

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND  
October 26, 2021  
7:00 PM  
Town Hall, 241 Market Street**

**AGENDA**

Call to Order – Pledge of Allegiance – President Fockler

Approval of the Minutes – October 12, 2021 – Charlestown Commissioners

Accounts Payable Review – Charlestown Commissioners

Meet Katie Fortune, New Principal at Charlestown Elementary School – Commissioner Wood

**Old Business**

York Building Products Appeal – Commissioner Fockler

Artesian Interconnection/Water System 101 – Chris Rogers & Kevin Pampuch, AECOM

**New Business**

Senior Housing Project Idea - Frank Hodgetts, Home Partnership, Inc.

**Period of Public Comment**

Join Zoom Meeting

<https://us06web.zoom.us/j/85148448209?pwd=YVc5MHJjTmE3blYzZ092cDEvSE1vUT09>

Meeting ID: 851 4844 8209

Passcode: 164485

Phone: 301-715-8592, 164485

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND  
October 12, 2021 7:00 PM  
Town Hall, 241 Market Street**

**The meeting was called to order by President Karl Fockler at 7:00 PM. In attendance: Commissioners Wood, Kronner, Miller; Staff: Bryan Lightner, Antoinette Rayfield; Officer Sgt. Kalinsky, Public attendees: Dennis Taylor, Ursula and Prosper Boudart, Richard Mahan and Trey Giraldi. Commissioner Elmer was absent.**

**Pledge of Allegiance:** Antoinette Rayfield opened the meeting with the Pledge of Allegiance.

**Approval of the Minutes: September 28, 2021 – Commissioner Miller moved to approve, seconded by Commissioner Kronner. Carried 4-0.**

**Accounts Payable** in the amount of \$37,081.50 were presented for approval. **Commissioner Kronner moved to approve, seconded by Commissioner Woods. Carried 4-0.**

**Miller Report:** The Miller report was submitted by Bryan Lightner. It is reported that the Town of Charlestown utilized a total of 2,694,000 gallons monthly. Commissioner Fockler asked what the comparison was to the usage last year. Mr. Lightner stated he will request Miller Environment provide that comparison on all future reports.

**Cecil County Sheriff Report:** Officer Kalinsky submitted the Sheriff Report with everyone. Sgt. Kalinsky stated Cecil County Sheriff's Office is having trouble with manpower. Commissioner Kronner asked if Cecil County would pull officers from the Eastern Shore? Sgt. Kalinsky responded, yes. Sgt. Kalinsky further reported that one traffic stop on October 10, resulted in an arrest of a person with three (3) warrants. Officer Kalinsky reported there have been patrol checks on Black Avenue to counter act any unwanted attention resulting from the vacant house and cars in the driveway. Sgt. Kalinsky also stated he would be available to lead the Halloween Parade on October 29<sup>th</sup> at 5:00 PM. Commissioner Wood showed concern regarding the troubled/abandoned vehicles around town. She further explained that there are cars located at Avalon Park after dark, and it is a problem. Sgt. Kalinsky stated he will have the problem vehicles towed if they are found at Avalon Park after dark. Bryan Lightner will confirm if signs are posted at Avalon Park letting people know there is no parking at Avalon Park after dusk. Sgt. Kalinsky requested access to the security camera for monitoring. That was granted and agreed by all Commissioners present.

Commissioner Wood stated she is concerned about missed shifts regarding the patrol officers scheduled to work in Charlestown. Sgt. Kalinsky responded he would look into the issue.

## **OLD BUSINESS:**

**Personnel Manual Amendments:** Bryan Lightner presented the updated proposed amendment, some of which received favorable reviews from all the Commissioners present. The amendments a Telework Policy and policies for earning Off-Set and Compensatory Time. Included with the amendments were agreements for regular Telework days for Mary Culver and Antoinette Rayfield. Commissioner Wood did not agree with regular Telework days. Commissioner Miller stated he is in favor of the policy, and working from home creates individual productivity. The Telework Policy was adopted as an amendment to the Personnel Manual, to be used on an as needed basis. **Commissioner Wood moved to approve the Telework Policy with this change, seconded by Commissioner Miller. Carried 4-0.**

Mr. Lightner explained the Off Set Time policy would be used in lieu of over time, and allows staff to work overtime hours and utilize those hours for personal or vacation time. The supplemental time would be used within two (2) weeks. Commissioner Kronner explained the policy should change to reflect that off-set time be used with in one (1) month. **Commissioner Wood moved to adopt the Off Set Time into the Personal Manual, seconded by Commissioner Kronner. Carried 4-0.**

Mr. Lightner explained the Compensatory time is overtime worked as a salaried employee of Charlestown. Commissioner Kronner explained that salaried employees are exempt from overtime. Commissioner Wood agreed there should be no compensatory time for salaried employees. Commissioner Miller stated that perhaps we should consider compensatory time for salaried employees on a case-by-case basis. **No motion was made.**

