owner concerning a temporary bandstand; researched available programs for grants for homeowners; contacted county to take further action on property at 210 Market Street and was informed that the county will be putting it out to bid to clear the property; began reviewing ordinances to make recommendations for amendments and condensing of ordinances; attended Planning and Zoning meetings to submit permits and answer questions; delivered permits to the Historic District Commission.

Nick Trionfo, YTD Financial Review, Banking/Payment Proposal, Audit Firm RFP Review, PNC Account Movement -

The RFPs for a new auditor have been reviewed. Wagner and Associates were the lowest bid. They do the accounting work for Rising Sun and have a good reputation. Barbacane was slightly higher and seems to do Delaware, although they do have Salisbury as a client. SB & Company puts more into their larger accounts and shortchange smaller municipalities according to some of the references contacted. Mr. Trionfo's recommendation is for Wagner and Associates. Commissioner Hechmer has reservations about Wagner because of a lack of references. The Wagner proposal does take into account the fact that we have an accounting firm here that will prepare for the audit. A decision needs to be made very soon as any auditor will want to begin in July. **Commissioner Letts moved to employ Wagner and Associates to do our audit for a one year period, seconded by Commissioner Durange. Approved 5-0.**

PNC Account Movement – With no transactions we will be paying 1600.00. Deposit now one check vs. multiple check, the multiple check option is the most practical. We will have a 16 month availability to view checks. Merchant Services replacing the credit card machine. There will no longer be a terminal, we will be using a computer to process credit card payments. Pinnacle Express makes banking easy and get a second set of eyes on our transactions. Fraud and ACH protection are necessary. We need to have one account and combine things, using the MLGIP accounts as savings accounts. The aforementioned are things we need to start with. Payer Express is a minimum of a 45 day set up lead time. A target time to begin this is January. Mr. Trionfo explained many of the fees that we would be charged as we take on more of their services. We have seven accounts at Cecil at this time. All but the operating account should be closed, that one should stay open until all checks are cleared. We need to make sure that payments that we get that are automatically deposited into a certain account are flagged and changed to the new account before closing the current accounts. We should keep that account open for about a year to make sure we have switched all payers to the new accounts.

We will keep track internally, but will not have separate accounts at the bank. Commissioner Hechmer asked how much time and money and resources this will save us? It will save us time for sure. Nothing is set in stone if we do not like it we can get rid of it. **Commissioner Durange moved to move our accounts from Cecil to PNC, keeping business as we have it with the exception of our Credit Card processing, seconded by Commissioner Thompson, approved 5-0.**

Financial Review as of April 30, 2016

Total Cash on hand is\$ 950,000 with May accounts receivable we will be right at 1,000,000.

Total Net Worth \$3.6 million

Total Net income negative \$180,000.00 (a large portion of that is the purchase of the Avalon property)

Nick presented a statement reflecting the town's finances through April 30, 2016. Nick is working on a budget amendment for this year. Overall, the original budget was pretty close to accurate, it just needs a few tweaks. For the next meeting in July he will be bringing a budget amendment. Nick is caught up to the present with the books. He will be bringing a report every month. Nick plans to attend the second meetings of the month to give his report.

Perryville Year Book 2016 – Commissioner Durange Every year for the past fifteen years Charlestown runs an ad in the Perryville yearbook. She presented the page that was in this year's book. Five of these students also received scholarships from the Riverfest Scholarship funds.

Avalon Park Committee Progress Report/Review Patsy Clements thanked the Commissioners for allowing them to serve on the committee. Mary Clark Confalone provided a detailed power point presentation on the hopes and thought process of the Committee at this point. It showed the problems that the committee is facing with the property and their initial thoughts on the plans they are working on.

Town Administrator's Report

OLD BUSINESS

RFP Audit Services – Motion to Select – See above

Lee's Marina Drainage Proposal (McGuirk Construction) 5,946.00 **Commissioner Letts moved to accept the proposal to repair, seconded by Commissioner Durange.** Commissioner Hechmer wanted to know if we have other issues throughout the town and if we need to do an audit and prioritize these issues. These proposals are ones that our maintenance staff cannot handle. **Approved 5-0.**

End of Caroline Street Paving (McGuirk Construction) 10,640.00 Caroline Street extended has never been paved. Commissioner Hechmer again asked if there was a priority list. It could be temporarily fixed with crusher run, but the first snow would return the road to the same condition is in now. Commissioner Letts recommends holding it off until next year. President Capano asked Mr. Pumpaly to prepare a spreadsheet of all drainage issues in town.

