

7-31-64

Charlestown, Md zoning
Board of Appeals met in
Regular Session on 7-31-64
in Town Hall, Charlestown
Md, to consider application
of Robert B. Holdway of
Charlestown Manor, Charlestown
Md, for a variance in
front yard to erect a
cottage, after due
consideration. Request
for variance was granted,
all members present.
unanimous decision

Edgar M. Mullen
sec + chairman

Present JOHN OWENS
WM. FEARS,

md 11-5-64

Charlestown, zoning Board
of appeals met in Regular
session on 11-5-64. in
Town Hall, Charlestown Md
to consider appeal of Norman
& Pearl West for a variance
(Rear yard), to erect a Garage
on their property located
below Holloway beach
Charlestown. After due
consideration variance
was approved, by the the
two members present.

Present } Edgar M. Miller
 } Chairman & Sec,
 } JOHN OWENS.

5-13-61

Charlestown, Md. zoning
Board of Appeals met
in Reg. session on 5-13-61
in Town Hall, Charlestown, Md.
to consider appeal of Walter
& Jilla Day for a variance
of back yard to erect
addition to dwelling house
on Bayview Ave., Charlestown
Md. After due consideration
variance was approved
by ^{the} two members present

Present

{ Edgar M. Mullen, Chairman
x Day
WM. FEARS

6-11-63

at Reg. meeting of 6-11-63
also recd.
appeal of Marion Alakely
or Jean F. Alakely
for a variance (Rear yard)
to erect a dwelling
houses on their property
located below Holloway
Beach (outside town limits)
After due consideration
variance was approved
by ^{the} two members present

Present { Edgar M. Mullen, Jr. chairman
 A. B. Cooper

REGULAR MEETING

June 8, 1965

The regular meeting of the Town Commissioners was held in the Town Hall on June 8, 1965 and meeting was called to order by President, Ralph Murphy.

Mr. Snider, present owner of Holloway Beach, Inc., was present at the meeting and also residents of the Holloway Beach Estates. Mr. Snider wanted to fence in Chesapeake Rd. along the River. The Town Commissioners told Mr. Snider that all these streets in the Holloway Beach Estates were dedicated for Public Use and cannot be closed by a Private Business or any property owners. The Town Attorney, Mr. John B. Wright, will send Mr. Snider a letter verifying this fact.

ANNEXATION

Mr. Dotter and Mr. Feldman of the Maryland Technical Advisory Service were present at the meeting and left a questionnaire to be filled out by the Town Commissioners and also requested a Financial Report for this fiscal year. Their work on the Annexation Study will begin sometime after August 2, 1965.

STREET WORK

Only one bid was received for work to be done on the Streets. This Bid was received from Mr. Harold Fuddy in the amount of \$2,850.00, and also a separate Bid for Conestoga St. in the amount of \$2,600.00. A motion was made by Mr. Walter G. Murphy and seconded by Mr. Horace Graham that Mr. Harold Fuddy be given the job of Street work, but Conestoga will not be done at this time. Motion Passed. Mr. Fuddy will be requested to have the work done by the 15th of July, but if this isn't possible, a total of 60 calendar days will be the time limit.

A notice will be send to James Hollingsworth to remove the shubbery, fence, etc. located in the 50 foot Street right-a-way so that this Street can be improved in next year's Street Program.

LEASED PROPERTY

Mr. Cranford Henry and Mr. Richard Barnes are to receive official notices to clean-up the property they are leasing from the Town along Water St.

TOWN STREETS

Crossties will be used to bridge over the ditch on Conestoga St. along the River in back of the Town Hall.

TOWN POLICE OFFICER

Only one application was received for Town Police Officer Walter James Culley was the applicant and he holds a Special Deputy Card in good standing from the Sheriff of Cecil County. Therefore the Commissioners hired him on June 4, 1965, and him the Motor Vehicle List to complete first before taking his other duties.

TOWN AUDITOR

Letter will be sent to Bernard S. Aiken asking him to do our Audit and Financial Report for Fiscal Year ending June 30, 1965.

ASSESSMENTS FOR NEXT FISCAL YEAR

A letter will be sent to the County Commissioners for the purchase of an Assessment Book.

SEWAGE PLANNING

Mr. Dudley Willis of Richardson Assoc. has worked up a plan where the money spent on Sewage would return to the Town in income over a period of 5 years. This is only a plan that the Federal Government requested and not a commitment.

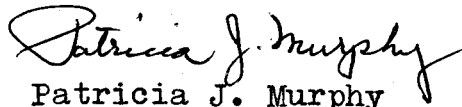
ZONING

The hearing which Mason-Dixon requested for Re-Zoning is scheduled for July 13th at 7:00 P.M. Mr. John Wright, Town Attorney, has sent a letter to Mr. William Evans, Mason-Dixon Attorney, stating the things required by Mason-Dixon prior to the Hearing.

A three month Bill was submitted by the Town Clerk for work on Zoning in the Amount of \$62.00. Motion was made by Mr. Mulveny and seconded by Mr. Patchell to pay the Bill. Motion passed.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

ADDITION TO MINUTED UNDER ZONING:

On the Charlestown Zoning Board of Appeals

Mr. Albert Cooper was appointed to take the place of Mr. John Owens who has submitted his resignation in writing.

REGULAR MEETING

May 11, 1965

The regular meeting of the Town Commissioners was held on May 11, 1965 in the Town Hall. The Following Commissioners were present: Ralph Murphy, Frank Mulveny, Horace Graham, Walter Patchell and W. G. Murphy.

TOWN STREETS

Mrs. Wayne Peterman and Mrs. Privett were present to request some method of slowing traffic on Cecil St. in Holloway Beach.

TOWN HALL

Motion Made and passed to accept Mr. Jerry Cox work on trimming of 9 trees on Town Hall property at the price of \$270.00. Work is to be done in 20 days.

SEWAGE

Attached to these minutes is a copy of the executed Assurance of Compliance and Resolutions passed at this meeting. All these were requested by the Regional Administrator in Philadelphia in order to comply with all requirements to receive a Planning Grant.

TOWN STREETS

Letters requesting sealed bids from Mr. Harold Fuddy, United Paving Co., Henkel & McCoy will be sent out by the Town Clerk and Contractors are to have bids back no later than June 1st.

TOWN HALL

Mr. Wendell J. Chesser is to be notified that the room for the Post Office is ready for inspection.

