

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND  
November 10, 2020**

The meeting of the Charlestown Commissioners was called to order by President Karl Fockler. The meeting was held virtually. Those in attendance participants were Commissioners Fockler, Kronner, Letts, and Wood. Town Administrator Wib Pumpaly, Office Manager, Janine Antoshak, Town Clerk, Debbie Myers, Town Accountant Gray Farquharson, Bryan Lightner, Code Enforcement Officer, Josh Griffin, Miller Environmental, and Sgt. Mahan, Cecil County Sheriff's Office.

The Pledge of Allegiance was led by Commissioner Kronner

**Commissioner Kronner moved to approve of the minutes of October 27, 2020, seconded by Commissioner Letts. Approved 4-0.**

Accounts Payable in the amount of \$100,457.71 were presented for approval. **Commissioner Kronner moved to approve, seconded by Commissioner Letts. Approved 4-0.**

**Miller Environmental October Report** – Mr. Josh Griffith submitted the following in a written report. A total of 2,768,000 gallons of water was produced with an average daily production of 89,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 42 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. The fire hydrants were flushed and we have scheduled the valve exercising for November. The Chlorine Discharge tubing was replaced. The water main break of 10/22 was responded to and emergency response personnel came in to work on main shut-off valve, mix chemicals, and make chemical feed adjustments throughout 10/23 during and after regular working hours. pH and Chlorine targets were maintained quite well throughout the event. Fire hydrants were bled as necessary after the main break to restore rid the lines of air. Exercised main shut off valve after it was cleared of debris. The Soda Ash pump is leaking oil and will be sent out for repairs.

**Cecil Co. Sheriff's October Report** – Sgt. Mahan submitted the following in a written report was submitted showing in October 2020 20 shifts were approved for a total of 80 hours. Of that number 74 hours were covered. Six shifts operated radar. There were three calls for service and 2 out of town assists. There were 57 property checks made. There were 6 community contacts. They attempted no warrant service. There were no civil citations issued. There was 6 traffic citation issued (1 non-radar, 5 radar). There were 3 traffic warnings (non-radar) issued. There were no repair orders or parking citations issued. There were no traffic related arrests made.

Statistics for September have still not been received. Sgt Mahan has expressed to the deputies the town's desire for citations to be written. Commissioner Wood stated that she thinks we might need to set down and write a set of standards of work. Sgt. Mahan stated that we have a very low overall crime rate. He does understand that we do have traffic issues that could be addressed. He will take a look at what can be offered as well.

**Code Enforcement July Report** – B. Lightner Bryan Lightner submitted a written report which addressed complaints on 4 different properties within town for various issues. 1) coordinating District Court Action with Town Attorney, will issue monthly citations with fines accruing daily. 2) Coordinating District Court Action with Town Attorney, will issue monthly citations with fines accruing daily 3) conducted inspection, sent letter, Attorney will sent letter 4) Conducted inspection, sent letter. Mr. Lightner brought up the project at Long Point next to Pete and Karla Bliss's. The maintenance staff will clear the vegetation and plant grass for the winter. There will be two trees planted and some vegetation will be installed the following week. The project should be completed by November 20<sup>th</sup> as long as the weather holds. **Commissioner Kronner moved to approve the plan as presented by Mr. Lightner for Long Point, seconded by Commissioner Wood. Approved 4-0.** After Byan's report Janine gave an update about the 2 trees previously decided on for Long Point. It was determined that they could be planted prior to the Spring and that our maintenance staff with the Kubota could get them in the ground this Fall. They would be purchased from Moon Nursery and it is thought that they would have little threat of disease and would take better due to them going dormant into the winter. The commissioners decided that this would be a good idea to get the trees into the ground rather than waiting until Spring. This decision was voted on previously so it did not need a motion.

**Financial Up-date, FY20 Audit, Budget to Actual Analysis** – Gray Farquharson – Mr. Farquharson went over our year to date budget figures. We are on track for the year so far. Commissioner Fockler is in favor of doing amendments done to further explain income to expenses. Mr. Farquharson will target the next meeting to have those done for passage. There are some items that are running significantly over budget. Mr. Farquharson went over budget to actual and gave explanations of the various categories.