Caroline Street Drainage Project (McGuirk Construction) 39,606.00 If we put a new driveway pipe in at 345/348 Caroline Street the water will still have nowhere to go. **Commissioner Letts moved to replace the pipe at 345 348 Caroline Street, amended by Commissioner Hechmer to include all the pipes in need of repair on town property including the repair of the paving where it would need to be cut for the clearance of storm water movement, seconded by Commissioner Thompson .** **Approved 5-0**

Driveway Pipe Replacement – Commissioner Decision/Guidance See above

AT & T Antenna Lease – Commissioner Decision/Guidance There is seven years on the current lease. It is the easiest 28,000 we make in income. Commissioner Thompson will resend his proposal for a new lease by emails. This will be brought up again at the next meeting.

Wellwood Marina Handicap Ramp “C” Dock The Wellwood has decided to remove their request for the handicap ramp.

Town’s Responsibility relative to “Paper Streets” We do not have a definitive policy on paper streets. Mr. Pumpaly shared our town attorney’s opinion on the subject that states we have no responsibility for paper streets. **Commissioner Durange moved that we not maintain trees or paper streets as opined by our town attorney, seconded by Commissioner Thompson, Approved 5-0.**

Sub-Meter Ordinance & Requirements Commissioner Hechmer moved to approve Ordinance 2016-03 to approve sub-meters for a professionally installed lawn irrigation water system only. Approved 5-0 This would require a separate crock meter designated for a lawn irrigation system only. The resident that was the impetus for this ordinance will not benefit from this ordinance as she has her current plumbing done for an indoor meter and would include her outdoor hose bibs.

NEW BUSINESS

MOU – Cecil County Animal Care and Control Services The County will be assuming control of animal control using their Chapter 142 of the county code; Animal Care and Control. This goes into effect July 1. This will need the President’s signature.

Charlestown Street Repairs There are approximately 20 areas needing street repairs. This if for the consideration of the commissioners and will be voted on at the next Commissioner’s meeting.

Municipal Dock Seawall Proposal – Steve Ariosa Mr. Ariosa considers himself very fortunate to have a space on the Town Pier. Between the wind and boat wakes he is seeing a lot of wave action on the pier. He is asking the Commissioners to consider a sea wall to help with wave action on the dock. Commissioner Capano agrees. Commissioner Hechmer suggests looking for grants. Commissioner Letts suggests that it might take many months to obtain the permits.

Quarterly MML Meeting , July 21, Wellwood Banquet Center \$45.00 a person is the suggested cost per person. Mr. Pumpaly will sign the commitment and go forward.

Intern Austin Bryan Seivold Mr. Pumpaly introduced Austin as an intern here in town hall. President Capano announced that one of the things he would be doing would be putting historic documents onto our website.

Meeting of Town Commissioner – Resolution to Change Meeting Time Mr. Pumpaly announced that the meetings will be moved from 7:30 to 7:00. **Commissioner Letts moved to accept the resolution, seconded by Commissioner Thompson, Approved 5-0.**

Commissioner Capano announced that towing is occurring for illegally parked vehicles, but the tow truck driver diligently looked for the owners before towing.

DNR is looking at Avalon park and looking for a license to fish. You must have a license

Period of Public Comment

Prosper Boudart is still encouraging the Commissioners to look into generating income from our boat ramp. Commissioner Capano is not in favor if it will impact grant monies. Commissioner Thompson is concerned that we might lose grant money if we charge. What would we lose in grant money. A very lively discussion ensued. Commissioner Durange asked Commissioner Capano to bring the person in who has sent an email to Commissioner Capano to explain what grants we would lose or be eligible for if we charged for use of the boat ramp. Commissioner Thompson wants to see what the difference in the money we would garner and the money that is needed.

Susan Tucker ANT's Army that supports foster kids 16 to 21. She would like to get support from the town and some information to map out the route for a 5K. Does she need a permit? Not from the town. What would she do to see if the Town of Charlestown would be a sponsor? Submit a paper that would ask for a specific amount.

There being no other further business for the evening, Commissioner Letts moved to adjourn the meeting at 10:19 PM, Commissioner Thompson seconded. Approved 5-0

Respectfully submitted by: Debbie Myers, Town Clerk I