

**TOWN COMMISSIONER'S MEETING**  
**CHARLESTOWN, MARYLAND**  
*December 8, 2015*

The Town Meeting was called to order by President Joseph Letts at 7:30 PM. Present were Commissioners Renee Capano, Ken Confalone, Robert Gell, Bruce Hechmer, Joseph Letts and Mr. Wib Pumpaly, Town Administrator.

**The Pledge of Allegiance** was led by consensus.

**Approval of the Minutes of November 24, 2015** Commissioner Gell moved to approve, Commissioner Confalone seconded. Approved 3-0, with two abstention.

**Accounts Payable Review November 10, 2015**—Accounts payable in the amount of \$35,185.09 were presented. Commissioner Confalone moved to accept, Commissioner Capano seconded. Approved 5-0.

**Miller Environmental October Report** - A total of 3,618,000 gallons were produced for the month, with an average daily production of 121,000. No coliform samples tested positive. Weekly housekeeping and monthly maintenance was performed. Two Miss Utilities were provided. Two water meters were replaced. Two settlement reads were provided. The water was turned on at 470 Chesapeake Road. The Chlorine pump was rebuilt at the Water Tower. Fire hydrants were flushed on 11/12/ and 11/13. Water services were shut off on November 23 for non-payment to one home. The Street valve for C Dock was turned off on 11/17 and verified off per the Town's request on 11/18. The confined space pump is still on hold. We are looking for a resource to turn off the valve or isolate the meter.

**Cecil County Sheriff's November Report** – Sgt. Ron Schmidt. Thirty-one shifts were approved for a total of 124 hours. Of those 24 were filled for a total of 100 hours. There were 146 patrol/property checks. There were twelve traffic citation issued (3 radar, 9 non radar); twelve traffic warnings issued (3 radar and 9 non radar); three safety repair orders issued and three parking violations issued. There were no criminal or civil warrants served during November. There were two arrests made (one suspended license and one no license). There were two field contacts made and 10 community contacts made. No business contacts were made. Seventeen shifts used radar and 8 did not. One vehicle was removed to storage. Sgt. Schmidt explained the new scheduling within the Sherriff's Department which has resulted in less coverage than the Town would like. They have seven new officers coming into the department which should help to alleviate some of the shortage.

**Complaint Log – Charlestown Commissioners**

**Financial Review – Tom Jones CPA** Mr. Jones handed each commissioner a balance sheet that reports the cash of the town as well as a revenue and expense report. Currently on the town on the general government side 401,441.00 in cash; special revenue 132,000 and the utility fund has 371,370 giving a total of 930,123.00. \$26,000 worth of income that still needs to be recorded in Fund Balance that will go into the general money market account. Without that we have 904,000, with that 930,123.00 in cash for the town. The town spent \$434,000 cash for a piece of property, had we not spent that we would have had well over a million dollars. Some of the financial highlights are improving recording in Fund Balance and issuing quarterly reports. Mr. Jones also distributed a revenue and expenditure report. Looking at the summary report, pretty much right now we are in balance. On the government side we collected 42% of the revenues, on the expenditure side; police public safety are a little bit behind in their billing, the lawn service did a consolidated bill in September so it is not completely up to date. The timing of getting all the bills in the system creates a little bit of a delay to

compare expected to actual. Once we get the bills we pay them and post them pretty quickly. Our Streets budget was \$131,444 and through September we have spent \$44,000 and into October we are at about \$66,000 so still well within budget. In the Utility Fund we have collected 26.8% of expected revenues. Utility billing is done quarterly and this reflects the first quarter of billing. Utility funds continue to be our financial strength.

**Code Enforcement Officer Up-date** – Commissioners Letts and Confalone The first candidate choice declined the job offer. The second one is now \$2.00 (\$800.00/year) an hour apart in salary negotiations. We can either decide to match this salary request or go to the third choice. Discussion ensued. Commissioner Letts stated that all four of the candidates were well qualified. Commissioner Capano asked if we had not decided to go in together with Port and Chesapeake City. On the advice of LEGIT we have decided not to go that route. Commissioner Gell feels that the salary we set should be the one we stay with and if the third person is qualified we should offer it to them. Mr. Pumpaly was asked if he would be able to work with any of the candidates. He stated that all of the candidates seemed to be well qualified. Commissioner Hechmer asked if this person would be issuing citations. The answer is no. Commissioner Capano feels that the person hired by Port Deposit might have a quicker learning curve. Commissioner Confalone moved to offer the job to the second candidate at the rate of \$22.00 an hour, seconded by Commissioner Capano. Carried 4-1.

### **Town Administrator's Report**

#### **OLD BUSINESS**

**ESCO – LED Streetlight Conversion Project** Included in the booklet is a letter of intent with ESCO for the audit to convert the existing street lights to LED. This letter of intent would put the Town on the hook for some fees. Commissioner Letts feels we are not ready. Commissioner Hechmer stated that during the initial discussions, Commissioner Confalone stated that this would be a no brainer in money savings. Commissioner Confalone does feel that way. Commissioner Capano feels that we should move forward with the project. Commissioner Capano moved to sign the letter of intent, seconded by Commissioner Gell. Carried 4-1.

**Town Message Board Conversion to LED** – Upgrading of the Town Bulletin Board will be done by Pollitt signs.

**Flow Meter Installation** – The 8 inch meter is not yet in place. The existing one could not be isolated. We are exploring companies who may be able to help with the isolating of the meter. Cecil Construction feels that they might be able to isolate the meter. We have been asked by LB water to provide them with the information on the current meter because perhaps the current meter might be able to be retrofitted. A simple cut in the top of the vault and shining a flash light might also be effective.

**Long Point Project Update** This project should begin December 15<sup>th</sup>.

**Precision Concrete Cutting** Commissioner Capano will look at the sites and then go from there to put the job out for bids.

**Web Site Update** Janine Antoshak spoke about the exploration of a new website. She had emailed the Commissioners with websites the suggested company has already done. She has received four positive referrals from current customers. It would be mobile friendly, and allow us to take credit cards over the internet. It would also allow us to put more history components on the site. Commissioner Capano moved to move forward with the new website, Commissioner Hechmer seconded. Carried 5-0.

#### **NEW BUSINESS**

**Cool Springs Bridge Repairs** The bridge was inspected on June 2, 2015. The inspection was for free from the County. The bridge was found to be in very good condition. There were six conditions brought out during the inspections. Three can be taken care of by the Town Maintenance Staff. Three however, need professional attention. We have gotten a price from McGuirk Construction for a bid \$1912.00. Commissioner Capano moved to have McGuirk Construction do the work, seconded by Commissioner Hechmer. Carried 5-0.

**Avalon Shop Building – Engineering Assessment** URS did an assessment of the building, which states that the building has reached the end of its useful life. The assessment states that the building is not in habitable shape. We still would like to use it for storage of salt and trucks for the winter. Commissioner Capano wonders if the next large snow will cause the building to collapse. Commissioner Gell asked what the liability would be if it collapses with our maintenance men inside? Commissioner Hechmer stated that the building has stood through many storms, hurricanes and such. Commissioner Confalone asked how much to fix it up to make it stabilized? By consensus bids will be received so we can consider whether we should stabilize the building.

**Period of Public Comment**

Sean Durgin spoke in favor of the LED lighting.

Alex Ostrowski asked where the bridge was located.

Commissioner Gell moved to adjourn the meeting at 8:28PM, Commissioner Confalone seconded. Approved 5-0

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