**AT&T/Verizon Lease v. TowerPoint Buy-out Offer** – President Fockler, et al Commissioner Kronner stated that the information that had been supplied to Mr. Farquharson was incorrect and so his numbers are skewed with the information given to him. Commissioner Kronner then turned it over to Mr. Farquharson. Mr. Farquharson stated that his original figures were incorrect. He would like an agreement on what the Commissioners think the timeline of leases would be. Commissioner Kronner thinks that the leases could be moot points in two years. AT & T and Verizon could very well construct their own towers or go to new technology where they do not need our tower. The lease has a 60 day opt out right now. Commissioner Kronner thinks that money in the hand is better than a lease that might be broken. Mr. Farquharson can redo the numbers quickly if the Commissioners can come up with starting numbers and timing, then we would have more decisive information to work with. Commissioner Wood thinks that we should sell the leases and get the money in the bank where it can make us more money. She thinks that we need to also explore small technology regulations for our town. Commissioner Fockler would like to have Mr. Farquharson run the figures. Commissioner Kronner and Commissioner Fockler will talk with Mr. Farquharson tomorrow morning going over the numbers. A decision will need to be made by the next meeting.

Halloween Event Follow up – Commissioner Wood – Thanks to everyone who came out and supported. Mrs. Letts came out and took many pictures which have been uploaded to Facebook. It went really well. The drum line and colorguard from Perryville High School, the Fire Department and many costumes went on parade from the Fire Hall to Veterans Park. We had donations from the Wellwood (juices, water) and trunk and treat from Market Street. Our maintenance staff was very helpful.

Christmas Season Lighting & Tree Lighting – Commissioner Wood - December 5<sup>th</sup> is set for our annual tree lighting. Commissioner Wood would like to see the lights go on Thanksgiving weekend. Lowe's has 5 foot wreaths for \$89.00 that could be put up on the poles. Commissioner Kronner thinks purchasing from Lowe's is not cost effective. Commissioner Fockler thinks that we should all go out to Lowe's before the next meeting to see if they can agree on purchase. We have some that need to repair. Maintenance is getting the existing lights up the week of November 16<sup>th</sup>. We will also look into the cost of drops on other poles. We will also hold the cost down on the tree this year. Commissioner Kronner will make a diagram of where new lights should be installed.

### **Town Administrator's Report** **Old Business**

No Old Business to Discuss

### **New Business**

Repair/Replace Aviation Light on Water Tower – The aviation light on the tower needs several parts and pieces or a replacement altogether as the light has been there for 30 years. A new light would be \$14,000 and would be one unit and could be installed in a four to six weeks. **Commissioner Kronner moved to spend \$14,568.30 to buy a replacement light for the tower, seconded by Commissioner Letts. Approved 4-0.**

Alternate on the Appeals Board – Candidate Selection – We have two people interested in the position of Alternate for the Board of Appeals. **Commissioner Kronner moved to appoint Sean Durgin to the position of Alternate for the Board of Appeals, seconded by Commissioner Letts. Approved 3-0-1(Wood).** The Historic District will be supplying some candidates for the opening on their board.

WCS Accounting Contract Our accounting firm wants a raise of 3% for the coming year. **Commissioner Kronner moved to approve the increase, seconded by Commissioner Letts. Approved 4-0.**

Addition of “Significant Other” to Town Medical Plan No action.

McGuirk Construction – Salt Pad Bids – We have a bid of \$4800.00 for the existing pad, to fill the space between the pad and the building would be an additional \$1439.00. To place a loading space would be an additional \$1176.00. The total would be 7415.00. There was discussion on the need for a building to cover the salt. Commissioner Wood suggests a pole barn, which could be constructed in two weeks. The suggestion was made to solicit bids for a 24x24 pole barn. Mr. Pumpaly will look into getting concept plans from contractors for a pole building. Mr. Pumpaly will also talk to the state about concrete vs. asphalt. Commissioner Kronner asked Mr. Pumpaly to have bids by the end of next week. Commissioner Letts left the meeting during the discussion due to a technical difficulty.

Commissioner Wood stated that new Corona Virus stats are out. Restaurants are down from 75% to 50%. Hospitals are all on red or yellow status. Some hospitals are at full capacity in ICU beds. Travel advisories are also in place. She also wants all veterans to know that she is grateful.

There was no public comment.

There being no further business before the board, **Commissioner Kronner moved, seconded by Commissioner Wood at 9:33 PM. Approved 3-0.**

Respectfully submitted,  
Debbie Myers, Town Clerk

Approved 11/24/2020