

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND  
December 8, 2020**

The December 8, 2020 meeting was called to order by President, Karl Fockler at 7:00 PM. Those in attendance were Commissioners Jeff Fields, Karl Fockler, Jack Kronner, and Lou Wood; Town Administrator, Wib Pumpaly, Office Manager, Janine Antoshak, Town Clerk, Debbie Myers, Code Enforcement Officer, Bryan Lightner, Miller Environmental Representative, Josh Griffith, Cecil County Sheriff's liaison Sgt. Shawn Mahan, Town Accountant Gray Farquharson, and Town Maintenance Supervisor, Steve Willard. Rob Psioda, Geoffrey Doyle, The meeting was held by webinar. Commissioner Joe Letts was excused.

**Commissioner Kronner moved to approve of the minutes of November 24, 2020, seconded by Commissioner Wood. Approved 3-0-1(Fields).**

Accounts Payable in the amount of \$34,483.12 were presented for approval. **Commissioner Kronner moved to approve, seconded by Commissioner Fields . Approved 4-0. .**

**Miller Environmental October Report** – Mr. Josh Griffith submitted the following in a written report. A total of 2,364,000 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, Miss Utilities were completed as requested, 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. The water system valve exercising was provided. A water System Valve Inspection List for Maintenance required was submitted to the town. 1 of 2 Soda Ash pumps were sent in for service and parts replaced “under warranty”.

**Cecil Co. Sheriff's October Report** – Sgt. Mahan submitted the following in a written report was submitted showing in October 2020 16 shifts were approved for a total of 64 hours. Of that number 58 hours were covered. Two shifts operated radar. There were three calls for service and 1 out of town assists. There were 50 property checks made. There were 2 community contacts. They attempted one warrant service. There were no civil citations issued. There was 1 traffic citation issued (1 non-radar). There were 13 traffic warnings (12non-radar – 1 radar) issued. There was 1 repair order and no parking citations issued. There was one arrest made. There was one civil citation for CDS issued. The Commissioners appreciate the traffic stop uptick. Commissioner Wood asked where the officer went to on Halloween. Sgt. Mahan will continue to investigate the situation.

**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.) building in disrepair, issued citation/fine; 2.) salvage, unpermitted pavilion, issued citation/fine; 3.) building in disrepair, conducted inspection, sent letter, attorney sending letter; 4.) building in disrepair, conducted inspection, sent letter; 5.) building in disrepair, conducted inspection, sent letter, will secure & reapply for permit. Mr. Lightner has been working on the Façade grant with Ms. Antoshak. Later this week the outside committee will receive the information for the issuing of the final awards. Mr. Lightner also added that at 619 Bladen Street the owner is considering selling the property and there is a prospective buyer. We are also aware of the death of one of the owners. Mr. Lightner suggests that before we get to the fine stage that we might consider using a process server in the future before the final stage.

**Financial Up-date, FY20 Audit, Budget to Actual Analysis** – Gray Farquharson – Mr. Farquharson went over our year to date/actual to budget figures. He introduced budget amendments. 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.

### **Maintenance Supervisor's Report**

Mr. Steve Willard, Maintenance Supervisor gave the following report.

They have installed a fence on Frederick Street on one side of the street, but the other side needs addressing

They have completed the winterizing of the Veterans Park bathrooms, the Avalon building, C-Dock bathrooms, waste water lines and fire suppression system

C-Dock Bathrooms Cover for A/C unit was made out of plastic and deteriorated. Dan Rubert made a new box to cover the unit

The Christmas tree is up next to the post office, wreaths have been hung on the windows of Town Hall/Post Office. The holiday lights have been placed on the various telephone poles and we are thankful to Bob Straiton for the use of his bucket truck.

Yard Waste is still being slowed down by residents using plastic bags instead of the preferred paper bags.

Dan Rubert is in the process of making new shutters for Town Hall/Post Office. Some are already installed.

We are ready to plant the tree at the Stone Pier as soon as someone marks where the tree is to be planted. It will also need something to hold it securely. The Commissioners will place an X where it needs to go.

Truck maintenance oil changes will be performed on the F250 and F550. The Chevy check engine light is coming on with #7 glow plug O2 sensor. We will be making an appointment to have this looked at. The F250 needs winter tires.

The crotch at C-Dock needs to be dug up to fix the shut off valve. The shut off valve is used to blow air in the line to winterize the line.

Upcoming tasks include installing the ice easter on the Town Pier and C-Dock; installing the lights for Wreaths Across America on the side of the church; and installing and testing the snow plows on the trucks.