BUILDING PERMIT

Owner of property across from Mobile Station who has erected a fence must be notified of violation of Building Permit Ordinance.

CURRENT BILLS

All bills are to be paid except Nickle, the Electrician, and when his work is completed, he is to receive his check.

TOWN POLICE OFFICER

A letter is to be sent to Mr. Leroy Biggers by the Town Clerk telling him that his services are no longer required. Hold his check until he has handed in the completed Motor Vehicle List; if list is not completed, \$25.00 is to be subtracted from the money due him.

CHARLESTOWN BOARD OF APPEALS FOR ZONING

Mr. Ralph Murphy will find out from Mr. Edgar McMullen if Mr. Owens is unable to serve on the Bd. of Appeals because of his

health. If so Mr. Murphy will ask Mr. McMullen if he has another man in mind that the Town Commissioners can appoint in his place.

TOWN STREETS

Mr. Sasser will be contacted on mowing of streets for May 30th, July 4th and Labor Day.

Prices are to be obtained on the following Street Signs.


6 each - HUMP AHEAD

6 each - DRIVE SLOW CHILDREN AT PLAY

Letter will be sent to Jackson Machine Sales by Town Clerk to get his sign out of the Town Ditch.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

NOW, THEREFORE, BE IT RESOLVED BY the Commissioners of Charlestown, the governing body of said applicant, that Mr. John B. Wright is to coordinate efforts of appropriate individuals including Town Council and Town Engineer so as to assure the availability of Rights-of-way and Basements at the time that construction is scheduled.

C E R T I F I C A T E

I, Patricia J. Murphy, Hereby certify that:

I am the duly appointed, qualified and acting Secretary of the Commissioners of Charlestown and that the above copy of a Resolution was adopted at a duly authorized meeting of the governing body of the Applicant held on May 11, 1965.

In Witness Whereof, I have hereunto set my hand and the seal of the applicant this 11th day of May 1965.

(SEAL)

Patricia J. Murphy

Original transmitted
to HUD 8/10/67
D.W.

TOWN COMMISSIONERS OF CHARLESTOWN

CHARLESTOWN, MARYLAND

May 18, 1965

**Mr. Warren P. Phelan
Regional Administrator
Office of the Regional Administrator
Widener Building
Philadelphia, Penna. 19107**

In Re: Project P-MD-3053

Dear Sir:

In reply to your recent letter, I am enclosing the completed forms which you requested along with 2 additional forms which Mr. Dudley Willis of Edward H. Richardson Assoc. suggested that we send to your office.

If any of these forms are not correct, or you need additional copies, please notify me as soon as possible.

Yours truly,

**Patricia J. Murphy
Secretary**

**cc: Mr. Dudley Willis
Edward H. Richardson Assoc., Inc.**

Housing and Home Finance Agency
Community Facilities Administration

**ASSURANCE OF COMPLIANCE
WITH THE HOUSING AND HOME FINANCE AGENCY REGULATIONS
UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The Commissioners of Charlestown (hereinafter called the
(Name)

"Applicant") HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Housing and Home Finance Agency (24 CFR, Subtitle A, Part 1) issued pursuant to that Title, to the end that, in accordance with Title VI of the Act and the Regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Housing and Home Finance Agency, through the Community Facilities Administration, and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Housing and Home Finance Agency, through the Community Facilities Administration, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Housing and Home Finance Agency, through the Community Facilities Administration.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal loans, advances, grants, properties, contracts or other Federal financial assistance extended after the date hereof to the Applicant by the Housing and Home Finance Agency, through the Community Facilities Administration, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated May 11, 1965

The Commissioners of Charlestown
(Applicant)

BY _____
(Authorized Official)

Charlestown, Maryland
(Applicant's Mailing Address)

RESOLUTION APPROVING AND AUTHORIZING EXECUTION
OF ASSURANCE OF COMPLIANCE WITH THE REGULATIONS
OF THE HOUSING AND HOME FINANCE AGENCY

WHEREAS, the Regulations of the Housing and Home Finance Agency (24 CFR, Subtitle A, Part 1) issued pursuant to Title VI of the Civil Rights Act of 1964 (P.L. 88-352) require every contract for Federal financial assistance to be accompanied by an assurance that the program or activity to be carried out will be conducted in compliance with the said Regulations to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Housing and Home Finance Agency.

NOW, THEREFORE, Be it Resolved by the Commissioners of Charlestown
(Title of Governing Body)
as follows:

1. The Commissioners of Charlestown hereby approves the Assurance of
(Name of Applicant)
Compliance with the Housing and Home Finance Agency Regulations under Title VI of the Civil Rights Act of 1964 (Form CFA-1901 (3-65)) received from the Housing and Home Finance Agency.
2. Ralph H. Murphy, President of the Commissioners
(Name of Official) (Title)
of the Applicant is hereby authorized to execute on behalf of the Applicant the aforesaid Assurance of Compliance and deliver the same to the Housing and Home Finance Agency together with a certified copy of this Resolution.
3. This Resolution shall take effect immediately.

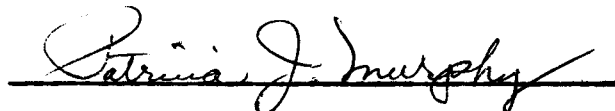
CERTIFICATE

I, Patricia J. Murphy, hereby certify that:
(Name of Applicant's Recording Officer)

I am the duly appointed, qualified and acting Secretary
(Title)
of The Commissioners of Charlestown and that the above copy of a
(Name of Applicant)
Resolution approving and authorizing the execution of an Assurance of Compliance (Form CFA-1901 (3-65)) is a true and correct copy of the said Resolution as adopted at a duly authorized meeting of the governing body of the Applicant held on May 11, 1965.
(Date)

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Applicant
this 11th day of May, 1965.

(SEAL)



CIVIL RIGHTS

FORM OF INSERT IN RESOLUTION AUTHORIZING APPLICATION

Ralph H. Murphy, President

of the applicant is hereby authorized to execute on behalf of the applicant an Assurance of Compliance with the Housing and Home Finance Agency regulations under Title VI of the Civil Rights Act of 1964 (Form ~~CFA~~+1901, 3/65), which Assurance of Compliance has been examined and approved. The said executed Assurance of Compliance shall accompany the application authorized by this Resolution to be submitted to the Housing and Home Finance Agency for Federal financial assistance.

