

TOWN COMMISSIONER'S MEETING CHARLESTOWN, MARYLAND

November 22, 2016 – 7:00 pm

The meeting was called to order at 7:00 PM by President Capano. In attendance were President Capano, Commissioners Durange, Letts and Thompson. Commissioner Hechmer was absent. Also in attendance was Mr. Pumpaly, Town Administrator and Mr. Trionfo, Town Accountant.

Pledge of Allegiance led by Nick Trionfo

Approval of the Minutes – November 8, 2016 – Charlestown Commissioner Letts moved to approve and seconded by Commissioner Thompson. Approved 4-0

Accounts Payable Review – Questions regarding the URS bill and the Lowe's bill were made. Commissioner Durange, seconded by Commissioner Thompson. Approved 4-0

Financial Review – Nick Trionfo, CPA, our Town Accountant reviewed the financial reports. There are a couple of areas that we need to start paying attention to with spending. A good portion of the revenue from property taxes has come in. Cash is doing pretty well right now. Most of the areas of concern are in the maintenance area. Fringe benefits are also up. We have received a grant from Highway User fees of around 42,000.00 for a one-time grant. We also received 51,000.00 in back income taxes. Commissioner Thompson suggests that we not just spend these monies but come up with a plan for the use of the monies. Mr. Trionfo agrees. President Capano wanted to know about whether we are going forward with PNC to allow credit cards for payments. Because of numerous problems with the PNC, we set up a Pay Pal account which worked very well with the 15 customers who decided to use a credit card. President Capano voiced that we need residents to be able to go online without the email option. Nick and Janine will further explore this setup. Nick stated that while PNC gave us an overall picture of what could be, the day to day operations have been a little more confusing and frustrating. They were tasked to find out the difference between PNC and Pay Pal. President Capano wants it to be a way to pay for more than utilities i.e. parking passes. Our PNC checking account has too much money in it at this point and monies need to be moved to MLGIP accounts and out of Cecil and PNC to get a better rate of return. Budget amendments will need to be made in January to reflect the monies that we have received.

Charter Amendment Procedures Historical Review – Mr. Pumpaly noted that the Commissioners have suggested some Charter changes might need to be made. In 2010 it was decided to create a Charter Review Commission. There are two ways to change the charter. 20% of the residents can bring a change to the board or the Commissioners themselves can change them themselves. In 2010 approximately 24 areas of the Charter were changed after the

recommendations of the Commission. The books have procedures outlined so that the changes can be accepted in Annapolis.

Proposed Charter Change Discussion – The first change to be discussed was to go to a legislative meeting and a work session instead of two legislative meetings. Commissioner Letts said that they used to have this and we went to the current practice which seems to work. Commissioner Thompson agrees that we might need to have work sessions, but does not feel that dropping the second legislative meeting would be beneficial. He likes the idea of work sessions but does not want to see them as a time sink. He likes the ability to approve things twice a month. Commissioner Durange would like to attend a meeting in a municipality with a working meeting to see how that model would work. President Capano will contact Perryville to see about attending their next work session to see how it runs.

The second discussion was on absenteeism of elected officials. Perryville sent over their new rules just passed. Commissioner Thompson like Rising Sun's three consecutive meetings. Commissioner Letts thinks that things come up that can cause commissioners to miss meetings. To say three and you are out seems a little extreme. Our current policy is that if you miss three months(six meetings) in a row. Commissioner Letts stated that it has never been an issue before.

The next issue discussed was the election of a Mayor by the residents vs. a Board President. Commissioner Letts feels that the residents should elect either a Mayor or a Board President no matter what it is called. Commissioner Thompson agrees with Commissioner Letts. President Capano commented on what other towns have. Commissioner Durange suggests that we need to start the process with the packet of information presented. Commissioner Thompson feels that we also need to get resident input. It would take a referendum that could be included on the next ballot. This will be discussed again at the next meeting.

Remote attendance at meetings was the next topic of discussion. MML is highly recommending that each municipality have a policy on remote attendance at meetings through Skype or phone. We have done it by phone, but without a policy. Perryville's policy was presented to look over for the next meeting. Commissioner Letts is dead set against such a policy.