**TowerPoint Lease Buy-out Proposal**–TowerPoint has come back with another counter offer of \$1,000,000.00 for the lease buyout. Commissioner Kronner wants to get this done and is

satisfied with the \$1,000,000.00. Commissioner Fockler would like to do another counteroffer, but realizes that Commissioners Kronner and Wood are ready to make a decision. Commissioner Fockler asked Mr. Farquharson, town accountant, his opinion. He stated that accounting standards require revenue from lease sales to be recognized over the estimated life of the sold lease. This means that the \$1,000,000 sale would be recognized over time, allowing the budget revenues to remain relatively constant. He stated that if the Town is in agreement with the factors discussed in prior meetings (length and value of prospective lease agreements in lieu of the TowerPoint deal), the buyout remains favorable. This letter of intent has a binding clause that grants TowerPoint a perpetual (forever) easement to the tower. In the second amendment of AT & T it gives them an opportunity for what seems to be a first right of refusal. Commissioner Fockler would like to see the easement go with the length of the leases. Commissioner Kronner sees no reason to drag our feet on this issue of perpetuity. **Commissioner Kronner moved to move forward on the proposed offer of TowerPoint with the sale of the tower revenue leases at a price of \$1,000,000.00 and to forward it to legal counsel for further review, before final signatures, seconded by Commissioner Fields. Approved 4-0.** It will be sent to Mr. Beste for immediate review as we only have 10 days to respond to TowerPoint.

#### **AT&T Amendment -Lease Extension Offer –Tabled**

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

Mr. Pumpaly presented a list of issues that the Commissioners have either addressed, resolved or not resolved in 2020

**Avalon Building Foudation & Refurbishment** – the foundation would need to be reinforced to use for public meetings.

**Pole Building for Salt Storage** – Mr. Pumpaly has a meeting tomorrow to discuss final details.

**Storm Water Issues** – Old Towm, SMP's in Scott Gardens and Trinity Woods We have many storm water management issues that will need

**Opioid Law Suit** – Kane Law Group We have signed on to this class action suit. It is proceeding.

**MML Convention Planning** They have started planning for 2021

**Ice Splash 2021 (Virtual)**

**Feral Cats** We have a relationship with an organization which does TNR

**ParkMobile Parking Project** This is going reasonably well. It seems we still need someone to manage this on the street

**Beach Tag Program**

**Police Protection Issues**

**Meter Maid Program** Many large cities generate a great deal of income with a meter maid program which works in tandem with police.

**Trailer Lot User Fee** This had been tabled because of COVID-19.

**Boat Slip Fee at the Municipal Dock for 2021** – Would the Commissioners like to raise the slip rental? They were in agreement to raise the rates. **Commissioner Kronner moved to raise the price to \$754.00 for each slip, seconded by Commissioner Wood. Approved 3-0-1 (Fields).**

**Boat Slip User Fee Abatement** –

**DMP Site Refurbishment** Mr. Pumpaly has a grant of \$200,000 which he will use to improve the site after the first of the year.

**Water Tower Refurbishment** The bids are coming in and are due on Friday, December 11, 2020 at 3:00 PM. This will refurbish both the inside and outside of the tower.

**AT & T Second Amendment Lease Renewal**

**TowerPoint Lease Buyout** We are pursuing this  
**Water Service for Charlestown Marina** We still have not resolved this issue and it needs to be negotiated.

**Foot Log Bridge Project** We would still like one more coat on the floorboards, but the project is mostly finished. A representative will be meeting with Mr. Pumpaly this week.

**Rezoning of Lands by York Bldg. Products** – Too Close to Charlestown Water Source Aquifer We still need to keep this in mind. Commissioner Fockler had a call from Mr. Meffley who stated that if they wanted to continue with their rezoning plans they would have to resubmit the project with all permits again. Commissioner Kronner is wondering if we could get a petition ready for when they might go forward. We might be able to use survey monkey to get the residents ideas.

**Facade Grant Application** This is moving forward

**Closure of Rte 7 in the Spring** In the spring Rte 7 will be closed from Charlestown to North East to do some work on the small bridge. They are talking about a possible three-month closure.

**Cancellations, Cancellations – due to Covid 19** We have had many changes. Mr. Pumpaly appreciates the work of the Commissioners through this time.

### **Commissioner's Comments for the Good of the Town**

**Jeff Fields** – Meter Maids – When we started the ParkMobile app we were told that the money would just roll in. If we start paying a meter maid we are going to lose money. We don't have this kind of money to pay for these kinds of enforcement. He does not think that the webinar works. He is tired of it. He wants to go back to zoom. He is not for raising taxes to pay for any of this stuff. *(Commissioner Fockler stated that the meter maid idea came from the immense issues with parking especially during the summer. If we were to hire someone the monies could come from the existing public safety budget. Also the cost of the meter maid could pay for itself through tickets.)*

### **Jack Kronner Audio difficulties**

**Lou Wood** She hopes that the tree is being enjoyed. She wants to thank Bobby and Steve for all their hard work. She and Jack had worked hard together with the tree and she expresses her gratitude for his hard work. She wants to wish everyone a happy and a safe holiday. Did our staff get a bonus this year? *(Yes, it has been taken care of)*

### **Period of Public Comment**

None

### **THE COMMISSIONERS WISH ALL A VERY MERRY CHRISTMAS & HAPPY NEW YEAR**

There being no further business before the board, **Commissioner Wood moved to adjourn, seconded by Commissioner Kronner at PM. Approved 4-0.**

Respectfully submitted,

Debbie Myers, Town Clerk