CERTIFICATE

I, Patricia J. Murphy, hereby certify that:

I am the duly appointed, qualified and acting Secretary of the Commissioners of Charlestown and that the above copy of a Resolution was adopted at a duly authorized meeting of the governing body of the applicant held on May 11, 1965.

In Witness Whereof, I have hereunto set my hand and the seal of the applicant this 11th day of May, 1965.

(SEAL)

Patricia J. Murphy

April 13, 1965

REGULAR MEETING

The regular meeting of the Town Commissioners was held in the Town Hall on April 13, 1965 and called to order by Acting President, Walter G. Murphy.

The following Commissioners were present: Walter G. Murphy, Horace Graham, Frank Mulveny, Walter Patchell and Town Attorney, John B. Wright.

Mr. LaMar Dotter of the Municipal Technical Advisory Service was present at the the meeting. Mr. Dudley Willis of Richardson Assoc. showed Mr. Dotter the area considering serving sewage and the area considering annexing.

Mr. Dotter stated that they will have an Engineer after May 1st and will do the work as soon as possible. All Mr. Dotter will need is a letter from the Commissioners requesting a Study to Annex land.

SEWAGE AND WATER

Mr. Dudley Willis gave the information that he has compiled on Sewage, but suggests waiting another month on water with the possibility that the Town can purchase it. Mr. Dudley Willis had the forms ready for application to the Federal Gov. for a Planning Grant. Attached to these minutes is the RESOLUTION adopted by this Board to give Mr. Ralph Murphy authority to sign the necessary forms and give whatever information is needed to the Federal Government.

Mr. Dudley Willis is going to take care of searching the title on property near the Beachcomber which is believed to be owned by the Town of Charlestown. Mr. Frank Mulveny will have copies made of Maps that the State Tax Commission have compiled of Charlestown Area.

TRAILERS

Mr. Marcus Good would like to know if trailers can be parked on his property on on Town Property. His customers are using these trailers to stay overnight. He is not happy about it, but would rather have a Legal reason to back him up in telling them to remove them. Mr. Wright said these trailers are not permitted.

In reply to Mr. Williams question at the last meeting about Hopkins House not being finished, Mr. Wright said there is nothing that can be done about it.

TOWN POLICE OFFICER

It was decided to have Mr. Leroy Biggers attend the next Town Commissioners meeting and also to have him serve notice to get an unlicensed car removed at the Ice House and one at Duncan Carswell's.

HEALTH DEPARTMENT

The Town Clerk is to notify Mr. Moore of the dumping area

behind Vaughn Oliver's property, and also the overflow from the St. John's Methodist Parsonage both in front and back of the house.

TOWN HALL

Some trees at the Town Hall need trimmed. A price will be obtained on this work.

TOWN STREETS

Conowingo Power Co. will be notified about the tree that blew over along Mr. Mulveny's property.

Cecil St. to Calvert St. - A price will be obtained for sidewalk. The Town Clerk is to ask Mr. Harold Putty if he can go over the Streets with the Town Commissioners on May 2nd at 1 P.M.

TOWN HALL

In surance will be added to the present policy for improvements on Town Hall.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

Authorizing filing of application with the United States of America for an advance to provide for the planning of public works under the terms of Public Law 560, 83rd Congress of the United States, as amended.

WHEREAS, The Commissioners of Charlestown (herein called the "Applicant") after thorough consideration of the various aspects of the problem and study of available data has hereby determined that the construction of certain public works, generally described as Sewage treatment Plant, Interceptor, Sewers, and Sanitary sewers to serve Charlestown, Maryland and adjacent areas, is desirable and in the public interest and to that end it is necessary that action preliminary to the construction of said works be taken immediately; and

WHEREAS, under the terms of Public Law 560, 83rd Congress, as amended, the United States of America has authorized the making of advances to public bodies to aid in financing the cost of engineering and architectural survey, designs, plans, working drawing, specifications or other action preliminary to and in preparation for the construction of public works; and

WHEREAS, the applicant has examined and duly considered such act and the applicant considers it to be in the Public interest and to its benefit to file an application under said act and to authorize other action in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY The Commissioners of Charlestown, the governing body of said applicant, as follows:

1. That the construction of said public works is essential to and is to the best interests of the applicant, and to the end that such public works may be provided as promptly as practicable it is desirable that action preliminary to the construction thereof be undertaken immediately;
2. That, Ralph H. Murphy, President of Town Commissioners be hereby authorized to file in behalf of the applicant an application (in form require by the United States and in conformity with said act) for an advance to be made by the United States to the applicant to aid in defraying the cost of plan preparation for the above described public works, which shall consist generally of sewage treatment plant, interceptor sewers, and sanitary sewers to service Charlestown and adjacent areas.
3. That is such advance be made, the applicant shall provide or make nexessary arrangements to provide such funds, in addition to the advance, as may be required to defray the cost of the plan preparation of such public works:
4. The said Ralph H. Murphy, President of the Town Commissioners is hereby authorized to furnish such information and take such action as may be necessary to enable the applicant to qualify for the advance;
5. That the officer designated in the preceding paragraph is hereby designated as the authorized reappresentative of the applicant for the purpose of furnishing to the United States such information, data, and documents pertaining to the application for an advance as amy be required; and otherwise to act as the authorized representative of the applicant in connestion with this application.
6. That certified copies of this resolution be included as part of the application for an advance to be submitted to the United States.

REGULAR MEETING

March 9, 1965

The regular meeting of the Town Commissioners was held in the Town Hall on March 9, 1965 and called to order by President, Ralph Murphy.

The following Commissioners were present: Ralph Murphy, Horace Graham, Frank Mulveny, ~~Horace Graham~~, and W. G. Murphy. *Walter Patehell*

Mr. Williams, who lives on Cecil Parkway, was present at the meeting to make a complaint about the condition of the property adjoining his owned by Hopkins. One side of the house was never completed. The Commissioners will check with the Town Attorney at the next meeting on this matter. There is a very bad place in the Road which the Commissioners will check.

SEWAGE

Mr. Dudley Willis from Richardson Assoc. was present at the meeting, and has the Report on Sewage and water very nearly completed to submit to the Commissioners. Mr. Willis did not include the houses on the other side of Route 7, and the Commissioners requested having this area added in. As it stands now, the approx. figure is \$440,000 with charge to property owners approx. 50 cents per front foot for hooking up and \$60.00 per year (these figures only on sewage).

At the regular meeting on April 13, 1965, Mr. John Wright will be present and the Resolution for Planning will be gone over and also discussion for annexing additional land.