For the next meeting the Commissioners will create a resolution to make changes to the Charter. Mr. Pumpaly will bring a resolution next meeting.

Town Administrator's Report

Old Business

Development of Avalon Park (Lot "B"). It was discussed that we need a covered stage, not a pergola. The material list suggested was treated white pine. What happens when it sits out in the weather? It was suggested that we use steel or vinyl. The position of the stage has pretty much been decided. We need to do drilling to see if the ground will support the building. A motion to accept the location by Commissioner Durange, seconded by Commissioner Letts on the basis that it passes the drilling test. Approved 4-0.

Commissioner Letts moved to bring a company in to do the drillings. Seconded by Commissioner Durange. Approved 4-0.

New Business

Charlestown Ordinance 2014-01 Long Point Restoration Wib is to check on whether we can use the remaining \$16K on other projects or if we must use it for Long Point. It seems as though it is in our best interest to continue to use the funds at Long Point in order to avoid the legal costs involved with using the money on other designated projects not connected to Long Point. Benches and solar lighting and a picnic table might be possible. Mr. Pumpaly was asked to look into pricing of such projects.

The next MML legislative dinner will be on December 15 at Elkton Town Hall. Let us know very soon if you are planning to attend.

Town Christmas Tree Lighting will be on December 10th at 6:00 PM. Mr. Whisner, the principal at the Elementary School, is to have the Charlestown Elementary School chorus to sing that night as part of the tree lighting. Commissioner Letts reminisced about tree lightings past.

President Capano has attended a meeting with Perryville feeder schools and getting students involved in service projects and giving back to community.

Administrator's Financial Review. At this point we are at 42% of general year budget. 55% of revenue has been received and 45% of revenue has been expended of the projected budget. In essence right now we are bringing in more money than we are spending. Some of the areas where we are over the amount projected it may be that we did not put enough money into that line item and put more into line items we may not need to fully expend. In the Utility Fund budget we are at 42% of the budget year. We are also ahead on revenue on this part of the budget. The net effect of all funds is that we are bringing in more money than we are spending. Our financial position is solid right now.

Cecil Co. Inaugural Ceremony for County Executive Elect Alan J. McCarthy will be held on December 5 in the Upper Chesapeake at Noon at the North East Fire Company.

Water Tower FAA Flasher is in need of repair, needing new control boards. We are awaiting the boards and they will be replaced as soon as possible.

Propose Meeting Cancellation –Commissioner Durange moved to cancel the meeting regularly scheduled for December 27, 2016, seconded by Commissioner Letts. Approved 4-0

Herr's is no longer giving away the lights as they now use LED lighting.

Email from Ron Schmidt about speed bumps will be forwarded to the rest of the board from President Capano. The Sherriff's Department is in favor of anything that would make things safer. They do suggest that we contact the Fire Department. Commissioner Letts suggests we ask an entity that is using such removeable speed bumps if they are effective.

Period of Public Comment

Debbie Fields' gutter in front of her house is littered with acorns and debris. President Capano says residents take care of gutter and sidewalks. Commissioner Thompson reiterated that we don't have street sweepers, maintenance workers can take care of storm drains, but not sidewalks of leaves, acorns or snow. We will take care of storm drains if they are overflowing.

Remote attendance; Ken Confalone, can public attend remotely? The left over the \$16K? Pay back the loan, don't keep the money.

Mary Clark Confalone thanked everyone for bearing with them over this last year with the Avalon Lot B Committee. The drawing is for a builder to have an idea of what they want conceptually. We want to maintain it as natural as possible.

Prosper Boudart asked how much for Avalon? And how was it paid for? \$385,000 and we paid cash for the parcel. We need a 5 or 10 year long range plan. Some suggestions are senior housing, with parking under the building. Commissioner Thompson agrees that we need to have a long-range plan. Mr. Boudart also asked about the boat ramp. If we do not charge we get up to \$100,000 a year in grants, if we charge out of state residents, we will not jeopardize the grant money, if we charge in state Maryland residents we lose 50 to 75% of possible grant money expressed by Commissioner Durange from documents from the DNR.

Commissioner Letts moved to adjourn the meeting at 8:56 PM, seconded by Commissioner Durange. Meeting adjourned 8:56pm