

**TOWN COMMISSIONER'S MEETING**  
**CHARLESTOWN, MARYLAND**  
*August 11, 2015*

The Town Meeting was called to order by President Joseph Letts at. Present were Commissioners Renee Capano, Ken Confalone, Robert Gell, Bruce Hechmer, Joseph Letts and Mr. Wib Pumpaly, Town Administrator.

The Board interviewed Mr. Prosper Boudart for the opening on the Board of Appeals and the Ethics Commission. Since Mr. Boudart's spouse is a member of the Planning and Zoning Commission it was agreed that this would constitute a conflict of interest were he to serve on the Board of Appeals. Commissioner Confalone nominated Mr. Prosper Boudart to the opening on the Ethics Commission, seconded by Commissioner Gell. Carried 5-0.

Mr. Pumpaly distributed some thank you notes received this past week. It was announced that there were 60 youth involved in the Riverfest Fishing Tournament. The Commissioners then discussed some letters that had been received/sent. One was a request to forgive the water portion of a bill where there was a large water leak (450,000). While the County is forgiving a major portion of the sewer portion as it was not treated, the water was treated prior to delivery so the town's policy is not to forgive the water portion.

Commissioner Confalone noted that other towns post in public notices for their Appeal Boards that it gives two different dates of their meetings case of no quorum on the first date.

Janine Antoshak presented the rental agreement for 630 Water Street. He has a good credit score and a clean criminal background check. She asks that we ask for a one month security deposit and the first month's rent. The Commissioners were in agreement.

The Board then interviewed Mr. Ronald Daniels for the opening on the Board of Appeals. Mr. Daniels voiced his desire to help the town in this type of capacity. Commissioner Capano voiced her pleasure that Mr. Daniels was willing to serve in this capacity for the town. Commissioner Confalone nominated Mr. Daniels, seconded by Commissioner Capano. Approved 5-0.

**The Pledge of Allegiance** was led by Dakota Strong.

**Approval of the Minutes of July 28, 2015** Commissioner Confalone moved to approve, Commissioner Gell seconded. Approved 4-0.

**Accounts Payable Review August 11, 2015**—Accounts payable in the amount of \$35,913.73 were presented. Commissioner Confalone moved to accept, Commissioner Gell seconded. Approved 5-0.

**Utility Service Partners Presentation – Ms Ashley Shiwarski** – National League of Cities Service Line Program. Utility Service Partners is the name of the actual company she works for. This is a program of insurance for homeowners to insure their water, sewer and in-home plumbing. This company would fill the gap between homeowner's insurance and town property. If a participating homeowner would have a problem the homeowner would call the company who would send a licensed contractor to fix the problem. There are 3 different programs exterior water and exterior sewer. \$4,000 per incident repair. They repair \$4,000 for public

street and \$500 for public sidewalk. The third program is in-home problems. \$3,000 per incident, no deductible and no limitation on number of claims. They use 3 direct mail programs a year to market. They work with the town to coordinate with the marketing program. They are partnered with 265 municipalities in the US with 3 of them here in MD. They typically get 20 to 25% participation rate in those municipalities. Premiums are \$5.75 water, \$7.75 sewer, and \$6.99 in home. They use a third party to obtain the mailing addresses so the town will not have to be involved in giving information to this company. Commissioner Capano favors this program. Commissioner Hechmer asked if it would cover any type of material, the answer is yes. Do you repair or do you patch? We listen to the contractor or follow the town's ordinance. If we had an ordinance to replace, they would replace. What about municipal pipes, we do not do anything for municipal pipes, only the homeowner's responsibility. Mr Pumpaly was tasked to contact the 3 municipalities to seek their recommendations of the program. They never market to homeowner's without municipality's support. We will continue this discussion after Mr. Pumpaly has gotten the information.

**Miller Environmental March Report - Josh Griffith** - A total of 3,704,000 gallons were produced for the month, with an average daily production of 119,000. No coliform samples tested positive. Weekly housekeeping and monthly maintenance was performed. Provided missed reads from quarterly meter reading report, found leaks at 308 Cather, 567 Baltimore and 74 Salvation Circle. No leaks were found at 227 Louisa, 221 Market, 16 Theresa, 339 Market and at the Lee's Marina Fire Hydrant. Turned water on at 31 Clemency with no leaks detected, turned water off at 208 Market Street per town's request. Meter was replaced at 705 Water Street. Meter inspection was performed at 179 Cool Springs. A spare meter croc lid was applied to 407 Water Street until a new lid and sensor was installed. Eleven Miss Utility markings were completed or updated. Settlement reads were done for 519 Calvert and 207 Market Street. Completed training of town maintenance workers in turning off water for possible emergency responses. All routine maintenance was performed at the WTF.