LEASED PROPERTY

Mr. Marcus Good made application to erect a pier. The Commissioners are going to look it over on Sunday and give Mr. Good their decision.

TOWN HALL

The slate taken off the walls in the Town Hall, will be given to the persons who requested them as follows: Claude Grace, Mr. Mulveny, Ralph Murphy and Dudley Willis.

Mr. Horace Graham would like to have a partial payment on the job of \$500.00. Request granted.

It was decided to take out the urinal and replace it with the wash basin.

STATE ROADS

The Town Clerk is to call Mr. Roland Sharretts to see if they will line the center of the road at the corner of Bladen and Market and also relocate the Stop Sign so it isn't right

in the sidewalk.

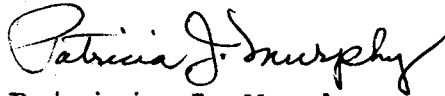
TOWN STREETS

Mr. John Owens would like to have some gravel on the street by his house, since it is in very bad condition and there is a pipe stopped up which causes the road to become washed out. Mrs. James H. Ward would like to know if the Commissioners are going to put gravel on the street by her house. Mrs. Privett on Cecil Parkway would like to have two trees removed or permission to remove them at their own expense.

These items will be checked on Sunday p.m. by the Commissioners.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,



Patricia J. Murphy
Town Clerk

REGULAR MEETING

February 9, 1965

The regular meeting of the Town Commissioners was held in the Town Hall on February 9, 1965 and called to order by President, Ralph Murphy.

The following Commissioners were present: Ralph Murphy, Horace Graham, Frank Mulveny, Walter Patchell and W. G. Murphy. Mr. John B. Wright, Town Attorney, was also present at the meeting.

SURFACE DRAINAGE

The surface drain that Mr. Lewis Gregor blocked was discussed by the Commissioners and the Attorney. Mr. Wright still feels that this is a Legal fight between Gregor and Stroupe since the Town Street has not been affected by backing up this water. Water has been laying on the Stroupe property for some time, so the Health Dept. can also take Legal Action.

ZONING

It has been found that the 6,500 sq. ft. minimum for non-conforming lots of record will not hold up in Court since these property owners bought property in good faith prior to the time ~~of~~ the Zoning Ordinance went into effect.

Therefore the Commissioners hereby make a Resolution to pass an Amendment to the Zoning Ordinance to delete the 6,500 sq. ft. under Non-Conforming Lots of Record, Page 7 of the Zoning Ordinance.

Until the time this published and passed the Town Clerk and the Board of Appeals are instructed to ignore the reference to 6,500 sq. ft. under non-conforming lots of record.

LOUISA LANE EXT.

The Commissioners will meet with the County Commissioners within the next two weeks to see if the County will help on the maintenance of the Dump Road and to see if something can be done about the large amount of dumping from businesses and individuals from the North East, Perryville, and Elkton Areas.

TOWN HALL

The bids were opened for the work to be done on the Town Hall. Building Contractors figures are as follows:

Paul E. Grouch-	\$2,534.00
Horace Graham -	1,394.20
Everett Farmer -	1,436.50

Painting Contractors figures are as follows:

William F. Shiflett, Sr.	- \$350.00
Ralph Murphy	- 210.00

No Electrical Contractors made a bid, so this will be held open until at least two bids are received and decision ^{on} the Electrical

work will be made by the Town Clerk calling all the Commissioners.

The price of the new toilet is \$34.61 at Dover Plumbing and Supply and \$41.50 at Elkton Supply. If W. J. Murphy wants to pick the toilet up at Dover, it will be purchased there, and Harry Jones will be hired to install same.

A motion was made by Mr. Mulveny that the Building Contract be awarded to Mr. Graham and the Painting Contract to Mr. Ralph Murphy. Motion seconded by Mr. Patchell.

TOWN STREETS

The pipe at Pauline Barnes property is filled up and will be taken care of at the time other pipes are opened.

ORDINANCE ON WEEDS AND OBNOXIOUS MATTER

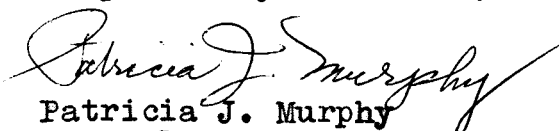
A letter is to be sent to Johnson on the corner of Market and Cecil Sts.

TOWN POLICE OFFICER

Mr. Biggers will be asked to watch street light at corner of Calvert and Frederick, and also at corner of Frederick and Water Streets to see if the boys can be caught that are breaking them out as soon as they are replaced.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

SPECIAL MEETING

January 20, 1965

A special meeting was held in the Town Hall on January 20, 1965 and called to order by President, Ralph Murphy.

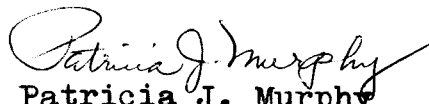
The following Commissioners were present: Ralph Murphy, Horace Graham, Frank Mulveny, and W. G. Murphy.

The specifications were completed for work on the Town Hall and the Town Clerk will type copies to be sent to the Contractors. The toilet will be purchased where the most reasonable price is obtained, and installed by Harry Jones.

The agreement for Race Track money was approved and attached to these minutes.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

Mr. C. W. Mackie, Treasurer
of Cecil County
Court House, Elkton, Md.

Dear Mr. Mackie:

In compliance with Section 5(4) of Chapter 502, of the Acts of the General Assembly of Maryland, 1947 providing for the participation in the revenue received from the tax of horse racing in the state by the incorporated towns of the State, I hereby certify that the present population of the Town of Charlestown is seven hundred eleven (711). I further certify that the President and Commissioners of the Town of Charlestown will use the funds distributed to them under this provision of the law for construction or maintenance of streets, or sewerage facilities or water systems, or garbage collections and disposal within the Town; and that the President and Commissioners of the Town of Charlestown will raise by taxation, and apply for the same purpose as is the distributed funds, an amount equal to said funds so distributed to them under this provision of the law.

Should the County Commissioners so desire, the President and Commissioners of Charlestown agree to permit an inspection of the records of the Town of Charlestown, by an auditor of Cecil County, in order to establish compliance with the above Legislative enactment.

Very truly yours,

TOWN COMMISSIONERS OF CHARLESTOWN


Secretary

1964 Town of Charlestown Tax rate

\$.35

DATED: Jan. 18, 1965

REGULAR MEETING

January 12, 1965

The regular meeting of the Town Commissioners was held on January 12, 1965 and called to order by President: Ralph Murphy.

