

**Town of Charlestown Commissioners'**  
**Meeting Minutes**  
October 12, 2010, 6:30 pm

The meeting was called to order at 6:30 pm by President Robert Gell. Also in attendance were Commissioners Mary Carol Durange and Donna Sheets. Commissioners Michael Doss and Joseph Letts were absent.

The Pledge of Allegiance was led by Ryleigh Johnson

Commissioner Sheets made the motion to accept the Accounts Payable and pay the bills. This was approved 3-0.

After reviewing the minutes from the September 28<sup>th</sup> meeting, Commissioner Durange motioned to approve them as written and acceptance was unanimous 3-0.

Robert Corn, from Miller Environmental, Inc., reported on September's treatments, sampling, meter reads, installation inspections and so forth. It was noted that the plumbing changes for the tower that were approved at the 09/14/10 meeting are scheduled to be done next week. It was also reported that the planning to convert the telemetry at the water tower from a hardwired to a wireless system is continuing.

Ron Edwards, Chairman of the Cecil House Restoration Committee, gave brief review of recent work performed. A soil analysis was done and the report indicated the soil has a bearing capacity of 2,000 pounds per square foot which is adequate. A conceptual plan was sent to Maryland Historical Trust for their review which prompted a visit to the Cecil House last month. The "Trust" noted a number of items of concern.

Mr. Edwards reiterated that any and all work must be submitted and approved beforehand by the "MHT." A request has been submitted to shore up a corner of the Cecil House and remove a portion of the brick foundation's facing. It was indicated that grants may be available by 2012 and the Cecil House should be in a good position to receive something. At this time Mr. Edwards requested approval to do the shoring work for which he has received approval from the "Trust" and which was quoted at \$1,000. Commissioner Sheets moved to approve the request and this passed unanimously 3-0. It was noted that a permanent sump pump will be installed in the basement to help alleviate the water problem.

Ken Carlsen, President of ShoreScan, a document scanning and archiving concern, was present to explain their process of document archiving. Files would be scanned into their system, using ShoreScan supplied equipment, and stored at three separate, highly secure locations. Documents would be available for printing or e-mailing, for approved users, and could be accessed remotely from any internet connection. Training for the system would take approximately a half day and any technical support is free.

The set-up cost would be \$1,295 with a monthly fee of \$95 and an annual renewal fee of \$495 with no additional costs for the users. This allows for the storing of 2,000 pages of information each month. Also explained was termination agreement should we decide we no longer wish to use the services. It was revealed that our present scanner is not compatible, but ShoreScan will loan a scanner and a lap top computer for start-up. A higher capacity scanner is available for lease at (about \$500 per month) or purchase (\$3,000). No action beyond further discussion and study is anticipated at this time.

"Municipal Government Works Month" proclamation was read by President Gell. Commissioner Durange made the motion to accept. In discussion Commissioner Sheets mentioned that there should be a current date on the proclamation. The motion was unanimously approved 3-0 with the change.

President Gell received a Town Planning survey from the Eastern Shore Land Conservancy for which a response from the Town is requested. Copies of the survey were distributed to the Commissioners for their insights.

Regarding the MML December 9, 2010 annual Legislative Chapter meeting in Charlestown, Commissioner Sheets noted that we are requesting the December 9<sup>th</sup> date in order to have the opportunity to meet with the legislators before the next session begins.

Commissioner Sheets made the motion to schedule the Town's Holiday Open House on December 17<sup>th</sup>, from 2 'til 6 pm. This was unanimously approved 3-0.

It was noted that the Town Halloween parade and party will be held on Friday, October 29<sup>th</sup> with line-up at 4 pm at the fire hall.

### **Public Comment**

Prosper Boudart, as a concerned resident, feels that we should have kept the recent vehicle purchase in the County as the taxes would benefit Cecil County. He also thought the Town purchased the wrong type and size vehicle.

Donna Sheets wanted to discuss questions regarding the proposed Community Center. She feels there is nothing wrong with commissioners gathering information to bring to the table for further discussion. She noted the opinions expressed against this concept and realizes that some commissioners have different interests which they pursue independently.

She explained why she feels the Boys & Girls Club program should be in Charlestown. She explained her vision for the center to incorporate both seniors and children. She would like a building for children on one end, seniors on the other end, the Town Hall in the middle and a multi-purpose area for various activities. She explained that the work the architects are offering is pro-bono and they will notify the Town before charging the Town anything. She explained the benefits of being able to expand the post office and having a Town Hall with enough space to ensure privacy as needed.

She would ask the Town's people to let her know if they don't want this Community Center so she does not spend any more time on this. Someone else may have a solution to the Town Hall/Post Office issue but it has yet to be presented. In answer to a query from Richie Richardson, Commissioner Sheets noted that the Commission had previously approved moving forward as long as there was no cost. She also explained about the possible availability of a low interest loan for this project but first a location and plans are needed in order to know the amount required. She also mentioned that help with grant writing on this project has been offered to the Town.

Ursula Boudart spoke to note that there will always be criticism against this, or any, project. Her opinion is that if there is a consensus among the Commissioners to move forward with this, they need to do the groundwork and then let the residents of Town know how much it is going to cost and how the Town can afford to fund it.

Edgar McMullen, the Town's cemetery sexton, commented on moving forward to get the Holloway lots reverted back to Charlestown. He has written a public notice for publication if the Commissioners want to move forward to retrieve these lots. It was noted that an ordinance has been approved reducing the time for perpetual care non-payment and repossession from ten years to two years. It is believed there are no Holloway survivors but the Town should publish a public notice to seek out any Holloway survivors. If there is no response, it is felt we should exercise the reduced time frame in the new ordinance. In order to conduct a more thorough search, President Gell asked about the possibility of searching ancestry websites to look for Holloway survivors. The public notice will be prepared for publication.

