

TOWN COMMISSIONER'S MEETING

CHARLESTOWN, MARYLAND

November 26, 2013

The Town Meeting was called to order by President Robert Gell at 7:00pm. Commissioners present were Renee Capano, Ken Confalone, Joseph Letts and Bruce Hechmer.

Pledge of Allegiance was led by: Dakota Strong, BSA troop 367

Approval of the Minutes of November 12, 2013: Commissioner Confalone motioned to approve the minutes and Commissioner Letts seconded it. All were in favor, approved 5 – 0.

Accounts Payable Review: Commissioner Capano motioned to approve the Account Payable, Commissioner Confalone seconded it. All were in favor, approved 5 – 0.

Municipal Governments Works Month – President Gell presented the Proclamation for Municipal Government Works Month, Commissioner Capano motioned to approve it and Commissioner Confalone seconded it. All were in favor, approved 5 – 0. Commissioner Capano also stated that she had given the school the information for approval of the “If I were a Mayor” essay contest.

URS Engineers – Charlestown Water/Sewer – Chris Rogers introduced Kevin Pampuch. Mr. Rogers presented a potential outline for a comprehensive Town water and sewer evaluation. He explained that due to the following issues; the consideration of generators for Town wells and water system, the agreement with Artesian for an emergency interconnect and the letter received from Artesian concerning the addition of third well to the existing appropriation from the Lower Potomac aquifer. Mr. Rogers stated that there are technical considerations on all issues to be considered, Such as to connect to the Artesian system there would need to be pumps used as their system is at a “much higher elevation” than the Town’s system. Mr. Pampuch stated that a comprehensive evaluation would identify what would be required for these projects. Dr. Gell questioned if Artesian’s request for a new well will impact the Town’s future water availability. Mr. Rogers stated that at this time they are not asking for additional water withdrawal. Mr. Rogers stated that the evaluation would also address the sewer system and the possible necessity of adding generators at the pump stations and the coordination with the County sewer operations. Mr. Rogers stated that Mr. Pampuch and he will go back and put a proposal together.

“C Dock” Lease – Open Discussion – Commissioner Confalone asked if the other commissioners had a chance to review the documents that have come in concerning the “C Dock” lease. Commissioner Capano and Commissioner Letts stated that they did not have sufficient time to review, so Commissioner Confalone relinquished the time for this matter. Commissioner Confalone said that it will be on the agenda for December 10th meeting.

Town Administrator’s Report

Old Business:

- Methodist church Lot #53 up-date: Mr. Pumpaly stated that he had sent the Draft Agreement to the Church's attorney and that the only concern that he received was that the Town would maintain the road between the church and the parsonage that leads to the cemetery. "It is approximately 190 ft and we have been maintaining it such as snow removal". The Commissioner's were in agreement that maintaining the road would be acceptable.
- Charlestown Parking Permit & Signage up-date: Mr. Pumpaly presented the cardstock and vinyl parking permits and said that he was hoping to get a better price. Mr. Pumpaly displayed some signs that will be needed for the parking/no parking areas.
- Boat Ramp Electronic Gate Request for Proposal: Mr. Pumpaly presented the RFP to be used to request proposals for a boat ramp gate. He asked the commissioners to look it over and let him know of any changes they request. He stated that it will be going out in late December and a pre-bid meeting will be held on January 8, 2014.
- Town Water Tower up-date: Mr. Pumpaly said that stain on the water tower has been confirmed that it is mildew/fungus. They went over the side for the tank to confirm this and said that it is common on water tanks.
- Impact Fees Up-date: Mr. Pumpaly presented a letter that he had forwarded to our attorney concerning impact fees that were discussed at the last Town Commissioner meeting. "At this time the attorney has not gotten back to me, so I haven't anything further."

New Business:

- Maryland Underground Facilities – Public Utilities Article Title 12-101 through 12-135. Mr. Pumpaly received a letter that said that owners of underground utilities must become members of the One Call system. Mr. Pumpaly has been in contact with Miller Environmental and with the manager of Client Relations. Mr. Pumpaly stated that he will up-date the Commissioners on this as information becomes available.
- Miscellaneous Housekeeping Issues: Mr. Pumpaly asked for a motion to cancel the last meeting of the year, as it falls on Christmas Eve. Commissioner Confalone motioned to cancel the meeting on December 24, 2013 and Commissioner Capano seconded it. All were in favor, approved 5 – 0.
- Commissioner Capano motioned to approve the employee Christmas bonus as stated in the Town of Charlestown Personnel Manual, sect. 4-117. Commissioner Hechmer seconded, all were in favor, approved 5 – 0.
- Commissioner Capano advised everyone of the Charlestown Children's Event at the Charlestown Elementary School on Saturday, December 14th from 1:00 – 3:30. She stated that Santa will arrive on a fire truck and that the Extreme Balloon man will perform for the children.

Period of Public Comment:

There was not any public comment.

President Gell motioned to adjourn the meeting at 8:10pm and Commissioner Letts seconded it. All were in favor, approved 5 – 0.

Respectfully submitted by: Janine Antoshak, Town Clerk