The following Commissioners were present: Ralph Murphy, Frank Mulveny, Horace Graham, and W. G. Murphy.

The Auditor from Bernard S. Aiken's Office, Mr. Ronald Pollen, was present at the meeting and went over the Financial Statement with the Commissioners. There was one item in question, and will be checked and confirmed by the Auditor.

MOTOR VEHICLE LIST

It was decided to have the Town Police Officer compile the Motor Vehicle List.

TOWN DWELLING

The water level has increased in the well on the Town property, so no further work will be done on the well at this time.

TOWN STREETS

Mr. James H. Ward requested that his lane be graveled which is a Town Street. The Commissioners will check the lines to see where this street is located. The Marker on Frederick St. has not been replaced. When weather permits this job will be done.

WEEDS AND OBNOXIOUS MATTER

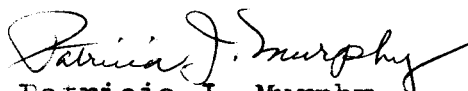
Letters will be sent to Mr. Harley Atkins, and Mr. Charles Hart to clean up their properties. Also a letter to Mr. Bechtel to remove the junk car on his property. There has been several complaints on the tree house protruding above the trees next to the Cemetery. This is a Zoning problem and will be taken care of by the Town Clerk.

TOWN HALL

The specifications for remodeling the Town Hall were reviewed, and a Special Meeting will be held to complete these specs.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,

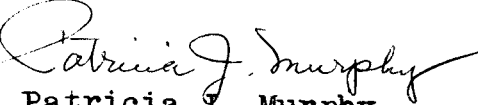

Patricia J. Murphy
Town Clerk

TOWN ELECTION

January 11, 1965

The regular scheduled Town Election to be held January 11, 1965 was cancelled. No applications were received for the candidacy of Town Commissioner, therefore since each Commissioner must serve until his successor shall qualify, Mr. Ralph Murphy and Mr. Walter Patchell continue in the office as Town Commissioners for term of two years, or until their successors are duly elected and qualified.

Respectfully submitted,


Patricia J. Murphy
Secretary

REGULAR MEETING

December 8, 1964

The regular meeting of the Town Commissioners was held in the Town Hall December 8, 1964 and called to order by President, Ralph Murphy. The following Commissioners were present: Ralph Murphy, Horace Graham, Frank Mulveny, and W. G. Murphy.

Mr. Chesser, Representative of the U. S. Postal Dept., was present at the meeting and discussed the improvements to one room in the Town Hall with the possibility of using this room for a Post Office. The Commissioners and Mr. Chesser agreed with the improvements as drawn out on his plans, and came to an agreement of \$80.00 per month rental. A motion was made by W. G. Murphy that the rental be set at \$80.00 per month, motion seconded by Frank Mulveny and passed.

Resolution is hereby made by the Commissioners authorizing Mr. Ralph Murphy, President, to sign the rental proposal. Resolution attached to these minutes.

STATE ROADS

Mr. Roland Sharretts of the State Road Commission was present at the meeting and the Commissioners asked if there could be something done to ~~move~~ the Road over or widen at the corner of Market and Bladen. Mr. Sharretts is going to have sometime done at this corner to see if it will correct the bad view and give more waking area in front of Mr. Albert Gillespie's property.

Mr. Sharretts suggested contacting Mr. Bergman, Area Engineer of Penna. Railroad Co., on the bad condition of the read going across, the tracks.

ZONING

A bill was submitted by the Town Clerk for Zoning work from Sept. 9, 1964 to Dec. 8, 1964 in the amount of \$20.50. A motion was made by Mr. Mulveny and seconded by Mr. Graham to pay the Bill.

TOWN STREETS

Mr. Graham stated that a big truck cut deep ruts along the soft shoulders of Calvert St. where it has recently been improved and the Commissioners agreed to have some gravel brought in at the maximum cost of \$3.00.

WELLWOOD MARINA

The owner of Marina would like to put a pipe in and cover with gravel where sewage from Club goes into the River, and he would also like to Lease the adjoining strip of ground along the River. This matter was covered sometime ago at which time Mr. Giordana was notified that

no ground was available for leasing and any agreements on improvements ~~on~~ use of this land must be made by the adjoining Leaseholder, Mr. Paul Murphy.

The Town Commissioners will notify the Health Department about the sewage coming into this ditch, and try to have this corrected before the summer residents move back into their cottages.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,



Patricia J. Murphy
Town Clerk

TOWN COMMISSIONERS OF CHARLESTOWN

CHARLESTOWN, MARYLAND

RESOLUTION MADE AT THE TOWN COMMISSIONERS MEETING DEC. 8, 1964

Resolution is hereby made by the Town Commissioners present at this meeting to authorize Mr. Ralph Murphy, President of the Commissioners, to sign the proposal submitted to the U. S. Postal Department for future Rental of one room in the Town Hall of Charlestown, Md.

Frank Mulweng

Walter H. Murphy

Grace D. Graham

SPECIAL MEETING

November 23, 1964

A special meeting of the Town Commissioners was held on November 23 at 7:30 p.m. and called to order by President, Ralph Murphy.

The following Commissioners were present: Ralph Murphy, Frank Mulveny, Walter Patchell, Horace Graham, and W. S. Murphy.

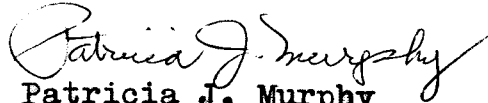
It was decided to have the Town Clerk check to see how much ground R. K. Barnes is leasing where store is located.

POST OFFICE

The Town Clerk is to notify Mr. Wendell J. Chesser to meet with the Commissioners on December 8, 1964. If this is not suitable, Mr. Chesser can set a date and notify the Clerk one week in advance. It was decided that the monthly rental for the Postal Department to Lease one room in the Town Hall will be \$85.00, Platform to be built in rear of building when need arises for this addition, floor to be done later if can be agreed on by the two parties.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

REGULAR MEETING

November 10, 1964

The regular meeting of the Town Commissioners was held on November 10, 1964 in the Town Hall, and called to order by President, Ralph Murphy.

The following Commissioners were present: Ralph Murphy, Frank Mulveny, Horace Graham, Walter Patchell and W. G. Murphy.

The minutes of the previous regular meeting and a special meeting held October 27 were read and approved.

