

**TOWN COMMISSIONERS' MEETING
CHARLESTOWN, MARYLAND
November 23, 2021 7:00 PM
Town Hall, 241 Market Street**

The meeting was called to order by Commissioner Lou Wood at 7:01 PM. In attendance: Commissioners Lou Wood, Doug Miller, and Curtis Elmer; Staff: Bryan Lightner, Mary Culver, and Julie Campagna; Public attendees: Thelma McMullen, Steve McMullen, Monica Goodyear, Dennis Taylor, Prosper Boudart, Kenneth Shockley, Richard Mahan, Pamela Edwards, and Audrey Edwards; Attendees via Zoom: Alan Snyder, Dan Sweet, and Tom Gatch. President Karl Fockler and Commissioner Jack Kronner were absent.

Moment of Silence for the passing of Former Commissioner Joseph Letts.

Pledge of Allegiance: Commissioner Wood opened the meeting with the Pledge of Allegiance.

Approval of the Minutes: November 9, 2021 – Commissioner Miller moved to approve, seconded by Commissioner Wood. Carried 2-0.

Accounts Payable in the amount of \$57,760.72 were presented for approval. **Commissioner Miller moved to approve, seconded by Commissioner Elmer. Carried 3-0.**

OLD BUSINESS:

Water Meter Installation Update: Mr. Lightner provided a status update on the water meters that are in need of replacement; the total number is 332. Mr. Lightner has prepared an RFP (#2021-02) and would like to advertise to the public in order to seek qualified contractors interested in completing the three-month project. In this RFP, he requests that quotes be submitted no later than December 10, 2021, and states that the project needs to be completed by March 31, 2022. Commissioner Miller asked Mr. Lightner if a warranty is included by the meter manufacturer and he confirmed it is. **Commissioner Miller motioned to approve, seconded by Commissioner Wood. Approved 3-0.**

Stormwater Management Projects Update: Mr. Lightner stated an assessment was completed two years ago by KCI Engineering in order to identify areas of high priority. Two critical areas along Frederick Street are being further assessed by Tulsa Engineering as required means allow. The Town is actively pursuing grants to assist with the funding; however, a portion the Covid relief funds received can be used. Mr. Lightner spoke about ways we can reduce flooding and provided examples, such as creating swales to help redirect the water flow. A discussion was had about where to start and what should be considered priority; Commissioners Wood and Elmer suggested the project start at higher ground and end at the lowest point. Commissioner Elmer stated that starting higher would cause more flow for the lower areas initially but felt it was the best course of action. **No motion was made.**

NEW BUSINESS:

Checking Account Signer Update: Mr. Lightner proposed that signers be updated on the Town's main checking account, specifically that former commission and staff members be removed and new be added. He requested that Jeffrey Fields, Wib Pumpaly, and Janine Antoshak be removed and he, Bryan Lightner, be added. The purpose of this change would allow for Town Hall staff to service the account, as needed. **Commissioner Miller motioned to approve, seconded by Commissioner Elmer. Approved 3-0.**

Annexation Discussion: This was tabled until the next Commissioners' meeting due to President Fockler's absence and his request to be present for the discussion.

Foot Log Park Grant Proposal: Mr. Lightner stated that he has been working with a consultant to prepare an analysis of the erosion at Foot Log Park. The erosion has been a concern for many years but recently has been found to be a high priority due to erosion occurring around the sewer line. He proposed that an island with rocks be added to act as a breakwater off-shore to help slow down and/or prevent further erosion, including native shrubs and grass planting for the island and beach. The state of Maryland is in favor of the preservation and a portion of Covid relief funds can be utilized. Commissioner Miller asked if there could be something done now to help protect the sewer line and beach before more damage is done. Mr. Lightner suggested rock could be placed as a temporary solution and stated the rock could be used for the island creation and plantings at a later date. **Commissioner Miller motioned for approval, pending price quotes on current design, and Commission Elmer seconded. Approved 3-0.**

THIS MARKS THE END OF OLD AND NEW BUSINESS.

Holiday Events: Commissioner Wood informed all in attendance of the Tree Lighting and Tree Find event on December 3rd at 6pm. The Charlestown Elementary School Choir will be caroling throughout the event. Commissioner Wood welcomed anyone who would like to provide an ornament in remembrance of a loved one to be hung on one of the many Christmas trees around town. She also informed everyone of the Town's Holiday Open House on December 10th in the Decoy Room at The Wellwood. The Open House event will be from 2-6pm and will provide a complementary lunch/dinner to whomever would like to attend. Commissioner Wood also expressed her sincere gratitude for all those who volunteered to decorate the Town in Christmas lights and décor.

PUBLIC COMMENT:

Dan Sweet, 103 Cool Springs Rd: Mr. Sweet stated that he feels the speed sign installed by the Sheriff's Department recently is working well, but feels it should be moved to the opposite side

of the road to notify drivers as they are entering Cool Springs. He also stated he is in favor of speed bumps.

M.C. Durange: Ms. Durange expressed her concern for the erosion at Foot Log Park and emphasized the need to address the issue quickly. She stated that there is currently a drop-off where the grass ends and the sand starts, which presents a danger to anyone walking in the area. She requested the drop-off be addressed and something to be done to stabilize the erosion. Ms. Durange also stated that plants were previously installed to help with the erosion and worked very well; however, they were removed because they were incorrect, and the correct ones died quickly after they were installed, which defeated the purpose for the replacement. She would like to see the original type of plant installed again because it was sturdy and worked.

Thelma McMullen: Ms. McMullen presented two questions; first, how to include stormwater management for the bottom of Baltimore St., and second, if Foot Log Park can be a higher priority. Ms. McMullen provided pictures of Foot Log Park to show the deterioration of the beach, and a signed petition by the community in support of her letter of concern for this area. She'd like to see the erosion stopped and a recreational beach created, which she said was part of a previously approved plan by the Town and State.

Kenneth Shockley: Mr. Shockley attended the meeting in place of his mother, who lives next to Foot Log Park, located at 253 Conestoga Street. He asked to review options for repair that would cause the least impact on her property and what assurance could be provided to her if any harm occurs to her property after the project is constructed. He suggested sand or coir logs be placed as a temporary fix.

THIS MARKS THE END OF PUBLIC COMMENT.

Commissioner Miller motioned to adjourn the meeting at 7:56 pm, seconded by Commissioner Elmer. Approved 3-0.

Respectfully submitted,

Mary Culver, Office Manager