Commissioner Capano asked if the meter had been installed at the Tower. The meter has still not been installed as of yet.

Commissioner Hechmer asked about the pressure in the hydrants in Cool Springs. We have not retested the pressure in the hydrants since the valves have been opened. Commissioner Hechmer suggests that we do retest. Commissioner Letts will work with Josh and the Fire Department to do the retest. Commissioner Gell asked if the long range plan called for another water tower in that vicinity.

**Cecil County Sheriff's July Report** – A total of 160 hours were approved and a total of 136 were used. One calls were received her in town during the month (loud music 200 block of Black Ave). There were 216 patrol/property checks performed. There were eleven traffic citations (radar) and 16(non radar) issued. There were 8 traffic warnings(radar) and 12 (non radar) issued. Three Safety Repair Orders were issued and 3 parking citations were issued. There was one District Court Warrants served. There was one warrant related arrest. There were three arrests made on a suspended/revoked license. Eleven community contacts were made with citizens. The number of shifts using radar was 23 and non radar was 11. Three vehicles were removed to police storage.

**Town of Charlestown Long – Term Planning – Commissioner Confalone tabled to another meeting**

**July Budget Review – Tom Jones** – We are getting started with the new year, but we are within budget. The Commissioners wanted him to be aware of the re-renting of 630 Water Street and next month we would like an aged accounts receivable.

**Town Administrators Report**

## **OLD BUSINESS**

**Long Point Project** – Included in the Commissioner’s advance packets is the RFP due in the Cecil Whig on the 14<sup>th</sup> and the 17<sup>th</sup>. Also the complete RFP to be handed to the contractors at the pre bid meeting at the sight on August 21 @ 10AM.

**Sewer Service Agreement Holloway Beach Project** We have received MOU from the county. Several questions were addressed to Johnathan Ploughman of the Cecil County. Commissioner Letts asked if the town was going to become responsible for any of the system that we are not now responsible for? No, only in the town boundary. Commissioner Hechmer strongly suggested that the Town Attorney and our engineering firm URS give their opinions of the MOU before any decision be made. Commissioner Hechmer was under the impression from discussions of the last meeting that the county would complete any of the URS recommended improvements. Commissioner Confalone voiced concern that this contract did not accurately represent the discussions with the County as to the Town spending its money on the generator at Avalon pumping station. Commissioner Hechmer suggests that the Commissioners sit down with the town attorney in executive session to solidify our stance on this MOU. The document does not seem to exemplify the understanding in conversation. The consensus is that we wait to get the opinions of our attorney, URS and our engineering firm. Our attorney has been on vacation and has not voiced an opinion at this point.

**Sustainable MD Support** - Mr. Pumpaly was unable to get a representative at this meeting, but will be here in the future.

**LED Street light Conversion Program** – Mr. Pumpaly was unable to get a representation at his meeting, but will be here in the future.

## **NEW BUSINESS**

**NERM Encumbered Slip Lease** – The encumbered slip lease will be up on December 31, 2015. Commissioner Confalone moved to keep the current \$1300.00 yearly lease for 2 years with all of the other terms to remain to stay the same. Seconded by Commissioner Gell. Commissioner Hechmer voiced his opinion that the lease should be raised. Approved 3-2

Commissioner Capano questioned an inclusion in the book of a brief description of the town. This was the request of the Office of Economic Development.

### **Period of Public Comment**

Prosper Boudart voiced his thanks for the settlement with the Marinas. The Commissioners will release the details once the agreement is signed by all parties. He then asked if there was any discussion of offering water to Holloway Beach. The answer was no. There is a study that the cost might be as high as \$20 million. He feels that this should be pursued. There are no plans at this time.

No further comments

Commissioner Hechmer moved to adjourn the meeting with a second by Commissioner Confalone. Approved 5-0. Meeting adjourned at 7:20 PM.

*Respectfully submitted by: Debbie Myers, Town Clerk I*