TOWN HALL

A representative from the U. S. Postal Dept. has looked over the Building, and talked with the Town Clerk and Mr. Walter Patchell. He said they would want a solid petition between the toilets, much improved lighting, and possibly want a loading ramp constructed and tile on the floor. He will be in contact with the Commissioners at a later date.

TOWN STREETS

Mr. Marcus Good was the only one who would submit a bid on snow removal, so he has received the job for winter season 1964-1965.

SEWAGE

Mr. Dudley Willis of Richardson's Associates took all the Commissioners that were available around to see the Lagoons in this area. A motion was made by Mr. Frank Mulveny that Richardson Assoc. will receive the job of preparing sewage report, and also Water installation report if it can be worked out at a reasonable additional fee. Motion seconded by W. G. Murphy and passed.

NOTE: Letter is attached which clarifies this matter.

TOWN STREETS

A well was being drilled on Louisa Lane in front of E. Craig Jackson's property. Town Clerk notified E. Craig and Millicent Jackson that well drilling equipment must be moved from street. Property owners immediately complied.

ELECTION

Town Election will be held on January 13, 1965 and all applications to run for Commissioner must be in by January 1, 1965-12 midnight. Registration date to be December 21, 1964. The Commissioners would like this published in the paper.

TOWN POLICE OFFICER

It was decided to ask the Police Officer to make

regular stops at all business places in Town informing them that he will be in Town for a period of time, so that the Town people will know that the officer is working and is checking the Town at regular intervals.

TOWN STREETS

Mr. Harold E. Fuddy has been asked to scrap and gravel the portion of Tasker Lane which goes up by the Barber Shop. Also prices will be obtained to surface approx. 150 feet of road on other side of Route 7, and a portion of Taker Lane which is now gravel surface. If a reasonable figure can be obtained, the Commissioners will have this done while Mr. Fuddy is working in Town.

TOWN CLERK

The Town Clerk requested an increase in Salary since the regular Town Clerical work is taking 8 hours a week and 10 hours weekly must be spent on it a great deal of the time in order to complete the work. A Motion was made by Mr. Frank Mulveny to increase Town Clerk's salary to \$720.00 per year. Motion seconded by Mr. Horace Graham and passed. This increase to begin 1st of Quarter which would be October 1, 1964.

The Town Clerk also advised the Commissioners that the office in her home is open 9:30 to 11:30 a.m. three or four days each week to give residents time to do business and avoid so many evening hours.

LEGAL PROBLEM

Sometime ago Mr. Lewis Gregor closed the surface drain on his property and adjoining property owner, Mr. Garland Stroupe protested to the Health Department. They made a test for sewage in this water at the request of Mr. Gregor and found none. Recently Mr. Gregor again closed the surface drain and again the Health Department checked for sewage and found none. This matter was turned over to the Town since only surface water is involved. Mr. John Wright, Mr. Walter G. Murphy and Mr. Moore of the Health Department met with Mr. Gregor on his property. Mr. Gregor also had his lawyer there, and it was decided as soon as water is laying there and this water cannot be determined as sewage, Mr. Gregor must open the drain or further legal action will be taken.

Mr. Wright will be unable to make the December meeting, but will attend the January meeting.

STATE ROADS

Mr. Roland Sharretts, District Engineer for the State Roads Commission, from Chestertown will be asked to attend the next meeting to discuss problem at corner of Bladen and Market Street.

COUNTY DUMP

Mrs. Francis Sasser advised the Commissioners that large

truck loads of trash are being brought in from the business places in North East, and asked the Commissioners if something can be done to correct this matter. This will be checked into before the next meeting.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

November 12, 1964

Mr. Dudley L. Willis
Edward H. Richardson Associates, Inc.
Consulting Engineers
Newark, Del.

Dear Sir:

As per your letter of November 6, 1964, the Town Commissioners would like for your to prepare the Report on Sewage.

Also, in accordance with our telephone conversation on this date, the Town Commissioners want you to include the Report on a Water System. Cost of report not to exceed \$100.00 over and above the \$700.00 stated in your letter of November 6th.

Yours truly,

Patricia J. Murphy
Town Clerk

SPECIAL MEETING

October 27, 1964

A special meeting was held by the Town Commissioners on October 27, 1964. The Following Commissioners were Present: Walter Patchell, Horace Graham and Walter G. Murphy.

Mr. Dudley L. Willis of Edward H. Richardson Associates, Inc. was present at the meeting and presented the cost of \$700.00 for a feasibility report on Sewage for the Town of Charlestown.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Patricia J. Murphy". The signature is written in dark ink and is positioned above the printed name and title.

Patricia J. Murphy
Town Clerk

EDWARD H. RICHARDSON ASSOCIATES, INC.

Consulting Engineers

NEWARK, DELAWARE

GENERAL OFFICE

Newark, Delaware (19711)
70 E. Cleveland Avenue
Phone: Newark 368-2551

November 6, 1964

BRANCH OFFICES:

Dover, Delaware (19901)
134 E. Water Street
Phone: Dover 736-6424

Snow Hill, Maryland (21863)
209 N. Washington Street
Phone: Snow Hill 1344

REFERENCE:

Mr. Walter G. Murphy, Treasurer
Town Commissioners of Charlestown
Charlestown, Maryland

Dear Mr. Murphy:

RE: Proposal for Engineering Services
Council Meeting of October 27, 1964

At the meeting of 10-27-64, we verbally made the Town a proposal to prepare for and assist them in the following:

1. Prepare a report on the feasibility of the Town constructing sanitary sewers and sewage treatment facilities.
2. Assist the Town in the preparation of an application for an interest free Public Works Planning Loan from the H.H.F.A.

The Feasibility Report would contain order-of-magnitude cost estimates for the system which our evaluation shows to be best suited to the Town's needs. Other portions of the report would include:

- a. Estimated construction costs separated so as to show which portion would be **eligible** for Federal and State grants.
- b. Estimated legal, administrative, engineering, technical, financial, and other costs,
- c. Estimated maintenance and operating costs,
- d. Cost summary to show:
 1. Total estimated cost of system
 2. Estimated Federal grant under P.L. 660
 3. Estimated State grant
 4. Estimated cost to Town.
- e. Methods of financing project,
- f. Typical rate structure for financing project.

With the above information and aid you should be able to make a comprehensive presentation to the Town's people of the argument for sewers and sewage treatment. You should also be in a position to float a bond issue and make application for Federal grants.

