

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND  
November 12, 2019**

The November 12, 2019 meeting was called to order by Vice President, Jeff Fields at 7:00 PM in Town Hall. . In attendance were Commissioners, Jeffery Fields, Patricia Clements, and Joseph Letts. Commissioners Lou Wood and Karl Fockler was excused.

The Pledge of Allegiance was led by

Approval of the Minutes – **October 22, 2019 Commissioner Clements moved to approved, seconded by Commissioner Letts the minutes of October 22, 2019. Approved 3-0.**

Accounts Payable Review – **Charlestown Commissioners** in the amount of \$142,270.06 were presented for approval. **Commissioner Clements moved to approve, seconded by Commissioner Letts. Approved 3-0.**

**Miller Environmental October Report** Mr. Josh Griffith submitted the following in a written report. A total of 2,463,000 gallons of water was produced with an average daily production of 79,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 37 Miss Utilities were completed 10 leak checks were provided and 4 meter readings were performed. 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. Due to a malfunction in equipment to make the readings late, we had a large number of leak checks. Josh was very gracious in doing these for us.

**Cecil Co. Sheriff's October Report** - Sgt. Mahan was in attendance and a written report was submitted showing in October 2019 25 shifts were approved for a total of 100 hours. Of that number 96 hours were covered. There were two calls for service and two out of town assists. There were 51 property checks made. There were 13 community contacts. They attempted a warrant service. There were 0 traffic and 17 (12 radar and 5 non-radar) warnings issued. There were two repair orders issued. There were no arrests made.

**Code Enforcement Officer October Report – Bryan Lightner** Bryan Lightner . He was in attendance and a written report was submitted showing his monthly review. He addressed complaints on 11 different properties within town for various issues. Six for buildings in disrepair, continued work on the suspected salvage home and unpermitted pavilion, one for fence

installation and tree removal without a permit, one for vegetation removal without a permit in the critical buffer, ongoing work on the unpermitted vegetation removal and fence installation mitigation, and one untagged vehicles. We are coordinating with the county on the retention pond in Scott Gardens and attempting to contact the builder LENNAR. Mr. Lightner will be available for the meeting on the 19<sup>th</sup> with the Commissioners.

Financial Review (July 1, 2018 to June 30, 2019) - **Gray Farquharson & Nick Trionfo** Mr. Farquharson and Trionfo were in attendance to go over the preliminary audit report. Overall the audit went very well. The town is doing very well and our overall standing is over 6,700,000.00. Revenues were very similar to last year and expenses are consistent with expectations. One finding is that the water meters need to be replaced sooner rather than later.

### **Town Administrator's Report**

#### **Old Business**

We are trying to find a contractor who can raise the building and put a new foundation at the Avalon building. Mr. Pumpaly has one bid and is still awaiting another. Commissioner Clements feels we should run the ad again, Commissioner Letts thinks that might be a waste of money. Commissioners suggested that we wait until we get the other bid Mr. Pumpaly thinks will come in.

#### **New Business**

- Appeals Hearing Update Mr. Pumpaly gave an update on the process and the date of the hearing. The hearing will be on November 21, 2019 @ 6:00PM in the Fire Hall
- Charlestown Code Changes Work Session - November 19, 2019 @ 6PM in Town Hall
- Cecil Co. Tourism Monthly E-Blast If the Town or entities of the Town have events coming up and can get the information to the Tourism Buerau by Decemeber 10<sup>th</sup>
- Review of Holiday Events – Holiday Town Lighting Tuesday, November 26<sup>th</sup> , Tree Decoration will be on Monday December 2<sup>nd</sup> , Santa Tour/Open House December 7<sup>th</sup> @4PM , Town Tree Lighting December 7 @ 6PM, Wreaths Across America Event December 14<sup>th</sup>.
- Cancellation Commissioner Meeting December 24 **Commissioner Letts moved to cancel the meeting of December 24, seconded by Commissioner Clements. Approved 3-0.**
- Mr. Pumpaly brought a discussion of opening Kline Avenue up to access a landlocked parcel. There is a paper street, which he does not feel is possible. Commissioner Fields also agrees that the Town should not open the street. We might look into it in the future.

**Period of Public Comment**

- **Prosper Boudart** – The issue of Larry Metz – our codes need to be revised and updated. Commissioner Clements invited him to the meeting on the 19<sup>th</sup> to bring his ideas.

There being no further business, Commissioner Fields moved to adjourn, seconded by Commissioner Clements at 7:53PM. Approved 3-0.

Respectfully submitted,

Debbie Myers, Town Clerk

Approved 11-26-2019