

TOWN COMMISSIONER'S MEETING MINUTES

October 8, 2019

The meeting was called to order by President, Loucretia Wood at 7:04 PM at the Charlestown Fire Hall. In attendance were Loucretia Wood, Jeff Fields, and Karl Fockler. Also in attendance was Mr. Wib Pumpaly, Town Administrator. Commissioners Joseph Letts and Patricia Clements were absent.

The Pledge of Allegiance was led by Mr. Dan Rubert

Approval of the Minutes. The approval of minutes was tabled due lack of voteable quorum.

Accounts Payable in the amount of \$72,430.54 were presented for approval. **Commissioner Fockler moved to approve, seconded by Commissioner Wood. Approved 3-0.**

Miller Environmental August Report - Mr. Josh Griffith submitted the following in a written report. A total of 2,716,000 gallons of water was produced with an average daily production of 91,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 29 Miss Utilities were completed, a pressure test was performed at 113 Cool Springs, the water was turned on at 468 Chesapeake Road, meter reading for the 3rd quarter was finished, missed reads and meter malfunctions were provided. 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. Trained with the town to read radio meters.

Cecil Co. Sheriff's August Report –Sgt. Mahan was in attendance and a written report was submitted showing in September 2019 34 shifts were approved for a total of 136 hours. Of that number 136 hours were covered. There were four calls for service and four out of town assists. There were 159 property checks made. There were 28 community contacts. There were 23 traffic citations (0 radar and 23 non radar) and 32 (8 radar and 24 non-radar) warnings issued. There were three repair orders issued. Three arrest warrants were served or issued. There was one DUI arrest, two traffic related arrests and one criminal arrest. One arrest was for CDS.

Code Enforcement Monthly Review – Bryan Lightner . He was in attendance and a written report was submitted showing his monthly review. He addressed complaints on 13 different properties within town for various issues. Five for buildings in disrepair, 1 basketball net in the street, continued work on the suspected salvage home, one chickens roaming the property, 2 for tall grass, one for fence installation and tree removal without a permit, one for vegetation removal without a permit in the critical buffer. The retention pond in Scott Gardens is overgrown and in need of attention. The homeowners association is now defunct and Mr. Pumpaly will give Mr. Lightner a contact for the developer he has contacted in the past. A question was raised about the Beachcomber. Mr. Lightner will work with the county on this issue.

Presentation – Internet Concerns for Teens – Joseph Dugan from the Maryland State Police was on hand with a presentation on internet safety for teens and their parents. Mr. Dugan has 37 years of law

enforcement experience. He is now a member of the Internet Youth Crimes. He explained what child pornography was and was not. He gave a very informative talk and took questions from the audience.

September Maintenance Logs- The maintenance logs for September were presented.

2020 U S Census Update – Ms. Debbie Myers presented information from a meeting she attended to kick off the advertising of the 2020 Census for Cecil County. The state lost an estimated 26.6 Billion dollars over the last ten years due to undercounting. Charlestown’s estimated undercount would account for 7.3 million of that number. Census Day is April 1, 2020, but we will be able to go online to put in our households beginning in March after a postcard is mailed to households. Households with only post office boxes will not receive the postcard. To help facilitate the filling out of the forms, the staff would like to designate one of our office computers and either Janine or Debbie available to help those who need some computer help. The undercounts are mostly attributed to those under 5 and over 64.

Planning and Zoning Code Review (Sections 99, 150 and 175) Mr. Confalone was present to explain the changes. Section 99 is Critical Area concerns and simplifies Section 150 and 175 and brings the critical area standards in one place. Section 150 has very few changes. Section 150 changes language to allow Charlestown to use the same road standards as Cecil County. The changes in Section 175 in blue and ones that have been moved to Section 99. Red changes are changes to language of both minor and major changes. The hearing date will be set when the full board is present. Commissioner Wood thanked the committee for their hard work.

Town Administrator’s Report

Public Bathhouse – The public bathroom is almost complete. The plan is to reopen in the spring of 2020.

630 Water Street Repairs – Repairs to the 630 Water Street residence are on-going. The brick steps on the north side are to be repaired at a cost of approximately \$400.00. The fence repairs which require stabilization of the existing fence and the insertion of (2) gates which will allow our Kubota excavator access to the area. Long Fence quoted a cost of approximately \$2,000.00 to make the necessary repairs. Drain work is yet to be completed on the water side of the residence.

Water Tower Lighting – The interior lighting of the Water Tower (Lab, Operations area) needs replacement. The lighting is rusted beyond repair, one unit has fallen from the ceiling. The current lighting is (30) thirty years old and will be replaced with LED lighting. The estimate is \$1200 - \$1500.

