

**TOWN COMMISSIONER'S MEETING**  
**CHARLESTOWN, MARYLAND**  
*January 23, 2018*

The Town Meeting was called to order by President Andy Thompson at 7:00 PM. Present were Commissioners Renee Capano, Mary Carol Durange, Karl Fockler, Joe Letts, and Andy Thompson, Mr. Wib Pumpaly, Town Administrator and Rebecca Mann, Code Enforcement Officer were also present.

**The Pledge of Allegiance** was led by Audrey Edwards

**Approval of the Minutes of January 9 2018** One correction was noted. Commissioner Letts moved and Commissioner Fockler seconded to approve. Vote 3-0-2

**Accounts Payable Review January 23, 2018**—Accounts payable in the amount of \$20,672.41 was presented. Commissioner Fockler moved to accept, seconded by Commissioner Letts Approved 5 -0.

**Enhanced Fee Schedule for Violators of Town Ordinances** – Town Code Enforcement Officer was in attendance to answer any questions. The suggested order of citations was 1<sup>st</sup> a warning letter with 10 days to comply, 2<sup>nd</sup> warning letter sent certified by the town with another 10 days to comply. 3<sup>rd</sup> Municipal citation of \$500.00 with 10 days to comply, 4<sup>th</sup> sent to court which would add court costs and other fees with an added \$100.00 a day up to \$1000.00. Commissioner Letts is wondering where the enforcement will come from? The Code Enforcement Officer will track the infractions. Who will go to court for the Town? The Code Enforcement Officer and the Town Attorney in all actuality. The suggestion is that a new blanket ordinance would be written to apply to all of the 32 ordinances that now have a penalty. The next step is to write the ordinance, then it would be sent to our Town Attorney. Commissioner Fockler is in accordance with the way it is written. Commissioner Durange asked what if they don't have the money to pay the fine? Commissioner Fockler moved that the proposed fee structure be sent to Mr. Clower for review to make sure that it is legally written and legal to implement it. Seconded by Commissioner Letts. Approved 5-0.

Ms. Mann asked if even after we have gone through the whole process the remedy had not been met could the town write an ordinance where the town could go in and have the work done? Only if it is a safety issue. It was asked that we look into that and the legality of same.

**Fair Green Park Refurbishment & Up-grades** – President Thompson, Commissioner Capano, Commissioner Durange stated that she thought that some of it needed to be removed and new put in and that the new be handicapped accessible. Commissioner Capano had a catalog of adaptive playground equipment. She stated that we could apply for a Parks and Rec grant to help defray the costs. Commissioner Thompson stated that there are some of the features that need to be removed. We need to look into costs of replacement. Right now, we need to look into making it safe for the coming summer. The inspection did state that is not a priority one issue, but we did need to start on some of the repairs soon if we intend to use it this summer. The manufacturer has been contacted and we are awaiting a response.

Commissioner Durange would keep it open and look into costs to repair and to get new adaptive to add to the existing.

Commissioner Letts feels it has to be repaired before someone gets hurt and the work needs to be done by a qualified technician.

Commissioner Fockler sees some things that our maintenance men could do fairly quickly. He thinks that we can get pieces as they are still being manufactured. The bubble needs to be replaced.

Commissioner Capano agrees with Commissioner Fockler. Our maintenance guys can do some of the work and we need to look into getting some adaptive equipment as we buy new.

Commissioner Thompson feels that the things like the bolts could be knocked out by our maintenance staff this week, a flat piece of plexiglass installed, to address the immediate issues.

**Trash Dumpster Enclosure & Relocation** – President Thompson The dumpster located near the Fire Hall. The suggestion has been made to enclose and relocate it so it is not the first thing you see when you come into town. Commissioner Durange suggested just getting rid of it instead of paying \$5,000 to enclose it. The suggestion was made to move it to Veterans Park year-round and the other one to the Maintenance Shop. Another suggestion was made to move it closer to Foot Log, but that floods so not a good idea. The consensus was to move it to Veterans Park and to enclose it. A discussion was held on to who will build it and will it be entirely enclosed? A suggestion was made to move it and see how it goes. Will the Fire Company have a problem with the move? They do use it after functions. Mr. Pumpaly is to call the Fire Company and see if they have a problem with the move, if not we will move it. If they do, maybe the Fire Company can come up with another solution. The consensus is that if the Fire Company has no problem, we will move it to Veterans Park.

## **Town Administrator's Report**

### **OLD BUSINESS**

**Town Hall Evaluation – Rick's Maintenance** Commissioner Capano stated that the Post Office is having trouble with their heat after each oil delivery. This was taken care of a couple of weeks ago and a more permanent solution is in the works. A report was given to the Commissioners and some of the things are safety concerns. Commissioner Fockler moved to pump out the oil tank at the Post Office, seconded by Commissioner Capano. Approved 5-0. Commissioner Capano moved to install a new header and support posts and the new circuit and two heaters for a cost of 1550, seconded by Commissioner Durange. Approved 5-0.

### **NEW BUSINESS**

**Property Maintenance Code – A Proposal** After numerous phone calls to our Code Enforcement Officer about the exterior of several structures in town, she is looking into composing an ordinance for this type of ordinance. Commissioners Fockler and Commissioner Thompson are in favor of such an ordinance. Commissioner Capano stated that the possible grant information be also included for the elderly and the disabled. Commissioner Thompson is in favor of Ms. Mann pursuing this. This was the consensus of the Board. Commissioner Fockler moved to move ahead with this Property Maintenance Code, and to make recommendations to the board, seconded by Commissioner Letts seconded. Approved 5-0

**KCI Technologies Inc. Grant Preparation Proposal** This is an engineering company that has a component of it that has a grant writing and research group. The company would be looking for grants for the town. In return if the project needed engineering, we would need to use them as the engineering firm. Commissioner Thompson is in support of this type of relationship. Commissioner Capano sees a fee of \$200. What is that for? Commissioner Fockler moved to accept the agreement with KCI provided that the on-call fee does not exceed \$500.00, and provided that the \$200.00 as needed is clarified satisfactorily. Approved 3-2.

Commissioner Durange – We have some severe erosion and we would like to plant some grasses at Foot Log beach.

Commissioner Thompson asked if we have anything more on the sidewalk project. No, other than the SHA has been taking some pictures lately.

#### **PERIOD OF PUBLIC COMMENT**

**Prosper Boudart** thinks that some of the Fairgreen Park issues can be accomplished by the Town's maintenance workers. In regards to Town Hall you need a plan to make it something that the town can be proud of. Right now, he is not proud of it. He thinks that the future lies with the decision of the Post Office.

There being no further business a motion was made to adjourn Commissioner Mary Carol Durange at 8:52 PM, seconded by Commissioner Letts. Approved 5-0.

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