**Community Survey:** Mr. Lightner presented survey #241 which will be offered to the residents of Charlestown upon approval. Mr. Lightner added, the survey does not include any cost estimates on an addition/renovation of Town Hall at the current location (241 Market Street) or a new building at a new location. Mr. Lightner stated that he spoke with Frank Hodgetts (Developer) regarding his wishes to build senior housing in Charlestown, with the addition of a community center. Commissioner Fockler stated that the 10-acre town owned property, Carpenter's Point, located along the road could be a great location for the proposal. **This item was tabled pending more information and follow-up with Frank Hodgetts. Commissioner Kronner moved to accept Survey #241 as written, seconded by Commissioner Miller. Carried 4-0.**

**Halloween Event:** Commissioner Wood stated the high school band will not be playing in the Halloween Parade this year due to Covid-19 protocols and social distancing, Commissioner Wood further explained the contest, parade route, and festivities at Veteran's Park for the event.

Commissioner Wood explained that the Skate Board Park equipment was picked up form Elkton and it will be placed at the Athletic Field after repairs are made to a few pieces of the equipment.

**Christmas Lights/Winter Nights/Cecil Lights:** Commissioner Kronner stated that the Town of Charlestown will receive one thousand dollars (\$1000.00) from Cecil County Chamber of Commerce for the town's participation in Winter Nights/Cecil Lights. Commissioner Kronner further explained that the \$1000.00 would off-set the cost of the Christmas Budget.

**PUBLIC COMMENT:**

Ursula Boudart – Ms. Boudart explained that the situation at Avalon Park regarding after hour parking could be rectified with a gate (2 concrete posts and chains). Ms. Boudart shared her concern that someone could fall over the side and into the water if not careful. Ms. Boudart asked if Sandy Beach was now a boat launch? President Fockler stated no, it was not an official boat launch, but on several occasions, he has seen people launch kayaks and other small boats from the area.

Ms. Boudart further shared her concern regarding the liability of the skate boarding park. Mr. Lightner responded and stated that the Town is insured against any possible accidents which may happen at the skate boarding park; however, our insurance premiums will increase.

Ms. Boudart asked if the community survey included residents' ideas, and Mr. Lightner responded, yes.

Prosper Boudart – Mr. Boudart asked about the status of 630 Water Street. Mr. Lightner explained the reasons the renovation and rental of the property has been delayed. The delay was due to the building was considered for Town Hall office space. Mr. Boudart explained that the current Town Hall is the center of Town and that is where Town Hall should stay.

Dennis Taylor – Mr. Taylor stated that a new Town Hall should be built at Fireman's Field.

Trey Giraldi – Mr. Giraldi stated he is in favor of the Telework Policy, and that would allow for better productivity. Mr. Giraldi stated he does not receive the agendas for the meetings. Ms. Rayfield responded she will post, email, and include them on the website the day before meetings. Mr. Giraldi further explained that the idea of moving Town Hall near Avalon Park would create a storm water maintenance nightmare. Mr. Giraldi explained there are better ways to use Avalon Park and it should be kept as a community space for everyone. Mr. Giraldi added that moving the playground behind Town Hall down to Avalon Park and expanding the current building seems like a better idea. Mr. Giraldi thanked the Maintenance Staff for pruning the trees on the bulk head at Avalon. Mr. Lightner added that the pruning was performed by volunteers during Cecil County Cares Day on October 2, 2021.

Richard Mahan – Mr. Mahan asked if a policy regarding workplace harassment has been added to the Personnel Manual? Mr. Lightner stated that it is still being worked on with the town attorney. Mr. Mahan explained that he supported the idea a Senior Housing Community at Carpenter's Point Road; and if Mr. Hodgetts would be willing to add a community center, that would be great. Mr. Mahan further explained that the Historic District Commission was in favor

of the idea to renovate and expand Town Hall at the current location. Commissioner Wood explained that she spoke to a man who helped repair Town Hall in the past, and he stated the foundation of the current Town Hall was not structurally sound.

**Commissioner Kronner moved to close adjourn the meeting at 8:23 pm, seconded by Commissioner Wood. Approved 4-0.**

Town of Charlestown, MD

Comparison of Connection to Artesian Water System vs.  
 Providing Generators at Town Water Wells  
 October 26, 2021

	Provides water during power outage when tank is depleted	Provides water if primary well fails	Provides water during major tank rehabilitation without temporary tankage	Need to coordinate with outside entity	Increases pressure in system	Maintenance needs	Easements required
Connection to Artesian	Y	Y	Y	Y (1)	Discuss (2)	Annual exercise of valve/meter	Y
Install Generators at wells	Y	N	N	N	Discuss	Weekly exercise of generator (3)	N

