

**Town Commissioners' Meeting Minutes**  
**November 13, 2012, 7:00 pm**

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

The Pledge of Allegiance was led by: Owen Fletcher

**Approval of Minutes** – The minutes from the October 23, 2012 meeting were presented for approval. Commissioner motioned that the minutes of October 23, 2012 be approved. All were in favor, 5 - 0

**Accounts Payable Review** - The Accounts Payable report provided to the Commissioners was reviewed. Commissioner Letts motioned to accept the Accounts Payable and Commissioner Confalone seconded it. All were in favor 5-0.

**Miller Environmental Report for September** – Mr. Robert Corn reported that the total monthly water production was 2334,000 gallons and the total coliform samples positive was 0. Plant activities were as follows: collected two routine Bacti samples, turned two water services off, replaced two meter registers, read one meter before and after pool filling, checked for seven leaks – four leaks found on customers' sides, inspected one new meter installation, installed one meter crock extension, checked two "cloudy" water complaints – one showed nothing detectable the other was determined to be sediment in hot water lines.

**Seneca Point Water Service Request Up-date**

Mr. Wib Pumpaly presented the request from the County for 700 gallons or equivalent of 3 EDU's and fire suppression flow from the Town of Charlestown. Mr. Pumpaly said that he believed the Commissioners are interested in supplying the water needed for Seneca Point but that we need to make certain that we have enough supply for our obligated future growth. Mr. Pumpaly conveyed this information to the persons at the county, including a letter to Al Wein and to Seneca Point. He advised them that the Town would consult with Cecil Construction (which has already been completed), and AC Shultes to evaluate Well # 1 & Well # 3. A representative from AC Shultes prepared an estimate for evaluating Well #1 (Cecil Street) and Well # 3 (base of water tower) for performing a flow test for both and a televised scope test for well number #3. Since well number 3 has not been used for years, this test would allow us to see the integrity of the interior of the well. Mr. Pumpaly, along with Miller Environment and Charlie Bowman of Maryland Rural Water agree it is a good idea to have these tests performed as well as the chemistry and bacteria reports.

Mr. Pumpaly stated that we need to know our total capacity of our wells because it is conceivable that one well may go out and the one remaining well will not be enough to produce the needed capacity for our system once our community is built out. It may be recommended to increase the horse power of the pumps in Well #1 & #2 and to get a generator in one or more of the wells, as well as a generator at the base of the tower. In conclusion, Mr. Pumpaly is asking the Commissioners for the authority to allow AC Shultes to perform the flow tests on both well #1 & #3 and the televising of well #3.

Mr. Pumpaly asked Mr. Corn if he had any further input. He added that the television part of test also allows us to see the water flow at the bottom of the well. And that will show the integrity of the stream and possibly if it would need to be rebuilt, etc. He said it is suggested that if you lose your best well, you should be able to maintain your system. If well #1 could be increased and we could at least get some water out of well # 3 that would be enough for what Seneca Point and Charlestown would need.

Dr. Gell asked if it is uncommon to revive an old well. Mr. Corn said it was done with the Cecil Street well and with testing, they are checking all the piping in addition to the well. Further discussion was made regarding a water tower in Cool Springs

Commissioner Letts motioned to approve the test and Ms. Capano seconded it. Commissioner Durange clarified that it is approved to evaluate well # 1 and #3 with flow test for the cost of \$2740. And it is approved to televising well #3 for \$1100. Motion was approved and all in favor. 5 - 0

**Sheriff's Report October** – Sgt. Ron Schmidt was not available nor was the report as all the reports were not in as yet.

**WILMAPCO – Cecil County Bike Plan** — Tamika Graham presented information on the Cecil County bike plan. They are wrapping up the process they have been working on with their advisory committee to develop a County as well as local bicycle routes. They will attend the next Cecil Co. Commissioner's meeting to seek their endorsement of this plan. She presented the revisions they had made to the previous maps. She presented the evaluation that was made for Charlestown. There are some challenges with the roadways. She indicated there is an evaluation for each Town in the document presented with proposed segments and treatments. They are also considering installing new signage along 276. It is suggested that each Town adopt bicycling parking provision language in their zoning ordinance. Another part of the plan is bicycle transportation in conjunction with transit to enable people to expand bicycle routes with transit routes. Enforcement is important, and State of Maryland is putting together training videos for educating officers on bicycling laws. The most important portion of the document is the implementation section. A final workshop is scheduled for next Tuesday where they are seeking final adoption by the Towns. Dave Gula thanked everyone for their help with this project. He said this is a daunting project and it is necessary for the cooperation of all of the Towns along with the County. He said the County laid some good groundwork for policy that can be used to set up Town policy. Dr. Gell asked if SHA will be involved in planning the improvements. They said they are on the committee, but the Towns are responsible for communicating their requests to SHA. They stated that we do not need to adopt the plan but should review it. Charlestown is also a part of the greenways trails program which attracts bikers through the Town. Mr. Confalone motioned to endorse the Cecil County Bicycle plan for Charlestown and Ms. Capano seconded it. All in favor 5 - 0

**Charlestown Comprehensive Plan** – Commissioner Confalone

The Comprehensive plan was made available to all the commissioners to review prior to the meeting. Mr. Confalone wanted to discuss the options for updating the comprehensive plan that was made in 2008. He stated that the plan is almost 5 years old and is getting out of date. He acknowledged that creating a new plan is very expensive and is not sure that a completely new plan is needed. Mr. Confalone presented three options; 1) Do nothing at this time and let the plan stand as it is, 2) create a complete updated plan 3) update it with an appendix to the existing plan. Ms. Capano asked how often it is to be done. Mr. Confalone answered it should be done about every 5 years. Ms. Durange questioned about using the original committee for making the updates. Dr. Gell asked if everyone is in favor of updating the plan. Everyone seemed to agree.

