

TOWN COMMISSIONER'S MEETING MINUTES
CHARLESTOWN, MARYLAND
October 28, 2014 – 7:00 pm

The October 28, 2014 meeting of the Charlestown Commissioners was called to order by President Bruce Hechmer at 7:00PM. In attendance were Commissioners Bruce Hechmer, Renee Capano, Kenneth Confalone, Robert Gell and Joseph Letts.

The Pledge of Allegiance was led by Boy Scout Nick Strong.

Commissioner Letts moved to approve the minutes of the October 14, 2014 minutes, Commissioner Gell seconded the motion. The motion carried 4-0 with Commissioner Confalone abstaining.

Commissioner Confalone made the motion to approve accounts payable presented in the amount of \$168,218.34 with a second by Commissioner Gell. It was noted that the bulk of this amount is the repayment of the loan on the Cecil Inn. The motion carried 5-0.

Tom Jones, CPA brought the Commissioners up to date on his activities since being hired as the Town's Accountant. Mr. Jones has been meeting with Janine Antoshak weekly to acclimate to our system. He explained that he has helped to produce the Personal Property tax assessment bills, participated in the Workers Comp Audit and has familiarized himself with our general ledgers and accounting functions. He also researched some items for the auditor's group. He then entertained questions. Commissioner Capano asked if everything looks good. Mr. Jones says that it does look good. He is satisfied that things are being posted at this point. Commissioner Hechmer asked if it is fair to say that Mr. Jones has made some improvements and that our accounting practices have been improved and the answer to that is yes and we are working to streamline things and lessen journal entries to avoid confusion. Commissioner Letts wanted to know if the County had been paid what we owe for sewer. Janine Antoshak and Wib Pumpaly met with two members of the County's financial office and went over numbers together reaching a consensus. The County will be sending us the bill shortly. To our knowledge we will not be imposed a penalty for our tardiness. Commissioner Confalone stated that as Ms Antoshak and Mr. Jones become more familiar with the system and in talking to the people from the county there are easier ways to do some of the things we have been doing by hand and we should see an improvement with a more streamlined system in the future. However with new staff being brought up to speed on our present system, we have presented our auditors with the problem of facing a deadline for filing of our audit of this Friday which we cannot feasibly meet. Commissioner Confalone moved that we request from the state a 30 day extension to submit the annual audit, Commissioner Letts seconded and the motion carried 5-0.

Ms. Tamika Graham of WILMPACO gave an update on the 2040 Regional Transportation Plan, beginning with a background of who they are and how they operate. She then brought the Commissioners up to date on WILMAPCO's plan for the future. The secured and funded projects at this time do not directly affect the town of Charlestown.

Commissioner Hechmer has reviewed the Public Works agreements for town water, sewer roads and storm drains and open spaces with Cool Springs. He is concerned with the Public Works agreements in their warranty period is one year. We are starting to experience some sinkholes and sidewalk failures shortly after the one year warranty period causing costs to the town. Before he signs these agreements, he would like to see if we can get a longer warranty period to delay the turning over of the withheld monies for a longer period of time to save the town paying out several thousands of dollars in repairs.

Town Administrator's Report

Old Business

The next decoy sale will be November 11 - 13 at the Calvert County Community Center in Easton. The decoy had some rather bad neck problems and has been repaired and oiled and looks pretty good. This decoy has a \$9,000 reserve and we are hoping for around \$12,000.

New Business

Mr. Pumpaly presented a Water & Sewer Payment Notice hangtag prototype. Currently, homeowners have approximately one month to pay their water/sewer bill. Failure to pay prompts us to send another bill. Further failure to pay results in a shutoff of services. In some towns they use hangtags to alert the homeowners of imminent shutoff. Commissioner Capano likes the idea. The consensus is that we will give it a try.

Commissioner Capano wanted to thank Commissioner Confalone and those that helped out with the parade last Friday. We had 185 kids attend. This was a learning curve for us as we have a number of Perryville kids currently at Charlestown Elementary and they will be in attendance next year also while their school is being renovated. Everyone in attendance seemed to have a good time.

Mr. Pumpaly asked if there were any updates on the coming holiday season? December 5th will be the date for the tree lighting ceremony, not November 22nd.

Commissioner Letts wants to know if we have a backup in snow removal for the upcoming season? The answer is no and he wants us to have one. Wib was tasked to try to line up such backup.

Commissioner Letts also wants to talk about sidewalks. A neighbor of his has had a broken sidewalk for some time now. It has now been approved to get it fixed. He is also concerned about street repair and/ or repaving. Especially if we have a harsh winter like last year. Commissioner Hechmer feels that we have been proactive in trying to keep ahead on street repairs.

Public Comment

Mr. Prosper Boudart wanted to know if there is any movement on the Marina slip tax? On October 31st depositions are to be taken by our attorney Mr. Clower with Charlestown Marina, Lee's Marina and Northeast River Marina.

Mr. Boudart was then asked about the renovations to the Ice House. He can probably do concrete ramps cheaper than wood. He is proposing that we do a sidewalk from the parking area at the boat ramp that is ADA compliant to the shed door. He is also looking into aluminum, iron or steel for a railing. The ice house will also have a concrete floor with less than a 2% grade from the main entrance to the floor. He thinks he will have a proposal tomorrow.

Motion to adjourn by Commissioner Letts seconded by Commissioner Confalone, carried 5-0.

Respectfully submitted,
Debra Myers, Town Clerk