

**TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
January 12, 2021**

The January 12, 2021 meeting was called to order by President, Karl Fockler at 7:00 PM. Those in attendance were Commissioners Jeff Fields, Karl Fockler, Jack Kronner, Joe Letts, and Lou Wood; Wib Pumpaly, Town Administrator; Office Manager, Janine Antoshak; Town Clerk, Debbie Myers; Code Enforcement Officer, Bryan Lightner; Miller Environmental Representative; Josh Griffith; Cecil County Sheriff's liaison Sgt. Shawn Mahan; Town Accountant Gray Farquharson; Doug DeClerck, Joe Smith and Tony Halsey were in attendance as presenters..

Mr. Tony Halsey led the group in the Pledge of Allegiance.

Commissioner Kronner moved to approve of the minutes of December 8, 2020, seconded by Commissioner Fields. Approved 3-0(Letts).

Accounts Payable for 12-28-2020 in the amount of \$40,810.87 were presented for approval.

Commissioner Kronner moved to approve, seconded by Commissioner Letts . Approved 4-0. Accounts payable for 1-12-2021 in the amount of 32,884.79 were presented for approval.

Commissioner Kronner moved to approve, seconded by Commissioner Letts. Approved 4-0.

At this point in the meeting Commissioner Wood joined.

Financial Up-date Gray Farquharson Mr. Farquharson presented the following budget amendments:

In the General Fund, these budget amendments will gross up the tax differential from the county to reflect actual revenues, gross up ramp honor box income that is significantly over budget, gross up revenue for reimbursed annexation fees, increase planning and zoning administrative expense to reflect reimbursable expenses, increase parking permit revenue based on anticipated remaining income, increase bank fees in response to the influx of online processing fees, increase 630 Water Street repairs, increase the road sign budget, increase the legal counsel budget, decrease interest income to reflect current trends, and increase the budget for street repairs. In the Utility Fund, the attached budget amendments will gross up hook-up fee revenue to reflect actual revenue, increase repairs and maintenance costs, and decrease interest income to reflect current trends.

Commissioner Kronner moved to approve the following budget amendments:

Budget amendments proposed at 12/8/2020 meeting (amendments are not reflected in the budget to actual analysis for this meeting).

Account Description Debit Credit Explanation

General Fund

101-000-404.000 Tax Differential - County 7 ,000 Received more than the County initially expected. Increase to actual.
101-220-558.000 Ramp Honor Box 6 ,000 Increase budget to reflect prior year. Decrease in revenue due to COVID was not realized.
101-310-615.000 Miscellaneous 4 5,000 To gross up revenue and expense for annexation fees (reimbursements).
101-310-703.006 Administration - Other 4 5,000 To gross up revenue and expense for annexation fees (reimbursements).
101-751-516.000 Parking Permits 2 ,000 To increase parking permit revenue. Increase is due to
101-000-810.020 Bank Fees 2 ,000 To increase bank fees to to account for increased online payments.
101-000-961.100 630 Water ST-Maint & Repairs 3 ,000 To allocate more to 630 water street repairs for 2nd half of year.
101-210-921.000 Road Signs 1 ,000 To allocate additional funds to road signs.
101-220-850.000 Legal Counsel 1 ,000 To allocate additional funds for legal expenses.
101-000-650.000 Interest Income 4 ,000 To decrease general fund interest income to reflect current year-to-date trends.
101-210-919.000 Streets 4 ,000 To allocate additional funds to streets.
Total: 6 0,000 60,000

Utility Fund

592-000-603.000 Hook-up Fees 1 00,000 To gross up hook-up fee revenue to account for new developments.
592-000-855.000 Repairs & Maintenance 8 7,000 To increase budget for Utility fund repairs given current year-to-date trend.
592-000-650.000 Interest Income 1 3,000 To decrease utility fund interest income to reflect current year-to-date trends.
Total: 1 00,000 100,000
seconded by Commissioner Fields. Approved 5-0.

In FY2021 with Wib's absence the accounting firm is asking for someone to look over deposits and disbursements for approvals to prevent a huge backlog upon Wib's return. For disbursements it needs to be someone without signing power. **Commissioner Fields moved that Commissioner Wood would be put in the position of approving the deposits and disbursements, seconded by Commissioner Kronner. Approved 5-0.**

