

TOWN COMMISSIONER'S MEETING MINUTES
CHARLESTOWN, MARYLAND
November 25, 2014 – 7:00 pm

The November 25, 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 reciting of the Pledge of Allegiance opened the meeting and was led by Tom Jones. Commissioner Letts moved to approve the minutes of the October 28, 2014 minutes, Commissioner Confalone seconded the motion. The motion carried 5-0.

Commissioner Confalone made the motion to approve accounts payable presented in the amount of \$34,197.13 with a second by Commissioner Letts. The motion carried 5-0.

Miller Environmental October Report – The total water production for October was 2,613,000 with no positive Coliform samples reported from samples taken. Plant activities included two Bacti samples taken, completed four leak checks finding one leaking meter which was repaired, replaced two water meters, turned off one service for winterization, marked water lines at nine locations, completed the quarterly water meter readings, and replaced the head on sodium hypochlorite pump. In October we found that we were having trouble maintaining the required level in the water tower. It was discovered that the Waste Treatment Plant was using potable water for construction needs. They have ceased this use and the levels in our tank are now holding steady.

Cecil County Sheriff's October Report – Due to the transition in the Sheriff's Office we have no report.

Accounting Audit Up-date – Tom Jones presented the commissioners with the Management-Discussion and Analysis which is the final step of the audit. The audit is due on Monday, December 1st. It has been sent to the auditor.

Election Board Appointment – Commissioner Hechmer nominated Dorothy Curry to serve as member of the Charlestown Election Board, Commissioner Letts seconded the motion. The motion carried 5-0

Town Administrator's Report

Old Business

The duck decoy #2 sold for \$8,000.00. We can expect after expenses and repairs that we will net around \$7,000.00

Long Point Shoreline Project – Mr. Pumpaly presented the drawing of the design that will be let for bid for the job at Long Point. He will be meeting with the Department of the Environment to discuss the project sometime in December.

New Business

Holiday Open House – Friday, December 12th at the Fire Hall from 2pm-5pm. We are saving approximately 25% in expenses over last year.

Town Holiday Lights – All the lights are installed and working around town. The Christmas tree is up and has lights and decorations on it. The Town Tree lighting is on Saturday, December 6th. Santa will be driving around on the fire truck starting at 5pm and then will end at the Tree for lighting.

The Children's Holiday party is on Friday, December 5th at Charlestown Elementary School at 6 pm.

Cool Springs Maintenance Issues – A number of issues are still continuing in the development. Commissioner Hechmer is declining to sign the Public Works agreement until these issues can be remedied. We are experiencing sink holes that are costing us 2500 – 3500 each to repair. The experts are telling us that these are construction problems. Mr. Lambdin has agreed to use flowable fill in the future, which will help, but not guarantee that we have no more problems. Commissioner Confalone agrees that we need a longer time frame than a year for the turnover. Commissioner Gell feels that this might be a construction and inspection problem solved by a different way of installation. Commissioner Capano feels that since the contract is up we should be able to renegotiate a longer turnover time. The consensus is that we will continue to wait to sign the agreement.

Cool Springs Snow Removal – MRA property management representatives have been sent a letter to remind them of Charlestown's snow removal policy for sidewalks. Jim Lambdin is making arrangements to have the sidewalks cleaned. Wib has agreed that the town will clean the streets where there are houses present.

Water Meter Issues – We had as many as 73 water meters read 0 usage. We are now in a program of investigation and replacement. 39 of those meters are in vacant residences and 0 usage would be acceptable but the other 34 are probably using more than the minimum. Commissioner Confalone suggests that since meters slow down over time, the 6 commercial meters be replaced on a regular basis and that the residential meters also be replaced regularly but at a more extended pace. We have some meters that are 24 to 25 years old.

“If I Were Mayor Essay Contest”- Commissioner Capano has already discussed this program with Mrs. Clark and she needs to get the information to Kelly Keeton to have it approved. They plan to start the program at the beginning of the year before testing begins in the school system.

Comcast Foundation & Franchise Agreement – We have had an agreement with Comcast for a number of years and it is time to sign a new agreement. The agreement also does not preclude another company coming into Charlestown. A consensus was that the agreement will be signed. The Comcast Foundation volunteer program painted the bathhouse at Veterans Park and gave the town a check for \$284.96 as well.

Chesapeake Utilities Franchise Agreement - The commissioner's consensus was that this issue be tabled indefinitely.

Snow Plowing Contractors have been lined up to assist our maintenance crew if needed. 3 of the 5 have committed clients that they would service first and then assist us.

Christmas Day falls on a Thursday this year. There is provision in the Employee handbook that the Commissioners can declare additional holidays. Wib asked that the Commissioners declare December 26th an additional holiday. New Year's also falls on a Thursday and he recommends that each staff member take a floating holiday if they desire an additional day. December 26th will be declared a holiday by consensus of the Commissioners.

C-Dock - There is some confusion with winter storage and what Mr. Metz agrees with his customers as the end dates for the year. When do they have to be out if at all? We need to make sure that our lease with him matches his lease with his customers.

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

Respectfully submitted,
Debra Myers, Town Clerk