

**TOWN COMMISSIONERS' MEETING
CHARLESTOWN, MARYLAND
January 11, 2022 6:00 PM
Virtual Meeting held via Zoom**

The meeting was called to order by President Karl Fockler at 6:05 PM. In attendance: Commissioners Lou Wood and Jack Kronner, Curtis Elmer was absent; Staff: Bryan Lightner, Mary Culver, and Antoinette Rayfield; Public attendees: Pauline Bryant, Thelma McMullen, Steve Kramer, Sean Durgin, Dianne Letts, TJ Patterson, Ursula & Prosper Boudart, Dennis Taylor.

Pledge of Allegiance: Prosper Boudart opened the meeting with the Pledge of Allegiance.

Approval of the Minutes: December 14, 2021 – Commissioner Kronner moved to approve, seconded by Commissioner Wood. Carried 3-0.

Accounts Payable in the amount of \$31,103.11 were presented for approval. **Commissioner Kronner moved to approve, seconded by Commissioner Wood. Carried 3-0.**

Miller Environmental: Bryan Lightner presented the December Report.

Cecil County Sheriff's Report – Sgt. Kalinsky: Commissioner Wood noted that the patrol report was not included.

Maintenance Report – Commissioner Elmer: Bryan Lightner presented the Maintenance Report for December. Commissioner Kronner asked why the maintenance staff has been spending time locating water meters. Mr. Lightner replied that some needed to be marked for the company performing the replacement project next month, and some needed to be marked in order to be read during the next utility billing cycle. Commissioner Kronner asked that Miller Environmental, Inc. provide a letter as to why some of the water meters needed to be found.

OLD BUSINESS:

Workplace Harassment Policy: Mr. Lightner shared the proposed policy for the Commissioner's to review, anticipating that it would be ready for discussion at the next meeting.

Foot Log Park Update: Mr. Lightner suggested setting up an on-call contract for design and engineering services for future projects. This particular project will need design assistance, although the Town's maintenance staff could handle the installation. While the cost for this design service is estimated to be much less than \$10,000, Commissioner Kronner asked Mr. Lightner to find three cost estimates for the work.

SHA Sidewalk Update: President Fockler announced there will be a meeting with SHA representatives on January 20th to discuss the Town's requests along Market and Cecil Streets, MD 267, and there will be more updates in the future.

NEW BUSINESS:

Board Appointments:

Board of Appeals – Ursula Boudart - Commissioner Wood motioned to approve, and seconded by Commissioner Kronner. Approved 3-0.

Board of Appeals – Sean Durgin - Commissioner Wood motioned to approve, and seconded by Commissioner Kronner. Approved 3-0.

Historic District Commission – Linda Slicer - Commissioner Wood motioned to approve, and seconded by Commissioner Kronner. Approved 3-0.

Historic District Commission – Suzanne Fockler – No vote since quorum needed excluding President Fockler.

Election Board – Prosper Boudart - Commissioner Wood motioned to approve, and seconded by Commissioner Kronner. Approved 3-0.

Zoning Enforcement Procedures: Mr. Lightner explained the procedures he follows for investigating zoning violations, which are based on the provisions found in the Town's zoning ordinance. Commissioner Wood wanted to discuss a particular violation notice that was recently sent to 222 Conestoga Street and requested the last sentence be removed. President Fockler suggested rescinding the letter, with the understanding that a revised violation notice would be sent out. **Commissioner Kronner motioned to rescind the letter, seconded by Commissioner Wood. Approved 3-0.**

Cemetery Map Update: Mr. Lightner stated there have been requests to use aisle plots for vault burials in the cemetery, however, the Town needs to make sure the aisle plots are available for such use, some the records for these areas may not be accurate. He suggested studies need to be done, such as ground penetrating radar, in order to verify how many plots may be available in the future. President Fockler asked Rob Crouch from Crouch Funeral Home if he had any recommendations for Charlestown to consider. He mentioned creating spaces near Bladen Street could be problematic with utility easements near that area, and that columbarium's do not typically generate enough revenue to cover the costs of construction. There may be other ways to utilize more space, such as investigating the aisle plots and/or removing a portion of the driveway.

Calvert Shed Update: Mr. Lightner suggested selling the tractor in this shed and considering selling or renting the shed to the adjacent property owner at 134 Louisa Lane. The Town maintenance staff doesn't have much use for the storage space at this location, since only a mower deck is currently stored in it, along with the tractor. Mr. Lightner will look into the options for selling the tractor, and renting or selling the shed.

Cecil County Sheriff's Report – Sgt. Kalinsky: Sgt. Kalinsky was available to discuss the report, and he did mention that the report needed to be updated and resent. There was some discussion regarding the recent thefts of catalytic converters, which have been occurring Countywide recently.

Skate Park Update: Mr. Lightner shared that the permit application for the skate board ramps, gravel pads, and asphalt strip, was recently approved by the Historic District Commission and Planning and Zoning Commission. Commissioner Wood wanted to thank Dan Rupert and Tom Gatch for figuring out how to reuse the ramps and configure them for the space at the south end of the parking lot at the Athletic Complex.

THIS MARKS THE END OF OLD AND NEW BUSINESS.

Commissioner Wood asked for the community's prayers for Commissioner Doug Miller and his wife Holly, since Doug is currently in the hospital.

PUBLIC COMMENT:

Pauline Bryant: Ms. Bryant disagreed with the Town Attorney and the Town Administrator in regards to the issuance of the violation notice for 222 Conestoga Street.

Thelma McMullen: Ms. McMullen is happy to see continued conversation regarding the restoration of the shoreline at Foot Log Park.

Sean Durgin: Mr. Durgin would like to see Louisa Lane widened as part of the repaving project scheduled for this spring.

Dianne Letts: Ms. Letts suggests at Foot Log Park that the creek also be considered, from the bridge down to the river, for potential restoration, since erosion is occurring there as well. She also supports the sidewalk discussions occurring with SHA along Cecil Street (MD 267).

TJ Patterson: Mr. Patterson would be interested in purchasing or renting the shed from the Town at Calvert Street and Louisa Lane.

Ursula Boudart: Ms. Boudart wanted to make sure that we continue thinking about both the short-term and long-term restoration solutions proposed for Foot Log Park. She also stated that home occupations within the Historic District are important considerations when determining zoning violations. Finally, she wanted to make sure that we're still moving forward with the RFP to design the addition onto Town Hall. Mr. Lightner said that will be on the meeting agenda in February.

Dennis Taylor: Mr. Taylor stated that important decisions should follow particular procedures so as to avoid litigation in court.

President Fockler reminded everyone about the upcoming Commissioner Election on March 1. There are three (3) Commissioner seats up for election and the deadline to apply for a Commissioner seat and to be put onto the ballot is Friday, January 28 at 4:00 pm.

THIS MARKS THE END OF PUBLIC COMMENT.

Commissioner Kronner motioned to adjourn to Executive Session at 8:35 pm, seconded by Commissioner Wood. Approved 3-0.

Respectfully submitted,

Bryan Lightner, Town Administrator