Winterization of the Piers – The winterization of the piers (Municipal, “C” Dock) will begin on or about November 1, 2019. All boats, jet-skis, platforms, etc., must be removed from the Municipal dock on or before November 15, 2019.

Avalon Park Building Repairs – I have not found a contractor as yet who is interested in constructing an approved foundation system under the building located at Avalon Park. I have discussed with a local contractor who appears to be have interest. I am awaiting his response. The cost will be around \$40,000.00 to do the repairs.

Repair of Town Streets -The repair of Town streets is on-going and we have not completed the hit list. Some areas that I don’t believe will be done is Louisa Lane Extension @ N. Ogle intersection to the Lee property, Church parking lot and possibly others.

MML Regional Meeting – The next MML Regional Meeting, Cecil-Harford chapter will be held at Woody's Restaurant on October 18. Registration required by Tuesday, October 8.

Boy Scout Storage Trailer – The Town has been asked by the local Boy Scout Troop, William Metcalf leader, if they could relocated a storage shed (12' x 20') on to Town property. It seems the most convenient location will be the Athletic complex parking lot. The shed is in decent shape and Mr. Metcalf will correct any problems (siding, etc) after the move is complete. The shed is currently at the Charlestown Baptist Church parking lot. Mr. Reno was in attendance, he is a volunteer with the Delmarva Boy Scouts. He stated that the troop will probably not charter again. They are now chartered out of the Methodist Church. If the town takes it and the troop is not re-chartered it will become private property. He will be at a meeting tomorrow where he might find out more information. **The Commissioners are still in agreement to place the shed at the Athletic Complex on the blacktop.**

Water Service – Charlestown Marina – The Charlestown Marina and their attorney would like to meet with Town Commissioners to discuss water/sewer service to the marina. This presents problems for the Town if significant changes were to be made to accommodate one end-user. We must keep in mind that any client who has water/sewer service must pay a minimum each quarter regardless if they occupy or they do not. They cannot opt out each winter season because they are not using water. I have discussed, with AECOM, the methodology that was used to determine the billing rates for the Town when the system was constructed. They cannot offer any assistance and believe their firm was not involved in setting billing procedures. The current billing practice for end-users appears to have been in place since the inception of the water service in 1990-1991, almost 30 years ago. I have not been able to ascertain for those who were in-charge when the system became operable the mechanism that was used to bill those on the system. I don't think any Town in Cecil County offer relieve to end-users who do not use their residence or water services over the winter months. Again, any water/sewer system have expenses associated with maintaining the system and these expenses are not seasonal. You can't just pay for water when you happen to be in Town. **The meeting with Charlestown Marina Tuesday at 10AM with Commissioner Wood, Town Administrator Wib Pumpaly and Ms. Janine Antoshak**

P & Z Board Appointment – Currently we only have (2) two applicants for the open position on the Planning and Zoning Board. The Commissioners, per Chap. 34, 34-2, B., appoint members from among the residents and voters of Charlestown. Each Commissioner has a packet with the candidates indicated. Please select one candidate by marking with an "X" following the name. After the vote count, the President will announce the name of the successful applicant. **The vote was unanimous for Mr. Dennis Taylor.**

November 14th – First Responders Appreciation Dinner – The tickets are \$30.00 per person. Commissioner Wood would like to see us become a Silver or Gold sponsor. The Silver will send six people and the gold would send eight people to the dinner. Commissioner Wood would also like to see a proclamation declaring November 14th First Responders Day. **Commissioner Fockler moved to become a table sponsor at \$500.00, seconded by Commissioner Fields. Approved 3-0.**

Period of Public Comment

Prosper Boudart – He asked after Joe Letts’ health, it is much better. Why do the Commissioners not give permission to the Town Administrator the ability to do small repairs? He has the permission to do so. How long has it taken to get the steps fixed? A couple of months. He feels that small repairs need to be fixed as they come up and not wait for board approval. He has been hearing some scuttlebutt that the water rates are going to go up next year. He feels that the water charges are very fair and that we have the best drinking water in the County.

Rosie Bott Can she get a copy of the proposed P & Z changes? Yes, We need a port a potty at the Town Pier. She does not feel \$40,000.00 for the repair of the Avalon building is cost effective at this point. It is not feasible for Town Hall.

There being no further business, Commissioner Fockler to close the meeting, seconded by Commissioner Fields at 8:51 PM. Approved 3-0.

Respectfully submitted,

Debbie Myers, Town Clerk

Loucretia Wood, President Board of Commissioners

Approved 10-22-2019