

**TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
October 13, 2020**

The meeting was called to order by President, Karl Fockler at 7:00 PM. The meeting was held by Zoom and broadcast on Facebook Live. Those in attendance were Commissioners Fockler, Fields, Kronner and Wood; staff Wib Pumpaly, Town Administrator, Janine Antoshak, Officer Manager, Debbie Myers, Town Clerk, Bryan Lightner, Code Enforcement Officer; Josh Griffith, Miller Environmental. Commissioner Letts was excused.

The Pledge of Allegiance was led by Commissioner Wood.

Approval of the Minutes – September 22, 2020 **Commissioner Kronner moved to accept the minutes of September 22, 2020, seconded by Commissioner Wood. Approved 4-0.**

The minutes of the meeting between the board of Commissioners and the residents of Scott Gardens were presented for approval. **Commissioner Wood moved to accept, seconded by Commissioner Kronner Approved 4-0.**

Accounts Payable Review – Charlestown Commissioners Accounts payable in the amount of \$59,361.89 were presented for approval. **Commissioner Kronner moved to approve, seconded by Commissioner Fields. Approved 4-0.**

Miller Environmental September Report – Mr. Josh Griffith was in attendance by Zoom and submitted the following in a written report. A total of 2,697,000 gallons of water was produced with an average daily production of 90,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 17 Miss Utilities were completed, 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. One settlement read was provided, two leak checks were performed. Replaced cl2 discharge fitting and improved upon set-up using different fittings and reducers etc. purchased on town account at Ace Hardware in Elkton MD. Receipt turned into town. 2nd Quarter meter reading was completed with error read/missed meter notes entered for town reference to have meters replaced/exposed by residents. The annual DBP monitoring samples were collected. Results were received and reported to MDE. Reporting requirements are in process. Annual Nitrate samples were collected, reporting requirements are in process. Triennial Lead and Copper samples were passed out to 10 customers who were cooperative in collecting per MDE requirement. Results have been received and reported to MDE. Reporting requirements are in process. Triennial Fluoride samples were collected. Results were received and reported to MDE. Reporting process is complete. A minor leak occurred at C Dock and evidently, was

repaired shortly after it started by Town Maintenance Staff. The meter reading for the 3rd Quarter is complete. Hydrant flushing was scheduled. Josh answered some questions about the current testing.

Cecil Co. Sheriff's September Report – *A written report was submitted without the statistics normally cited in the minutes.*

A Commissioner discussion was held on concerns with the Sheriff's Department. Commissioner Letts is to be our liaison with the Sheriff's Department. Commissioners Wood and Kronner think that a meeting needs to be held to address our concerns. A workshop to discuss these issues and to make a plan for the next fiscal year was suggested. **A workshop has been set for Wednesday, October 21, 2020 at 6PM to discuss this issue.**

Code Enforcement July Report – B. Lightner Bryan Lightner submitted a written report which addressed complaints on 7 different properties within town for various issues. 1) sent second letter, attorney sent letter, should the Town board up the place, lien? (Continuing situation) The Historic District is requesting a \$500.00 fine per week until the building is brought up to code. **Commissioner Wood moved to proceed with legal action against the owners of 619 Bladen Street and to support the fines of the Historic District if allowed by the code, seconded by Commissioner Kronner. Approved 3-0-1.** 2) coordinating with District Attorney with State's Attorney's office and County Attorney (Continuing situation) 3) building foundations without major permit, conducted inspection, sent letter, will submit revised plot plan 4) bamboo encroaching off property, conducted inspection, sent letter 5) building in disrepair, conducted inspection sent, letter, attorney sending letter 6) building in disrepair, conducted inspection, sent letter 7) grass exceeding allowable height limit, conducted inspection, sent letter.

Perryville HS Yearbook Sponsor – Charlestown Commissioners **Commissioner Kronner moved to approve the expenditure of \$300.00 to support the Perryville High School Yearbook, seconded by Commissioner Wood. Approved 4-0.**

Halloween Trick or Treating – President Fockler Commissioner Wood gave an update on the Halloween plans for the 30th of October. It will be a COVID-19 safe event. We will encourage mask wearing and social distancing. Commissioner Wood stated that as far as Halloween trick or treating, we can't legislate, if you don't want to participate, just don't turn your light on. Commissioner Fockler is against the trick or treating. Should we post it on our website? He would like to discourage it. Commissioner Fields thinks that if we let people know that we are having trick or treating, we might be inundated. Commissioner Kronner would like to leave it up to the discretion of individual homeowners and parents however if you wish to participate then turn your lights on. If you wish to not participate then leave your lights off. Commissioner Wood will get information out of other things going on the 31st.