Our fee for the above service will be \$700.00. We appreciate the opportunity for our interview and hope to be of further service.

Yours very truly,

EDWARD H. RICHARDSON ASSOCIATES, INC.


Dudley L. Willis, P.E.

DLW/lcs

REGULAR MEETING

October 13, 1964

The regular meeting of the Town Commissioners was held on October 13, 1964 and meeting was called to order by President, Ralph Murphy. The following Commissioners were present: Ralph Murphy, W. G. Murphy, Horace Graham, and Frank Mulveny.

The Financial Statements prepared by Bernard S. Aiken were ready for the Commissioners to look over, but the auditor was not present at the meeting as he originally stated he would be.

TOWN HALL

Nothing has been heard so far from the Postal Dept. on the rental of one room in the Town Hall.

The wrought iron railings will be painted this coming Sat.
TOWN STREETS

A confirmation was sent to United Paving Co. by the Town Clerk on the additional figures of extra work to be done on Streets. It was decided to pay the entire Bill at this time.

TOWN POLICE OFFICER

Mr. Leroy Biggers was present at the meeting and the Commissioners decided to put him on a winter salary of \$80.00 per month effective October 15, 1964.

TOWN STREETS

Mr. Lloyd Shiflet will be contacted on cutting high bushes on the blind corner in Town and will have Harley Atkins haul the brush away.

SEWAGE

Mr. Crockett was present at the meeting to discuss sewage proposal in the amount of \$1,200.00. Information pertaining to same is attached to these minutes.

It was decided to contact Mr. Edward H. Richardson Assoc. for a meeting within the next two weeks.

SNOW REMOVAL



Mr. Marcus Good and Mr. Allan McCann will be sent letters requesting a sealed bid on the snow removal for this winter.

WEED ORDINANCE

The Town Clerk is to send a letter to Mrs. Margaret Cronin asking her to remove the bushes which have been cut.

TOWN STREETS

The Commissioners will meeting on Tasker Lane Sunday at 10:00 A.M. to look over a possible resurfacing job.

 There being no further business coming before the Board, the meeting was adjourned. 

Respectfully submitted,

Patricia J. Murphy

Patricia J. Murphy
Town Clerk

JAMES CROCKETT ASSOCIATES

CONSULTING ENGINEERS - LAND SURVEYORS

2453 MARYLAND AVENUE
BALTIMORE, MARYLAND 21218

JAMES E. CROCKETT
J. STRONG SMITH
ROBERT H. PRICE
ALEXANDER P. RATYCH

October 13, 1964

President and Commissioners
Town of Charlestown
Charlestown, Maryland

Attention: Mrs. Patricia Murphy
Town Clerk

Re. Proposal for Engineering Services
Sewerage Facilities
Charlestown, Maryland

Gentlemen:

In accordance with your request of May 18, 1964, we are submitting herewith our proposal to provide the engineering services required for the proposed sanitary sewerage facilities to serve the Town of Charlestown, Maryland, herein referred to as the Client.

This proposal covers both the basic and the special engineering and surveying services required to fully complete all contemplated improvements.

The basic engineering services to be provided under this proposal include conferences; studies; reports; surveys; design; preliminary drawings; contract plans, specifications and other contract documents; general supervision of construction; and resident project inspection.

Special services to be provided by our firm at your request include subsurface investigations; surveys for the acquisition of land rights of way and easements; preparation for and appearances in litigation; assessable base determination; the classification of properties for assessment purposes; the training of operating personnel; and other services normally outside the scope of a general survey, design, and inspection contract.

A. DESCRIPTION OF PROJECT:

The improvements contemplated under this project are generally to provide the Town of Charlestown, Maryland, with sanitary sewerage facilities to include sanitary sewers, pumping stations, force mains, and a sewage disposal system.

B. BASIC ENGINEERING SERVICES TO BE FURNISHED:

The basic surveying and engineering services to be furnished by our office fall into the following phases of work:

1. Preliminary Report Phase
2. Survey Phase
3. Design Phase
 - a. Preliminary Design
 - b. Final Design
4. Construction Phase
 - a. Office Engineering
 - b. Field Engineering
 - c. Resident Project Inspection

The work to be performed by our office under each of these phases is outlined below:

1. Preliminary Report Phase:

This phase of the project development establishes the general size and scope of the project, and its feasibility. Our office will furnish the following services during this phase:

- a. Confer with the Client to review his wishes, requirements, and scheduling.
- b. Inspect the site of the project.
- c. Review readily available material, references, and maps relating to the site of the project.
- d. Confer with various approving and regulatory agencies, and with those utility companies affected.
- e. Prepare preliminary engineering studies, layouts, sketches, outline specifications, construction cost estimates, and project cost estimates.
- f. Study methods of financing the project.
- g. Furnish six (6) copies of a report containing the results of our work during this phase, along with a report map, methods of financing the project, and our specific recommendations.

- h. Prepare applications and supporting documents for government grants and/or advances for public works planning.
- i. Meet with government officials, in the capacity of Engineer for the Client, and help in the processing of applications.

2. Survey Phase:

This phase is undertaken only after the Client decides to proceed beyond the Preliminary, or Report Phase into the Design Phase, paragraph 3 below. During this phase of the project our office will furnish the following services:

- a. Run a horizontal control network throughout the site of the project based on the Maryland coordinate system and a vertical control circuit based on United States Coast and Geodetic Survey mean sea level.
- b. Obtain all topographic, cultural, and planimetric information required for design purposes.
- c. Perform all office work required to plot the above information and prepare the base maps needed for the base design drawings.
- d. Plot property lines as readily available from State tax maps or from deed abstracts supplied by the Client, the Client's attorney, or otherwise obtained through the Engineer for the Client's account as outlined elsewhere herein.

3. Design Phase:

This phase of the work begins when sufficient survey information has been obtained to begin the design. Our office will furnish the following services during this phase of the project:

- a. Preliminary Design:
 - (1) Attend detailed conferences with the Client and approval or regulatory authorities.
 - (2) Prepare the necessary plans and specifications to secure borings, subsurface investigations, soil tests, and soil analyses, and have this work performed for the Client's account by a qualified soils engineering firm.

