

## Town Commissioner's Meeting Minutes October 29, 2008

The meeting was called to order by President Steve Vandervort at 6:30 pm. Commissioners in attendance were Robert Gell, Donna Sheets and Richard Price.

The Pledge of Allegiance was recited by all present.

Accounts payable were reviewed. Commissioner Sheets was given explanations for high credit card charges. These were related to recent newspaper ads for the Town Administrator position and legal notices concerning bid activity. Commissioner Price moved to pay the bills and Commissioner Gell seconded. The motion passed unanimously 4-0.

Meeting minutes from October 14, 2008 were discussed regarding the placement of signs in certain areas as noted in the text. Commissioner Price discussed using the "Chatter" to introduce candidates in the Town election. Commissioner Gell motioned that the minutes be approved as written. Commissioner Price seconded and all approved 3-0 with Commissioner Sheets abstaining since she was not present at the meeting. Additionally, Commissioner Price made motion to use the "Chatter" to introduce certified Town election candidates. Commissioner Gell supplied the second and the motion passed 4-0.

The Town report was supplied by the Office Administrator. A question of the need for a policy on a waiting period on insurance coverage was presented. Discussion ensued concerning "life changes" and insurance coverage, COBRA and other insurance elections. Commissioner Sheets moved that 30 days be the waiting period before health and AFLAC coverage begins for new employees. Commissioner Gell made the second and all approved 4-0.

Cool Springs bridge meeting, with the developer and various engineers attending, at Town Hall the previous week was discussed. The manufacture and inspection of the concrete beams was discussed. These beams will be delivered and set on November 6<sup>th</sup> & 7<sup>th</sup> using the entrance off Route 40 and will not disrupt Town roads.

Applications for the Town Administrator closing date was October 24<sup>th</sup> and many have been received. Discussion ensued on how the applications were divided into three groups. It was decided to distribute copies of the applications in the 1<sup>st</sup> group to all the Commissioners. It was decided to conduct interviews during the evenings. President Vandervort will make some choices for the first group from fifteen available.

The BRAC tour at Perryville Middle School scheduled for Saturday, November 1, will have Carla Sexton and Debi Keeley in attendance to represent Charlestown.

Graffiti in athletic complex parking lot was rectified by the Maintenance Supervisor, further action will be considered at the next meeting. Branches left on Bladen Street by power company workers was discussed and it was noted that the incident had been

reported via fax and voice mail but that no replies had been received as yet. Commissioner Gell supplied the name of a contact to try on Thursday morning. A note received from a resident on Bladen Street about Halloween mischief was discussed with no resolution evident since the note was anonymous. It was noted, however, that patrols will be in Town on the two evenings in question.

Judy Newsome submitted a letter requesting continuance in office on the Town Election Board. Commissioner Sheets moved to waive interview for Judy's reappointment. Commissioner Gell seconded and all approved. Peggy Lewis and Judy Newsome were then sworn in by President Vandervort. Discussion of shirts for the three judges ensued and it was decided to acquire whatever was necessary.

Final approval of shoreline erosion project was requested as a formality. A loan of \$28,000 for project design is the only money available at this point for what is being bid. The analysis of spoils at the DMP site has been completed and it has been determined that the spoils are not contaminated enough to cause concern. It was revealed that the bid winner will do the clearing of the DMP site.

Commissioner Gell motioned to accept Resolution (2008-05) for the Charlestown 2008 Comprehensive Plan. Commissioner Sheets made the second and all approved.

President Vandervort suggested that "brush forks" be purchased for the Kubota machine. Harrison Repair could make the device for approximately \$1,200. The motion was made by Commissioner Price to acquire this equipment with Commissioner Sheets seconding and all approving. It was noted that the maintenance personnel have recently saved the Town money by doing maintenance work on the trucks in-house.

Cecil Hotel structural engineer report showed nothing unexpected. It is estimated to take \$200,000 to fix the problems that were revealed. A conversation with Richard Brand of the Maryland Historic Trust noted that a bridge loan is needed in order to acquire a refinance loan from MHT. The loan papers were not intended as refinance and it would take months for an acquisition loan to be processed. Information from PNC about a loan from them revealed that the interest rate would be only about a half percent higher than that from MHT and would not interfere with the grants available for restoration. Also PNC could process the loan much more quickly. The motion to pursue the loan from PNC was made by Commissioner Price and seconded by Commissioner Sheets with the unanimous approval of the Board.

Commissioner Gell recommended getting a "historic architect" to examine the property for values. (i.e. trims, moldings, doors, flooring, windows and the like which may be imperative to keep) It was noted that grant money depends on intelligent restoration. Also, it was recommended that property insurance, an alarm system, winterization and heating should be completed as soon as possible in order to minimize possible damage to the site. A task force, with Commissioner Gell as the spearhead, was also recommended. It was agreed to pursue the above mentioned measures the most timely manner.

Commissioner Sheets suggested not doing anything about the rooster situation. She mentioned that Charlestown is a rural area, noises happen. Commissioner Price agreed on this point and further noted that the roosters really are pets. It was further noted that the Ordinance seems to be unclear. It was suggested by Commissioner Gell that Commissioners Price and Sheets work to amend the Ordinance as it relates to the difference between farm animals and pets. The issue would require a change in the Town Code. Nuisance, annoying pets should be pursued as a noise issue under another, existing Ordinance.

President Vandervort proposed to convert Niles Garrison to full time status in the maintenance department since he is such a good detail man. After a discussion of qualifications Commissioner Sheets made the motion to convert him to full time. Commissioner Gell made the second and all approved. It was also noted that the Town will waive 30-day wait for medical insurance.

Commissioner Sheets motioned to cancel Christmas week Commissioners' meeting scheduled for Monday, December 22<sup>nd</sup>, unless it is really needed. Commissioner Sheets suggested acquiring a bench (6') in honor of the recently deceased Planning & Zoning Chairman, Howard Hall, to be located at the Post Office. A plaque for Mrs. Doris Hall recognizing Howard's years of service to Charlestown was also recommended. A Riverfest scholarship and naming the Riverfest car show in Howard Hall's memory was also suggested. Commissioner Sheets motioned to purchase the bench and Commissioner Price seconded and it was unanimously approved.

After a short discussion Commissioner Sheets made the motion to make the day after Christmas, Friday, a Town Holiday for 2008. Commissioner Gell seconded the motion and it was unanimously approved.

Commissioner Gell motioned to adjourn at 7:54 with Commissioner Sheets seconding and all approving.