Miller Environmental December Report – Mr. Josh Griffith submitted the following in a written report. A total of 2,510,000 gallons of water was produced with an average daily production of 81,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 32 Miss Utilities were completed as requested, Daily pH and chlorine tests were performed and chemical feed pumps were adjusted as necessary to maintain optimal pH and chlorine parameters. Chemicals were mixed daily to maintain adequate levels for chemical feed with buffer time for fire safety. The chemical inventory was maintained. Daily tests were recorded in the WTF logbook. Monthly samples were collected and sent to certified lab for testing per state requirements. All data sheets for chemical usage, equipment runtime, pH calibration, and routine checklists were utilized and

filed. The WTF Maintenance schedule was followed. 4th Quarter meter reading was expedited for completion. Cl2residual was suspected to be present (small amount) when testing requested location near 241 Market St. Suggested MRWA come out to listen for leaks. No leaks were found by MRWA. Insulation was added at the plant where cold air was coming in. We received a back-up Ken Phos pump and pump rebuild kit from our request for purchase. Received new Soca Ash Pump to the Water Plant where it is being stored for ease of access when necessary. A question was asked by Commissioner Kronner asked if the coliform would usually not be present in the winter with the dip in temperature. The chlorine is put in the water year-round as coliform can occur anytime of the year.

Cecil Co. Sheriff’s December Report – Sgt. Mahan submitted the following in a written report was submitted showing in October 2020 18 shifts were approved for a total of 72 hours. Of that number 64 hours were covered. Five shifts operated radar. There were two calls for service and 1 out of town assists. There were 85 property checks made. There were 15 community contacts. They attempted no warrant service attempts. There were no civil citations issued. There were no traffic citations issued. There were 11 traffic warnings (2non-radar – 9 radar) issued. There were no repair orders and no parking citations issued. Sgt. Mahan thanked the Commissioners for their support for the last year. He has discussed with Commissioner Fockler a way to better communicate with the town. He suggests a logbook kept in the Town Hall with access for the deputies where two-way communication could occur. Commissioner Wood thinks the logbook would be a good idea. Commissioners Fockler and Kronner also agree. The logbook is a go and will be implemented. Commissioner Letts suggested that this might be a liability issue with the deputies if something comes up missing from Town Hall.

Code Enforcement December Report – B. Lightner Bryan Lightner submitted a written report which addressed complaints on 3 different properties within town for various issues. 1.) building in disrepair, issued citation/fine; 2.) salvage, unpermitted pavilion, issued citation/fine; The owner would like some relief from the fine, Commissioner Kronner does not agree and thinks the fine should be paid. Mr. Lightner feels that the fine is part of the process and should be adhered to. 3.) building in disrepair, conducted inspection, sent letter, attorney sending letter. After some discussion Mr. Lightner was told to proceed with his usual procedure. The Façade Grant has been reviewed by the Committee and is now being sent to the State for concurrence.

Maintenance Supervisor’s Report

Mr. Steve Willard, Maintenance Supervisor submitted the following written report.

Complete	Shutters at Town Hall New Shutters have been installed and are still being made by Dan Rubert
Complete	Upcoming Truck Maintenance Ford F-250 Oil Change Ford F-550 Oil Change Chevy truck check engine lighth #7 golow plug 02 sensor will make appointment
Complete	C-dock have to dig up crock to fix shut off valve we use shut off valve to blow air in line to winterize the line
Complete	Installing ice eater at the town pier and C-Dock
Complete	Wreaths Across America install lights on side of Church - when can lights be removed
Complete	Install plows on truck and test
Complete	Cannon stored for the winter and restoration

Complete	put new hydraulic fitting on Kubota and fixed the flat tire
Complete	Holiday decorations are down
Complete	MRWA came into town and helped to locate water lines on Rte 7, also looked at a leak,
Ongoing	Curb stop on Rte 7 has been paved over, needs to be addressed
Ongoing	Still getting plastic bags on yard waste days
Ongoing	118 Cool Springs Rd. Sink hole filled needs more looking into the problem
Ongoing	Louisa Lane Ext. will be snowplowed in the future, it was overlooked during the last snow storm
Ongoing	One ice eater has come up missing from Cdock Slip 3-5, it has been reported to Sgt. Mahan
In Progress	Planting a tree at stone pier - we need someone to tell us where the tree needs to be planted - please mark the spot - this has been stalled because of the snowfall, Moon Nursery is now closed till spring
In Progress	Oil change in 550
Upcoming	State body going for service on 1-14-2021

Commissioner Kronner went through the list. Commissioner Fields mentioned that the manhole covers in Cool Springs could cause damage as they are above the street level by several inches. He suggests that they go to rubber blades. We would then have backup plow blades. The estimate cost is around \$300.00 each. Commissioner Fockler agrees. These will be purchased.