## Town Administrator's Report

### Old Business

- "C" Dock Up-date – The Town attorney has prepared a letter for the marina's attorneys addressing the issues of most concern to the Town. We have received no response as of today.
- Re-decking of Town Piers – This project has begun. Bathon is doing all but the fireboat pier which is being done by B&B Pile Driving. It was noted that boats will not have to be moved earlier than November 30<sup>th</sup>.
- Boat Slip Tax Proposal – Mr. Pumpaly asked the board to reread the document as he is having trouble with the wording of Item #3. Also noted was the graduated, 3-step annual fee on all rental charges for docking, slip rental and storage starting January 2011. The importance of Item #3 was outlined with regard to enforcement. The Commissioners were asked to review and comment in order to possibly have a document ready for approve for the next Town meeting. Discussion revealed that the revenue from this tax can be used in five separate areas of the Town's budget.
- Refurbishment of 630 Water Street – Work has started slowly with gutter replacement and a work order for the lattice work. Material and furniture from the Boys & Girls Club that is still in the building and a recommendation on how to proceed with the inside work was requested. At this point, it seems unlikely that the structure would be ready as a rental property before early spring of 2011. Commissioner Sheets said she make a contact to implement emptying the building.
- RedSpeed Camera Up-date – The Company plans to bring a traffic monitor to town and place at the school to see if it is worth their investment. A certified police force must approve distribution of the tickets and they will work to see if we can use the Cecil County Sheriff's Department for this.
- Rental of Town Parks – A proposal was made to charge \$200 to rent the Flag Pole area. Research of various Towns reveals that the \$200 charge is an unrealistically high number. President Gell would like to make the record clear that it is not a rental; it is a contribution for the reservation and use of the area. Research of other town's policies has been collected and was given to the Commissioners for review so Mr. Pumpaly may know how to move forward with this. Larry Metz, of the Wellwood Club, explained that he started this as he felt it would be good for people to donate the \$100 for the use of the park. He feels a committee should meet to develop guidelines for the use of the parks and to put these rules in writing. Also, a definition of "what is a town resident" is needed as is a scheduling device to prevent overlaps. Mr. Metz also asked if he could move a monument, at his own expense, which had been placed at the flag pole some years back. This request would require further investigation. President Gell mentioned a suggestion to appoint a group to work on this issue and asked for volunteers for this committee. Volunteers recruited were Larry Metz, Ursula Boudart, Michael Burns and Gloria Wood.
- Cemetery Expansion Project - Having met with State Highway Department personnel, the project is moving forward slowly. We are awaiting approval from the state to move the fence closer to the telephone poles.
- Well Pump Telemetry Up-date – This project is still waiting on information
- Town Message Center Up-date – We are at the point of signing a contract with Paint 'n Place. The Commissioners were asked to review the top and bottom banners and suggestions for the permanent banners were offered. "Historic Charlestown" was preferred for the top banner and the meeting schedule was preferred for the bottom banner. The signed contract will be mailed tomorrow.
- Ice House Memorial Sign – Discussions have revealed that there are different opinions of who built it, owned it and so forth. Examples of signs that are being proposed were presented. A bronze plaque was proposed for this last remaining ice house on the Chesapeake Bay this would remain for years to come. It was explained that these signs are normally placed directly on the building. More research will be done on the plaques and to find out who actually built the ice house.
- Disposition of a POS Grant for Athletic Complex – Suggestions for using the balance of the grant (\$1,800) included dog stations, repair of the basketball and or tennis courts and benches. The

damaged fence is to be paid for through insurance so that is now off the table. President Gell is concerned about the baseball field not being up to standard. Commissioner Sheets made the motion to do work on basketball court which was approved 3-0.

### **New Business**

- Repairs to Fence at Athletic Complex – two quotations have been submitted to insurance company for the replacement. The low bidder is Gateway Fencing, Wendell Miller. Commissioner Durange motion to accept the bid and all approved 3-0.
- Quarterly MML Meeting will be held Thursday, October 28th at the Cecilton volunteer fire hall.
- September Budget Review – General fund revenue exceed expenditures by \$69515.67. Special Revenue fund expenses exceed revenue by \$3523.63. In Utility fund revenue exceeded expenses by \$20958.29. We will have more invoices for I&I work coming in, but are within budget to handle those expenses
- September Cash Balance Review
- September Accounts Receivable Review – All are paid and current
- September Fuel Report Review – The usage difference is minimal and new town vehicle is getting 14.7 MPG. Southern States has been contacted regarding a diesel fuel tank proposal. Having been asked about the possibility, the Fire Department has to evaluate using their fuel for a Town truck.
- September Maintenance Work Order Review
- September Building Permit Review – 6 permits

Commissioner Sheets announced that the architect for the community center will be at Town Hall tomorrow at 1:00 pm if anyone is interested. They will view the site at Caroline and Market Streets. She would like to arrange a trip to visit the Havre de Grace facility.

President Gell discussed the colonial wreath making class to be held at the fire hall on Saturday, November 20<sup>th</sup> from 10 until 2 pm. Residents of Charlestown will have half of the cost of the class paid by the Town. There will also be an opportunity to make door plaques which would require an additional materials charge.

Commissioner Durange made the motion to adjourn, this was unanimously approved and the meeting adjourned at 8:51 pm.