

**Town Commissioners' Meeting Minutes**  
**November 22, 2011, 6:30 pm**

Meeting was called to order at 6:32 pm by President Robert Gell. Commissioners Donna Sheets, Robert Gell, Mary Carol Durange and Joe Letts were in attendance.

The Pledge of Allegiance was led by Ryleigh Johnson.

The Accounts Payable report was reviewed and Commissioner Mary Carol Durange motioned to pay the bills and this was approved unanimously 4-0.

The minutes from the October 25, 2011 meeting were not able to be approved due to there not being enough commissioners available to approve them.

The minutes from the November 8, 2011 were approved as written. 3-0 Commissioner Sheets abstained.

Charlestown Charter Review Resolutions – Commissioner Gell – Commissioner Letts requested that this be postponed because the entire board was not present. Mary Carol Durange motioned that this be addressed at the next meeting on December 13<sup>th</sup>, regardless of how many commissioners are present. Commissioner Sheets was concerned that everyone should be present. Commissioner Sheets seconds. This was approved 3-1.

## **Town Administrator's Report**

### **Old Business**

- Election Board Alternate – This position would be an assistant supervisor and would be paid. Due to the fact that a board member is currently under physical illness, this would prevent any issues of not having enough people available. Commissioner Gell motioned that we appoint an assistant supervisor, that the position is paid, and that this is a onetime appointment and we will reevaluate as necessary. This would be the person who was not selected for the previous position. (Virginia Slater) Approved 3-0.
- Lambdin - Wib stated that the existing public works agreements are to expire in 2012. He also stated there are some things in the letter of request, from Lambdin, that are a little troubling. Our attorney and Chris Rogers also expressed some concern. The letter states that 90% of the homes should be completed in 2012. Wib stated that his request does not seem reasonable and found the letter to be confusing on several issues. Wib hopes to set up a meeting to clear up the confusing issues.
- Artesian Emergency Interconnect Up-date – Several months ago they thought they could do the interconnect from Baltimore street to Mountain Rd but this will be too expensive. They are suggesting it now be from Route 7 to the pumping station. They still maintain that the cost we have is realistic. This is expected to be 107 to 108 thousand dollars. Wib asked the Commissioners if they would like him to continue discussing and moving forward with this. There are enough funds in the Utility Fund to cover this. Commissioner Sheets expressed that she is concerned that if we use URS again they will increase their price on us as they have done in the past. Wib explained that there won't be much engineering expenses with this project. Wib stated

there is a considerable amount of work involved on his part. Commissioner Durange motions that Wib continues with the project and gathering information needed. This was approved 4-0.

- N.E.R.M. Building Permit Approval (Town Owned Leased Property) – Wib mailed a letter to N.E.R.M. explaining that their permit was approved as long as emergency services and the fire department have the access code to the gate. N.E.R.M. responded stating they could give the code to the fire department, the fire department could push in the gate or the pins could be removed from the gate. Commissioner Letts and Commissioner Durange agree that if N.E.R.M. does not provide the code to the fire department and Emergency Services, the permit will not be signed and approved.

### **New Business**

- Utility Payment Schedule Request – 414 Chesapeake Road – This was approved with the understanding that this is a onetime courtesy for this property and a utility payment schedule will not be approved again.
- Charity Court Street Repairs – There have been numerous leaks on Charity Court. The entire line from the main to the residence has been replaced. The street has been torn up for the 3<sup>rd</sup> time. Wib recommends that the town uses Mike McGuirk to have this repaired. Commissioner Durange motioned McGuirk is hired to repair the street. This was approved 4-0.
- Holiday Open House Invitations/Menu – The Commissioners agreed to the proposed invitation and menu.

### **Period of Public Comment**

Dennis Taylor – No comment

Gophery Richardson –Mr. Richardson expressed concern that the Executive Session regarding Employee issues does not require an Executive Session unless it is to discuss a particular person. Commissioner Durange explains that if there is an employee issue on a specific employee it would be an Executive Session discussion otherwise, it will be discussed during a regularly scheduled town meeting.

Uniforms Policy, Credit Card Policy and Town Administrative Policy will be approved in future meetings.

Prosper Boudart – Asked what we are going to do about the Town Parks. Thinks we need to be geared and ready to handle issues that have been previously discussed. Commissioner Letts feels that if we are open to the public we should have a set of rules and regulations for the parks.

Commissioner Donna Sheets stated we are not going to be able to do the Childrens Christmas Party this year. We've been doing it for 10 years and the supplies are scattered all over town at people's homes. Commissioner Sheets stated we need to have a place where we can meet for all town events. Commissioner Sheets cannot participate and there are others who regularly participate and cannot. She asked the fire company if they wanted to do something but has not received an answer. Wib Pumpaly mentioned we could use the Cecil Inn for storage. Commissioner Sheets states they would still have to truck everything to where the event will be held.

Wib Pumpaly stated that the Coats and winter supplies for the maintenance staff was discussed during the last meeting. Wib has gone through the state contracts but their prices are much higher than what you can get at Tractor Supply or similar stores. Wib stated he thinks he's going to go to Tractor Supply or Joseph's. Commissioner Letts stated that he doesn't have a problem purchasing clothes but doesn't know what will happen if someone leaves or is terminated. Commissioner Durange states this will all be covered in the Uniform Policy.

Wib also stated that Mr. Metts and his attorney will not be here for the executive session.

Commissioner Sheets motioned to adjourn, this was approved. The meeting adjourned at 7:23 pm.

Respectfully submitted by Christina Jackson