Permit Drafts (Parades, Demonstrations) – Commissioner Wood Commissioner Kronner stated that he thought the permit should be a page. **Commissioner Wood moved that we require a permit for a parade, seconded by Commissioner Fields. Approved 4-0.** Commissioner Wood will begin reviewing the applications for events. Anything in question, she will bring to the board.

Maintenance Staff Addition– Commissioner Kronner would like to see an additional maintenance staff person on a part time basis. **Commissioner Kronner moved that we go ahead and advertise for a part time maintenance staff person, seconded by Commissioner Wood. Approved 4-0.** Commissioner

Wood stated that we had some candidates at the last hiring who would be great. Commissioner Fields stated that some of the grass mowing could be moved to the part time person.

Rezoning Land - York Building Products – President Fockler stated that the zoning meeting has been tabled after the meeting with the residents who were in opposition. We need to stay on top of this issue.

Town Administrator's Report

Old Business

Misc. Project Updates

- Water meter at Charlestown Marina – It will be replaced by LECCO on October 19th.
- Trees at Colonial Cemetery – He has three bids one to prune the sweet gum tree and to totally remove the dead oak tree. Heartwood 3800, Cecil Tree Service 2880, Tim's Trees 1750
Commissioner Wood will remove from the site. **Commissioner Kronner moved to accept the bid from Tim's Tree Service as long as he can prove insurance and Worker's Comp. and license, seconded by Commissioner Wood, if he cannot prove then to accept Cecil Tree Service. Approved 4-0.**
- Water Tower Project, Mr. Pumpaly received today the engineering letter signed and returned to the MDE. We hope to have the project out for bid by the end of October. We are hoping to have the project done in March or April.
- Foot Log Bridge Project. The contract has been signed and returned. The work should begin very soon. We need to put a notice out when the work begins as the bridge will be inaccessible. The work will take around 7 – 10 days.
- Street repairs are continuing and getting pretty close to the end
- The aircraft strobe light on top of the tower will be repaired by Pat Ely. This should be completed in the next couple of weeks
- 2nd Amendment to the AT & T lease – the Commissioners have agreed to the lease and it is ready for signatures. Our attorney is in agreement with the lease and suggested adding of three or four words in Article III and then final copies can be signed. Mr. Pumpaly will send out the lease with changes in red and we will vote on it on the 27th.

New Business

- Appointment to Appeals Board Mr. Pumpaly puts forth the name of James Area to fill the vacancy on the Appeals Board. Mr. Area has agreed to take the course as required.
Commissioner Kronner moved to appoint Mr. Area to the Appeals Board, seconded by Commissioner Fields. Approved 4-0.
- Frederick St. Drainage Ditch Commissioner Kronner had the maintenance staff repair a ditch along Frederick Street and he would like to have a fence put around the area as it still has a little dip that might attract children. He suggests a fence of split rail and wire mesh behind it. On the right side of Frederick Street the drop is 5'. Commissioner Kronner suggests to use riprap as we did on the left side. We will do the rocks. Commissioner Fockler pointed out a spot near the ball field near the creek that might need a split rail fence. The Commissioners agree.
- Charlestown Façade Improvement – Ms. Antoshak brought the proposed application for the Façade Grant. The applications will be reviewed by the Historic District for appropriateness and then the applications will be reviewed by a board of non-residents to give nonpartisan awards.
Commissioner Wood moved to go ahead with the façade grant, seconded by Commissioner Fields. Approved 4-0.

- We have gotten approval from the Critical Area Commission for our Chapter 99.

Commissioner Fields wanted to know if US Home Corporation had been contacted? He requested that the address be sent to him.

Commissioner Wood thought we were going to send something to US Home Corporation. She thinks that the town should reach out to them.

Period of Public Comment

Cheryl O'Sullivan – Wouldn't it be better for a letter to come on Town Letterhead?

There being no further business before the board, **Commissioner Kronner moved to adjourn, seconded by Commissioner Wood. Approved 4-0.**

Respectfully submitted,

Debbie Myers, Town Clerk