OLD BUSINESS

TowerPoint Lease Buy-out Proposal— There is an easement which gives TowerPoint a permanent easement. TowerPoint at first stated that they would have to have this perpetual easement to go forward. They have since stated that they are going to come up with some other scenarios. We have not received these scenarios. Commissioner Kronner said that he sees no reason not to sign as it is just verbiage. An objection was made that is more than verbiage. Commissioner Wood agrees that it is more than verbiage and a 99-year lease is a different game than what the original offer was.

Water Tower Painting Contract – Doug DeClerck – Mr. DeClerck stated that we had 13 potential bidders and actually received seven bids. They ranged from 603,572.00 to 1,460,200.00. Mr. DeClerck went through the lowest three bids. The lowest bidder did not fully comply with the RFP. This bid did not include for full scaffolding of the project to keep the environment safe. The other six bids had the element of scaffolding. The bid was sent to Mr. Beste for legal advice. He advised that the second lowest bidder could contest the bid as the lowest bidder did not have all of the specifications. Mr. DeClerck has sent a letter to the low bidder stating that they will not be using him. He recommends the contract be awarded to I K Stoltzfus for a bid of \$607,502.00. There is also inspection costs @\$975.00 each on the site no matter who is awarded the contract. Commissioner Wood had questions about the inspections. Mr. DeClerck expects that there will be between 55 to 65 inspections, but does not want to lowball the number of inspections. This would bring the project to around 684,000.00 with the inspections. Commissioner Fockler wanted to know if there were other things that are not included in the bid. Nothing, it includes the temporary water storage tanks, the painting, disposal, disinfecting. Mr. DeClerck stated there are no other hidden expenses for us to expect. There might be some savings if there are repairs that are not needed if not used. Commissioner Fockler asked about cathodic protection system.

Mr. DeClerck stated that they are not needed and could cause some damage. He sees no need for it. Commissioner Fockler asked about the equipment on top of the tower? Will we need to contact our tenants? We do not envision any problems. The contractor will contact the tenant to shut down the bank of the antennae when they are working in front of the bank of antennae. This is facilitated with the work that was done previously placing the antennae on the rail. **Commissioner Kronner moved to approve offering the intent to award to I K Stoltzfus in the amount of \$607,520.00, seconded by Commissioner Letts. Approved 5-0.** Mr. DeClerck will notify them tomorrow asking for insurance certificate and his bond. Once these items are received, then Mr. DeClerck will come back to the Board to award the actual contract.

Insurance Claim Denial – Water Main Break on Clerarview – Debbie Myers The staff was asked to contact our Insurance Company to see if they can help with this issue. During Public Comment, Mr. Pumpyaly stated that he had made contact with our insurance company and had not heard back.

Part Time Maintenance position – Jack Kronner Commissioner Kronner will be finalizing the job description so that it can be advertised and we can have someone on board by spring. Commissioner Letts asked who manages the maintenance. Commissioner Fields is the Maintenance Commissioner. Commissioner Fields wants Mr. Willard to be involved in the hiring process as he will be the supervisor.

Park Rental Permit Finalization – Lou Wood Commissioner Wood would like a decision made on the new form as we are getting requests for use. Commissioner Kronner stated that item #13 would prohibit bands from even trying to rent the space. Commissioner Fockler does not mind the language as stated. **Commissioner Kronner moved to approve the form as presented, seconded by Commissioner Wood. Approved 4-0-1(Letts).**

NEW BUSINESS

Issue with Louisa Lane maintenance – Joe Smith 1907 Newport Gap Pike Wilmington DE 19808. Mr. Smith stated that during the last snow storm Louisa Lane was missed in the plowing rotation. It is supposed to be a town maintained road. One of the residents was told that it was difficult to plow because the potholes were so bad. So it is a town road, what are you doing? Commissioner Fockler stated that the road was inadvertently missed and the staff will address it in the future. He stated that Louisa Lane will be put on the list for future repairs. Commissioner Kronner will take Mr. McGuirk out there to see what can be done at their meeting on Thursday. The maintenance crew did put crush n run in the potholes but the stone is just dispersed right back out as cars use the road. The Commissioners will look at it. Commissioner Fields says this emphasizes that we need a third man. We could use them to plow in the winter.

Eagle Scout Request – Tony Halsey – Mr. Halsey is looking to do a project at the slave cemetery for his eagle scout. Everyone present was enthusiastic for this project. **Commissioner Wood moved to approve Tony Halsey, Troop 231 working towards the Eagle Scout project, seconded by Commissioner Fields. Approved 5-0.**

Holiday Decorating Thoughts –Ms. Myers and Ms. Antoshak presented options and suggested that the Commissioners go to suggested websites and identify lights they might like to purchase. They also suggested we might try ground displays instead of more pole-based lighting. That way the monies would be spent on the displays and not electrical connections.

