

**TOWN COMMISSIONER'S MEETING**  
**CHARLESTOWN, MARYLAND**  
*December 11, 2018*

The Town Meeting was called to order by President, Joseph Letts at 7:00 pm. Commissioners present were Joseph Letts, Karl Fockler, Jeff Fields and Patricia Clements. Lou Wood was absent. Mr. Wib Pumpaly was also present.

**Pledge of Allegiance** was led by Mr. Prosper Boudart.

**Approval of the Minutes of November 27, 2018** Commissioner Fockler moved to accept the minutes, seconded by Commissioner Clements. Approved 4-0.

**Accounts Payable Review** – Accounts payable in the amount of \$21,727.97 were presented for approval. Commissioner Fockler moved to approve, seconded by Commissioner Clements. Approved 4-0.

**Miller Environmental November 2018** - Mr. Josh Griffith sent the following in a written report. A total of 2,164,000 gallons of water was produced with an average daily production of 72,133 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance was performed. In addition, 23 Miss Utilities were completed. Leak checks were performed at 16 Cooper, 726 Water Street, 608 Bladen Street and 630 Baltimore Street with no leaks detected. Fire hydrants were flushed at Carpenter's Point Road/Baltimore Street, Caroline Street/Water Street, Louisa Lane and Calvert Street, and Cool Springs and Steamboat to bleed air off. The soda ash pump check valves were cleaned as necessary. The water was turned off at 227 Louisa Lane at the Town's request.

**Cecil Co. Sheriff's October Report** – The written Charlestown Crime Report was shared with the Commissioners. It was a year to date report. We have not gotten the report for our patrol schedule. Commissioner Clements asked if this a concern. Commissioner Letts stated that the report is not sent out until all deputies send in their reports.

**Meeting Cancellation of December 25, 2018** Commissioner Letts stated that the scheduled meeting will be cancelled as it is scheduled for Christmas.

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

**Home Partnership, Inc.** We have been talking about some parcels of land that we might sell or develop, one at Fireman's field and one on Carpenter's Point Road. The Fireman's Field is a somewhat small parcel. The other parcel would need a survey in order to establish meets and bounds. It is also close to the sewer plant and might not be an ideal location for housing. Commissioner Fockler asked if we have a deed. We are not able to locate it. Mr. Fockler will bring this up during a scheduled meeting with Mr. Clower.

**Lease Extension Lee's Marina** Commissioner Fockler has a meeting on Thursday with our attorney to formulate our response to their lease modification request.

**Office Mgr. Up-date ( P & Z Code, Critical Area, etc.)** The Planning and Zoning Board is meeting with the Critical Area and David Dahlstrom for months are we are wrapping up their updates of our code. We

are meeting with Mr. Dahlstrom on January 22, 2019 and he will have a draft at that time. The Planning and Zoning Board will look it over and then it will come to the Board of Commissioners, then to public hearing and then adoption. This will have everything in one place making things easier and clearer. This will also help with the Comprehensive Plan. Ms. Antoshak also announced that we did not receive the living shoreline grant. Ms. Antoshak also attended the Cecil County Green Infrastructure Meeting on her time. She passed some information from that meeting out. The Xerox lease needed to be renewed and our equipment will be updated. This will increase the price \$1.30 per month. She also gave some information on the Trello AP that was installed on Mr. Grapes new i-pad. This is an AP that will help to track projects for the maintenance department. Using a sign in for Charlestown Staff the Commissioners could log in remotely and see project development. She demonstrated how the program works and how to log in.

Avalon building flooring - Commissioner Clements got bids from Lowe's, Airbase and Perryville Frontier. Commissioner Clements moved to install flooring vinyl farm House Timber from Frontier at a cost of \$2,295.00, seconded by Commissioner Fields. Approved 4-0.

### **New Business**

**North East River Marina Failing Seawall** – The boat ramp at North East River Marina as it is the stub of Caroline Street. The lease says that we are responsible for the metal bearings. The seawall is failing and has fallen over a foot. The lease states that the lease is responsible for normal maintenance. If the property is damaged except by fire or act of God the leasee is responsible for all maintenance. The fair market is \$70,000.00 of which they pay 8% plus taxes. Mr. Pumpaly stated that the Commissioners might want to study a copy of the lease presented in the book for a future meeting consideration. Commissioner Clements asked to have in writing from the leasee what they are asking the town to do. Mr. Pumpaly will get that from the Marina.

### **Public Comment**

**Steve Henson** – Mr. Henson was asking about his water bill. Commissioner Fields moved to credit the bill to minimum, seconded by Commissioner Clements. Approved 4-0.

**Prosper Boudart** – No comment

Commissioner Letts thanked the staff for the tree lighting and the holiday gathering.

Mr. Pumpaly stated that one of our regular contractors Mike McGuirk, who does our paving, lost his mother on the 7<sup>th</sup>. Commissioner Fields moved to send a \$50 donation in memory, seconded by Commissioner Letts. Approved 4-0.

Commissioner Fields also stated that former Commissioner Donna Sheets lost her mother this past Sunday. Commissioner Letts suggested a plant of fruit arrangement be sent. Approved by consensus.

There being no further business, Commissioner Letts moved to adjourn the regular meeting seconded by Commissioner Fields at 7:50 PM. **Approved 4-0.**

*Respectfully submitted by: Debbie Myers, Town Clerk*