

Town Commissioners' Meeting Minutes
November 8, 2011, 6:30 pm

Meeting was called to order at 6:30 pm by President Robert Gell. Commissioners Joe Letts, Mary Carol Durange were in attendance.

The Pledge of Allegiance was led by Ryleigh Johnson.

The Accounts Payable report was reviewed and Commissioner Durange motioned to pay the bills and this was approved unanimously 3-0.

The minutes from the October 11, 2011 meeting were reviewed. Commissioner Durange motioned to approve the minutes as written. This was approved 3-0.

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

Sheriff's Report – October 2011 – Sgt. Ronald E. Schmidt – The October 2011 report was not submitted.

Miller Environmental Report – Robert Corn – reported on water treatment, water samples, line markings, water meter replacements, settlement readings, new meter installation inspections, water leak checks, register replacements, completed the tri-annual lead and copper report. They also checked the service at the Fire House. Appears there is an extra line running to the Fire House that is not metered. They have not determined how this is going to be metered. Commissioner Gell asked how much trouble this would be to meter this. Robert Corn said it is important to know how much water is used for leak control. It was determined that we should get an estimate to have this done.

Charlestown Charter Review Resolutions – Commissioner Gell – discussion was made as to whether to hold a decision on acceptance of the changes or vote. Commissioner Letts said he felt that the Board was not given the full information on the changes and was not aware of the changes that were made. Commissioner Gell discussed that the changes have been made and time has been given to review the changes. Discussion should be on the changes and not how the changes were made. Commissioner Letts said he thinks the committee did not go far enough with the recommendations, such as the controls of the President of the Board of Commissioners. Commissioner Letts feels approval should not be made until the full Board is available.

P & Z Ordinance 2011-05 – Commissioner Gell – We had a public hearing and the general feeling was that the changes are good. Because changes would be beneficial to the operation of the Planning and Zoning Board, Commissioner Gell feels this would be a decision that should be made tonight. Commissioner Durange made the motion to make the changes to the P&Z Ordinance 2011-05. This was approved 3-0.

Town Administrator's Report

Old Business

- **"Share the Pain" Program** – Relating to Town Leases – Wib Pumpaly reviewed the concern in the last meeting of the effect of the Charlestown businesses of the downturn in the economy. He is presenting a proposal to assist Charlestown Marina business owners and lease holders impacted by the downturn in the economy. He introduced some calculations and considerations. In the end this would shortfall our budget by approximately \$10,000 per year. He asked the board

where the difference would be made up. Commissioner Durange asked if the other two marinas have had an issue with their lease amount. Wib indicated that J.P. Lee Marina is the only marina that has had an issue with their lease amount. Commissioner Gell asked if we would give the restaurant a break on their property tax. Commissioner Letts asked if they have a lease. Discussion then ensued about leases in arrears. Commissioner Durange said she has a lot of issues with this. Everyone has suffered from economic downturn. She said that the mortgage company doesn't reduce mortgage, the County isn't going to reduce property tax. She said we would have to adjust the Town budget to allow for this type of reduction. She said the majority should not have to suffer for a few businesses. Commissioner Gell asked if all leases are in effect. Wib Pumpaly said all leases are currently in effect.