## **Town Administrator's Report**

### **Old Business**

Town Hall, Post Office, Playground Phase II Drainage Project has received two bids. It is recommended by URS to grant the bid to Civil Utility Construction for \$88,345K.

Mr. Letts made a motion to award the bid to Civil Utility Construction in the amount of \$88.345K.

Some further discussion was made.

All in favor, 5 – 0

### **630 Water Street** - Refurbishment

- Roof Cedar shingles have been replaced over the storage area and beyond.
- Front entry to be completed this week
- Refurbishing the kitchen, the existing bathroom and the construction of a first floor bathroom

Mr. Pumpaly is hopeful that he will be able to stay within the discussed budget and that the work will be completed timely as to be able to be rent the house in the near future.

**New Business**

- Utility Payment Plan Request – W.E. Smith, he had a leak due to the blue poly pipe and has had it replaced completely from the meter to the house. He owes \$232 and expects to pay it in full next week when his check is received. Mr. Confalone motioned to approve the request for the payment plan, Ms. Durange seconded it. All in favor, 5 – 0
- Christmas Bonus Payment Request (Town Employees) to be paid their Christmas bonus on December 14. Mr. Letts made a motion to approve and Mr. Confalone suggested that the wording be changed to holiday bonus instead of Christmas bonus. All in favor, 5 - 0
- October Budget Review
- October Cash Balance Review
- October Accounts Receivable Review

Mr. Pumpaly stated that the October accounts are unfavorable and that can be contributed to tangible personal property tax that is due to the Town. Ms. Fletcher also noted that a budget amendment needs to be adopted due to funds transferred for the purchase of the new Town truck.

- October Building Permit Review

Mr. Pumpaly stated there were 5 building permits issued and that sales in Cool Springs Phase 2 is picking up.

- October Work Order Review

Mr. Pumpaly stated there were 22 work orders issued in October and 42 work orders were completed in October, 1 from April, 3 from June, 24 from September, 14 from October. There were 15 outstanding work orders, 7 from September and 8 from October.

Ms. Capano asked a question concerning Tasker lane and if an actual survey was completed before they moved the street. She wanted to be certain that there were markers to go off of and not just the site plan. Mr. Pumpaly said that there are concrete monuments to mark the property from the survey in 1952.

Charlestown Elementary would like to collaborate with the Town for their Spring Fling event, to make it a whole day event and to have some activities that would not be able to be done at the school. The date and the exact details are not known yet but Ms. Capano wanted to get approval to continue to speak to the school officials and work out the details.

Also, "if I were a Mayor" is a program with 4<sup>th</sup> graders that Mr. Gell and Ms. Capano participated in last year and would like to participate in it again this year. Ms. Capano is asking for Board approval to take it to the school board and get approval to bring it back to the Charlestown Elementary school. Mr. Letts moved to approve, and Ms. Durange seconded it. All in favor 5 - 0

**Period of Public Comment**

Rich Richardson – nothing to add

Judy Calvert – nothing to add

Prosper Boudart would like to see the Ice House roof repaired. He has a roofer that would do the work if we would supply the material. Ms. Durange inquired if there were any grants to help with the cost of repairs. Mr. Pumpaly said that he had asked Delegate Rudolph and that he stated that there were not any grants available at the State level. Mr. Pumpaly also stated that there are boards on the side that need replacing. This was to be an Eagle Scout project, but it is on hold waiting for another scout to be interested.

Ursula Boudart suggested that we advise the residents about the problems with the blue poly pipe, possibly in their water bill. Also, she questioned if it would be possible to get some bus service in Charlestown. Ms. Capano and Ms. Durange said they have addressed this issue with WILMAPCO in the past. It seems the current bus service goes from Perryville to Elkton passing Charlestown on Rt. 40 but will not turn onto Rt. 7. Mrs. Boudart thinks that the issue should continue to be brought up. Ms. Capano and Ms. Durange agreed.

Dr. Gell also said that he plans on going to the new county executive with concerns about bus service in Charlestown.

Dr. Gell Adjourned the meeting with a motion from Mr. Letts that was seconded by Ms. Durange. Then they proceeded into an executive session.

The meeting adjourned at 8:19 pm.

Respectfully submitted by Janine Antoshak, Town Clerk

### **Executive Session**

1. Discuss matters relating to a current court case (Charlestown Commissioners v. Charlestown Marina L.L.C.) Present will be the Commissioners, Town Attorney, Defendant and its Attorney
2. Charlestown Personnel Issue