Election Procedure for 2021 – Debbie Myers Ms. Myers gave the information that the election for this year will be conducted by mail in ballot. Ms. Diane Letts, Election Board Supervisor came into the

meeting to explain the procedure and the validity of it the use of mail in ballots. Another notice will be placed in the paper.

Avalon Park Bulkhead Repair – Jack Kronner This needs to be put on the list for repair.

Repair of Boat Ramp – Jack Kronner This is in need of repairs

Lawn Maintenance Contract RFP –Commissioner Fields stated that they have identified six areas which they suggest we still use outside contractor. With the employment of a part time maintenance worker, we will keep him busy mowing and helping out on other projects. We expect the part time employee will work 15 to 30 hours per week, which will keep them under full time employment and the benefits package. Commissioner Wood stated that we might need Avalon cut more often if events are scheduled. Commissioner Fockler asked if we could add a quarterly cut of the Scott Gardens Storm Water bid. Commissioner Fields will get with Ms. Antoshak to get the RFP out.

Commissioner Fockler stated that there are some other rezoning applications coming up that he is opposed to. He considers them to be detrimental to the Charlestown neighborhood. **Commissioner Kronner moved to send a letter to the county in opposition of the salvage yard on Rte 7 from BG and ST to M2, seconded by Commissioner Wood. Approved 5-0.** There is a meeting on the 19th at the County by video and we will get the word out.

The gravel pit and the Stewart Companies want to have a workshop meeting tentatively set for Feb 3 or Feb 10 @ 6PM to discuss their rezoning request which has been put on hold. Commissioner Fockler will let everyone know and we will advertise the meeting. There has been a lot of sediment coming from the gravel pit and the Shockley pond. Calls were made to MDE and the county. The pumps had stopped with repairs the flow of sediment should lessen.

Period of Public Comment

Sean Durgin – He saw a comment about using the money from the tower for a new town hall, is that a possibility? At this point there are many things on the table. The sinkhole on Cool Springs the road is caving into the storm drain and is expanding. Commissioner Kronner will take Mr. McGuirk to look at this on Thursday during their meeting.

Mary Clark Confalone - She wants to emphasize the importance of the quality of our water. The bulkhead at Avalon that is failing. There has been work started on it. There are resources for that and people that are interested. AECOM has looked at it. They have noticed a big increase in kayakers and standing boards and they seem to be launching from Veterans Park and the Stone Wharf. The Avalon Committee would like to see a soft launch where the old boat ramp is at Avalon, but it needs some work. There would need to have the trees taken out. Commissioner Kronner said he knew of some people who could handle that (Maintenance Staff). Commissioner Fockler stated that we need to have a systematic care system for the flower areas of Avalon Park perhaps by volunteers.

Ursuala Boudart – Question about the band usage of any of the parks. She thinks there need to be some pretty strict guidelines for bands. She also wants some erosion control especially along Foot Log Beach using state guidelines. Commissioners Fockler and Kronner had a meeting with Bhaskar Subramanian from DNR Chesapeake and Costal service showing him our shorelines and asking for guidance for preservation of such. They are awaiting word back from him.

Prosper Boudart – Thanks to all the Commissioners for their work of last year and continue on with your efforts this year.

Rob Psioda – He does walk around town. Could we put in a crosswalk at the park at Market? State highway has said they cannot put in crosswalks from an unsafe place to an unsafe place (no sidewalks). Could we make some of the streets one way? We have not had any discussions about that, but it is something to consider.

Trey Giraldi –

- 1) Façade Grant – the six people in the running, if they could be notified it would sure help. We are waiting on the state as it may change those in the running.
- 2) Check in for the police – they might be able to use an electronic book which would then not necessitate coming into Town Hall.
- 3) Avalon Park the more music the better
- 4) Bulkhead there are trees growing out of the bulkhead, now would be a great time to trim them
- 5) Old boat ramp, this is the best time of year to do the cutting of the trees
- 6) Right around the 200 block of Louisa Lane, the trees could use a trim, if we could contact Delmarva they might send their crews to trim the trees back. Delmarva has been out and not chosen that spot.
- 7) We have touched on so many subjects tonight. It is really invaluable to have a legal opinion from someone on the board.
- 8) Thank you all for this tonight

Wib Pumpaly There are many issues that we need to discuss. He is still a little concerned about the contract with Doug DeClerck. He did contact our insurance company on the Clearview water break.

There being no further business before the board, **Commissioner Kronner moved to adjourn, seconded by Commissioner Letts at 9:46PM. Approved 5-0.**

Respectfully submitted,

Debbie Myers, Town Clerk