New Business

- Winter Apparel/Shoes for Town Maintenance Staff - Commissioner Sheets asked about the possibility of replacing the winter clothing for the maintenance staff. Commissioner Letts brought up the issue of former employees wearing Charlestown apparel. Commissioner Durange suggested having employee turn it in, and if it is in bad condition, throw it out. Amount would be \$390 – 450 per person. Discussion ensued about reimbursement of clothing should an employee leave. Commissioner Durange motioned to purchase clothing for two outside maintenance workers and to write a stipulation in employee policy stating that if an employee leaves their employment with Charlestown, they will be required to pay back a percentage of their clothing expense. This was approved 3-0.
- Seneca Point WWTP Proposed Up-grades and Other Issues – upgrades to plant within a year. One upgrade they would like to have is access to Town Water, this may need to be a bargaining chip. They also want to upgrade the Veterans Park and Avalon pumping station. These upgrades are going to cost the Town some portion of this upgrade. The County has not been charging the Town for the diesel fuel to run the Cool Springs pump station therefore this is an expense that needs to be budgeted for next year. We also need to assume the cost of the maintenance of the generator at this station.
- North East River Marina Security Gate Request – They would like to install a security gate on the land which is leased from the Town. The lease provides that leasee must obtain prior written consent from the Town prior to making any alterations to the leased portion of Town land. Wib Pumpaly said the point is that the Commissioners must approve the installation of a gate according to the terms of the lease in writing. Wib Pumpaly said he would write up a document. Commissioner Durange said an emergency disclaimer should be made in the letter. Commissioner Letts motioned for approval of the security gate with disclosure of security access. Approved 3-0.
- October Budget Review – Budget is positive as of the end of October, mostly due to taxes coming in during the month. Special Revenue fund is positive mostly due to the sale of the Chevy Silverado Truck. Utility Fund is positive primarily due to the water/sewer hook ups in October.
- October Cash Balance Review –
- October Accounts Receivable Review - \$1763.13 for Lambdin Annexation is for an invoice for URS that has been going back and forth from us to Lambdin and we feel has been resolved and letter with the bill has gone back out to Lambdin today. The other portion \$1,680.40 is for Water Street Properties for tangible personal property tax.
- October Fuel Reports (Gas-Diesel) – We can account for every drop of gas and diesel that has been purchased.

- October Maintenance Work Order Review – There is a growing list of work orders. The docks, historic homes, and restrooms are winterized.
- October Building Permit Review – 5 building permits for October
- Payroll Bonus – The payroll bonus date of December 2, 2011 and bonus schedule was presented to the Commissioners. Commissioner Letts motioned for approval approved 3-0.
- Academy of Excellence presentation – Emily Fletcher explained the Academy and what is required to graduate from the Academy. She presented to the public the certificates of completion Commissioner Letts and Durange for their recent completion of the Academy requirements.
- Commissioner Gell asked if the Commissioners wanted to motion on consideration of the alternate for the Election Board. Commissioner Letts suggests that they consult the Charter. Wib Pumpaly states he will discuss it with the attorney and MML.
- Christmas party has been set for December 16, 2011 2-6PM.

Period of Public Comment

Dennis Taylor – Stated he had comments about the Charter Review. Also, Mr. Taylor questioned what a Charlestown employee has to do to get a Christmas bonus. He also states he knows that 3 of the 4 marinas have leases and one does not. He states that if we cut a break to the three who are leasing and not the fourth it doesn't seem right. Returning to the Charter review, Section 401, paragraph E, there is a typo. The word consensus should have been changed to majority. In Section 301 under the elections, the biggest item to discuss was the "flipping of a coin" in the event of a tie. Mr. Taylor asks if there was any consideration of having that changed. Commissioner Gell said that this is a separate recommendation that will be considered and how it will be voted on. It may still be voted on. This has not been passed yet. It was noted that the website has not been updated; Emily Fletcher said that she will update the website with the new changes.

Gophery Richardson had no comments.

Prosper Boudart Expressed concerns about Charlestown harbor. He noted that there is a sailboat sitting out there that is sunk. Wib Pumpaly indicated that he was told that it is not the Town's harbor and we have no jurisdiction over it. Wib said the complaint has been forwarded to the appropriate authorities including the DNR, Marine Police, and U.S. Coast Guard regarding the sunken boat.

Judy Calvert – Commented on the water bill payments and the person who is only paying \$100 a month on the water bill. Commissioner Gell indicated that the property will go to tax sale at the end of the year. Commissioner Gell explained any new payment plans will come before the board.

Commissioner Letts motioned to adjourn, this was approved. The meeting adjourned at 7:42 pm.

Respectfully submitted by Christina Jackson

** The first few minutes of the meeting were not recorded due to an issue with the tape. The tape picks up in the middle of the Miller Environmental Report.