1) Simple notification to Artesian

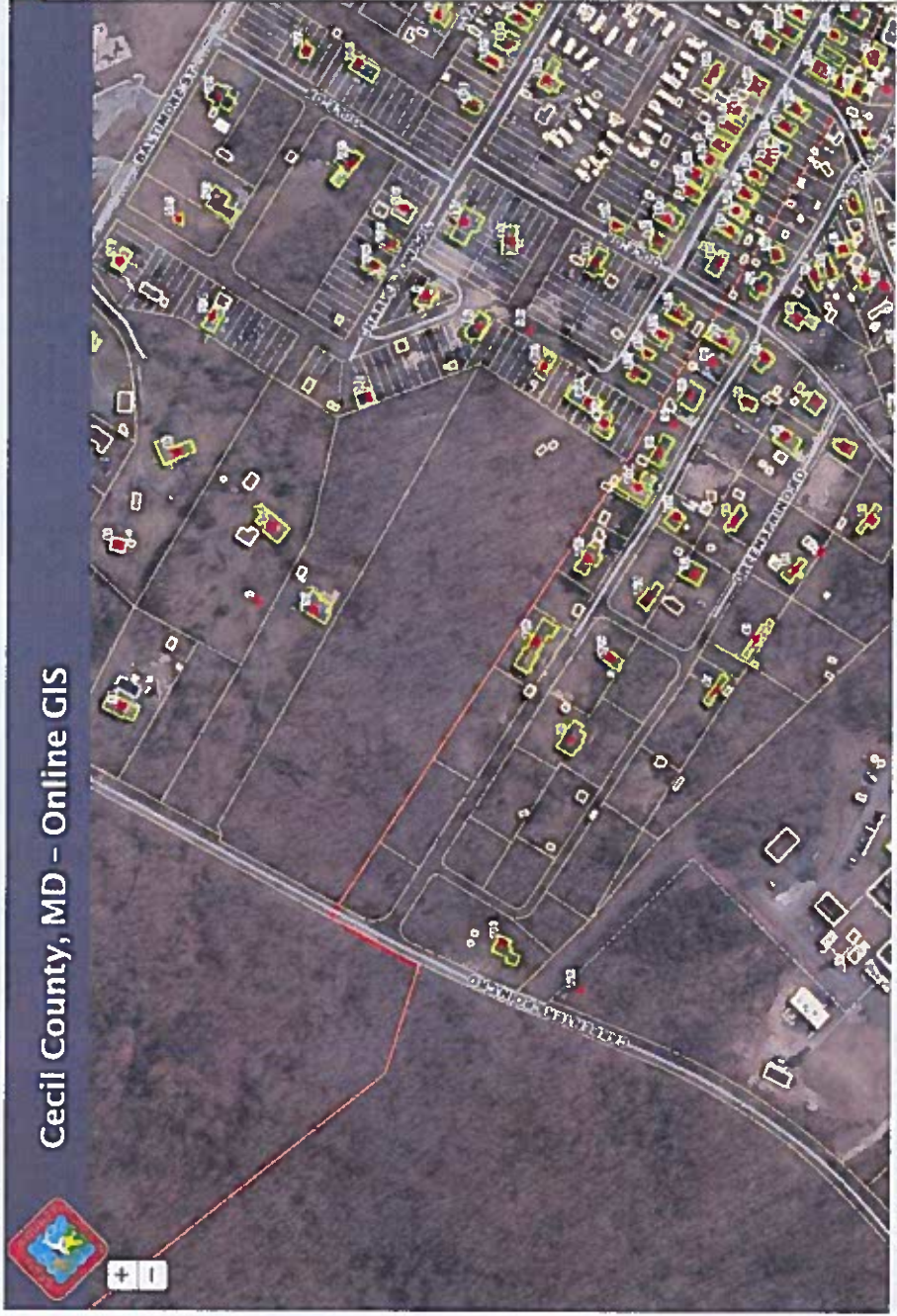
2) New pressure zone can be created if PRV's are installed and water used on daily basis from Artesian or;

New pressure zone can be created if pressure booster station is installed, PRV's are installed and Artesian connection is only for emergency use

3) Requires fuel consumption/storage and quarterly maintenance



# Cecil County, MD - Online GIS



Legend Search Contact

- Aerials 2005
- Aerials 2008
- Aerials 2010
- Aerials 2013
- Aerials 2016
- Aerials 2019
- Layers
  - Addresses, Buildings, & Roads
    - Address Points
    - Road Centerlines
  - Roads (by Maintenance Responsibility)
  - Buildings
  - Out Buildings
  - Impervious Surface
  - Topography
  - Environmental Features
  - Planning & Zoning
  - Public Works
    - Communications Towers
    - Bridges
  - County Owned Sewer Systems
  - Town or Privately Owned Sewer Systems
  - Storm Drains & Stormwater
  - Cadastrial
    - Account Number
    - Lot Lines
    - Property Lines
    - Political Boundaries
    - Towns

**PROGRAM:**  
 (20) 1-BEDROOM APTS  
 (3) 2-BEDROOM APTS  
 COMMUNITY CENTER  
 (27) PARKING SPACES

**STUDIO K**  
 ARCHITECTURE  
 CHARLESTOWN  
 VILLAGE  
 516 MARKET  
 LOUISIANA  
 CHARLES STONOR, CEO  
 October 11, 2019

**HOME**  
 PARTNERSHIP INC.

