

TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
March 8, 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, Kenneth Confalone and New Commissioners Andy Thompson and Mary Carol Durange and Mr. Wib Pumpaly, Town Administrator.

The Pledge of Allegiance was led by Nick Strong.

Approval of the Minutes of February 23, 2016 Commissioner Capano moved to approve, Commissioner Gell seconded. Approved 3-0.

Award Presentation Retiring Commissioners – President Letts presented plaques to outgoing Commissioners Robert Gell and Kenneth Confalone thanking them for their years of service to the Town.

Swearing-in Ceremony New Commissioners – M's Charlene M. Notarcola, Clerk of the Court performed the swearing in ceremony for Commissioners Renee Capano, Andy Thompson and Mary Carol Durange installing them for a two-year term.

Election of Town Officers – Town Administrator Wib Pumpaly. The first ballot was for the office of President. The vote was Renee Capano 3, Joseph Letts 2. Renee Capano was elected President. The vote for Vice President was Mary Carol Durange 4, Joseph Letts 1. Mary Carol Durange was elected Vice President. The vote for office of Treasurer was Andy Thompson 4, Bruce Hechmer 1. Andy Thompson was elected Treasurer of the Board. A Commissioner at large is elected or appointed to the Planning and Zoning Commission. Andy Thompson volunteered to take the position and was unanimously elected to the position.

Accounts Payable Review March 8 –Accounts payable in the amount of \$40,082.65 for March 8, 2016 Commissioner Letts moved to pay the bills. Commissioner Durange seconded, Approved 5-0.

Miller Environmental February Report - A total of 3,577,000 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.

The last water leak was caught before the alarms sounded in the tower.

Cecil County Sheriff's February Report – A printed report was presented which reflected the following: Thirty-four shifts were approved for a total of 136 hours. Of those 32 were not filled for a total of 104 hours. Three hours of overtime were used for a total of 107 hours. There were two calls for service during the month; one unattended Death and one firearms complaint (pellet gun). There was one out of town assist for a domestic disturbance. There were 173 patrol/property checks. There were seventeen traffic citation issued (5 radar, 12 non radar); twelve traffic warnings issued (4 radar and 8 non radar); five safety repair orders issued and no parking violation issued. There were no criminal or civil warrants served during January. There were no

arrests made and there were no adult civil citation issued. There were ten community contacts made, and no business contacts were made. Nineteen shifts used radar and seven did not. No vehicles were removed to storage. They have added seven new officers and hopefully that will help to fill open shifts.

Preliminary Accounting Up-date – Weyrich, Cronin & Sorra – Nick Trionfo, CPA gave his initial report as he begins his association with the town as Accountant. All accounts are reconciled and revenue and accounts receivable reports through December 2015. The written report shows ending cash balance of 922,462.94 including all accounts. President Capano asked if they would be receiving reports and if Janine would be able to produce such reports in the future. Mr. Trionfo said that the Commissioners would be receiving regular reports. Commissioner Hechmer asked if the problems with the software had been resolved and the answer is yes. Mr. Trionfo said that our present system is a good one and he is comfortable working with it.

Town Administrator's Report

OLD BUSINESS

Avalon Park “Lot B” Update- The Committee has met on March 2nd for an initial meeting. They received an overview of the project and the environmental trust guidelines. Members of the Environmental Trust have been asked to come and meet with our development committee to give them guidelines on using this property and what restrictions might apply. The grant is for \$90,000 and the town committed \$10,000 so the overall budget would be 100,000. We must use the monies within the next 2½ years. Commissioner Thompson suggested giving the committee milestones with touchpoints to hit to stay within the designated time constraints. President Capano agreed with that comment.

NEW BUSINESS

Audit Firm RFP – A list of some auditing firms was presented in the books. We need to very soon get the RFP out there as we will need to have a firm chosen soon. The Commissioners were asked to give input concerning the RFP soon so it can go out.

Trash Contract RFP Last year the Commissioners decided to extend the existing contract for trash removal for another year. That extended the contract to June 30, 2016. We need to get an RFP out there to solicit contracts. A form for giving Mr. Pumpaly questions to ask in the vetting process was in the packets. He asked the Commissioners to get back to him soon so that this RFP can go out as well.

AT & T Amendment to Antenna Lease – The existing lease expires in 2023. The company handling the lease has asked us to again look at the lease and reconsider extending the lease. Mr. Pumpaly included in the packets an overview of the monies that we are making and the dollars that we would continue to receive through 2043. Commissioner Thompson has looked over the lease and does see some things to consider. He sees the right of first of refusal as something to drop from the contract. Also if they are “subleasing”, we need to make sure that we are getting a piece of that. Also instead of 15% every five years, he thinks instead to do 3% or 2% every year might be more advantageous to the town. Commissioner Capano has an issue with them lowering the percentage in the first place from 15% to 10%. Commissioner Hechmer suggests we ask for more than what we would settle for as the leasee will counteroffer any changes we desire to make. The lease as written is very favorable to the leasee and not to the town. Commissioner Hechmer asked Commissioner Thompson to look further into this and report again at the next meeting.

President Capano asked Mr. Pumpaly if the lighting company was still on board to come and do the survey. The company that has taken over from the original company is PowerSecure and is due to arrive tomorrow to begin the audit which will then result in a bid for the service.

Period of Public Comment –

Prosper Boudart reminded the Commissioners that they need to have long range planning for the town to grow. Now that we have a grant for one part of the property at Avalon it may impact the other part. President Capano stated that soon we will need a Comprehensive Plan update is due in two years.

Ursula Boudart reiterated Prosper's idea and congratulated all those who were elected.

Rosie Bott asked if the Committee for Lot B will be considering the rest of the Avalon property as well. Somewhat so yes, but the 90,000 must be used for Lot B. Ursula Boudart also agreed. Commissioner Letts stated that the Committee was formed from all parts of the Town.

Commissioner Letts moved to adjourn seconded by Commissioner Durange at 8:215 PM. Approved 5-0.

Respectfully submitted by: Debbie Myers, Town Clerk I