- (3) Contact private and public utility companies and others whose facilities may be affected by the proposed construction. Obtain from such companies, commissions and others the location of existing facilities, together with any proposed new construction, changes, or relocations. Begin preliminary negotiations with such companies, commissions and others as may be required.
- (4) Develop preliminary designs and computations, and prepare preliminary documents showing the extent and scope of the project in detail.
- (5) Prepare a preliminary estimate of the quantities and cost of construction based on current unit prices for similar work in Maryland.
- (6) Determine the limits of property, rights of way and easements required for construction of the project and advise the Client of such requirements.
- (7) Prepare preliminary estimates of the front-foot benefit charges required to finance the Client's share of the project costs.
- (8) Prepare engineering data and applications for regulatory permits required by county, state, or federal authorities.

b. Final Design:

- (1) Develop complete designs and computations, and prepare final contract drawings showing all proposed construction in sufficient detail to ensure proper execution of the work, including the selection of all necessary equipment.
- (2) Prepare complete and detailed technical specifications, proposal forms, invitations to bid, advertisements for bids, and supporting contracts required for bidding; consult with the Client's attorney as required to ensure legal sufficiency of all contract documents.
- (3) Prepare an Engineer's Estimate of the final design quantities and cost of construction based on current unit prices for similar work in Maryland.
- (4) Provide engineering advice and assistance in procuring funds, including assistance in preparing bond invitations, schedules of assessments, and other financial matters, working with the Client's attorney, bond counsel, and/or fiscal advisor.

- (5) Furnish twelve (12) complete sets of contract plans and contract documents including construction specifications for the information of prospective bidders, plus sufficient sets as required by approving authorities.

4. Construction Phase:

This phase is undertaken only after the award of construction contracts by the Client. Our office will furnish the following services during this phase of the project:

a. Office Engineering:

- (1) Assist the Client in securing bids, tabulate and analyze bids received, and advise on the award of construction contracts.
- (2) Assist in the preparation of formal contract documents for the award of contracts.
- (3) Furnish the Contractor with the locations of survey base lines, bench marks and other field survey information required by the Contractor to stakeout construction lines and grades.
- (4) Consult with and advise the Client during construction.
- (5) Check all shop drawings and details furnished by the Contractor, fabricators, and equipment manufacturers.
- (6) Provide consultation during construction to the Contractor and resident project representative regarding the correct interpretation of the contract plans and specifications.
- (7) Review, check and, when satisfactory, approve working drawings submitted by the Contractor to show proposed construction methods and procedures.
- (8) Recommend the approval or disapproval of any proposed changes in specified materials or equipment that may be caused by unusual or unforeseen field conditions; recommend the adjustment of contract unit prices upward or downward to reflect approved changes.
- (9) Prepare any supplemental sketches required during the course of construction.

- (10) Furnish instructions to the resident project representative who is assigned to the project.

b. Field Engineering:

- (1) Provide general supervision of the work in progress by periodic visits to the construction site, and file appropriate reports on such visits with the Client.
- (2) Observe the tune-up and testing of equipment.
- (3) Observe the actual start of operation of the completed project.
- (4) Conduct a final inspection and, if approved, furnish an Engineer's Certificate to the Client certifying that all work has been completed in accordance with the plans, specifications and authorized revisions.
- (5) Furnish one set of prints for the files of the Client showing the "as-built" improvements.

c. Resident Project Inspection:

During this phase of the project, our office will supply a Resident Project Representative who shall be the Engineer's Agent and who shall act under the supervision and direction of the Engineer. He shall confer with the Engineer regarding his actions, and shall generally communicate with the Client only through the Engineer. His duties, responsibilities, and limitations of authority shall be as outlined in Exhibit "A" to Standard Form of Agreement, "Duties, Responsibilities and Limitations of the Authority of the Resident Project Representative" as published by the National Society of Professional Engineers, 2020 K Street, N.W., Washington, D. C. 20096.

C. SPECIAL SERVICES AVAILABLE TO THE CLIENT:

Additional engineering, surveying and other special services that may be furnished by our office at the option of the Client are outlined herein. The Client will be advised by our office as to the necessity for these services as the project progresses, and as to how these services might best be obtained. At the option of the Client, we are prepared to provide these additional services and they are, therefore, outlined herein along with the method of payment for these services:

1. Subsurface investigations, including the preparation of specifications, the supervision of the field work, and the interpretation of the results thereof.
2. Surveys for land acquisition, including property, boundary, rights of way and easement surveys, and the furnishing of plats and/or metes and bounds descriptions, including Court House work searching the Land Records.
3. Appear in litigation on behalf of the Client, including the preparation for such appearance.
4. Assessable base determination as required by the Client's bond counsel or financial advisor.
5. Classification of properties for assessment purposes.
6. Supervise the operation of the entire system, after the actual start of operations, for a period of time to be determined by the Client. This supervision will include establishing and training operating personnel, setting salary scales, organizing the purchase of supplies, developing charts for recording necessary data, and general advice on operations and maintenance procedures.
7. Additional services due to significant changes in the general scope of the project or its design including, but not limited to, changes in size, complexity, or character of construction.
8. Revising previously approved studies, reports, design documents, drawings or specifications.
9. Preparing documents for alternate bids requested by the Owner for work which is not executed.
10. Additional services resulting from the project involving more than one general construction contract, or separate construction contracts for different building trades or separate equipment contracts.
11. Furnishing additional copies of reports and additional prints of drawings and specifications.
12. Additional services in connection with the project not otherwise provided for in this proposal.

D. THE CLIENT'S RESPONSIBILITIES:

The Client shall:

1. Provide full information as to requirements for the project.
2. Assist the Engineer by placing at his disposal all available information pertinent to the project including previous reports and any other data relative to design of construction of the project.
3. Guarantee access to and make all provisions for the Engineer to enter upon public and private lands as required by the Engineer to perform his work.
4. Advertise for proposals from bidders, open the proposals at the appointed time and place, and pay for all costs incident thereto.
5. Provide such legal, accounting and insurance counseling services as may be required for the project.
6. Designate a person to act as the Client's representative with respect to the work to be performed under this proposal.
7. Furnish, or direct the Engineer to provide at the Client's expense, necessary special or additional services as outlined hereinabove, or other services as required.

E. PERIOD OF SERVICE:

1. The services called for in the Preliminary Report Phase shall be completed and the report submitted within 90 days following the acceptance of this proposal.
2. The services called for in the Survey Phase and the Design Phase will begin after acceptance of the Preliminary Report and general cost estimate, which acceptance will indicate any specific modifications or changes in scope desired by the Client, and only upon authorization from the Client to proceed with these two phases of work, and shall be completed within 240 days following such authorization to proceed.
3. The services called for in the Construction Phase will begin on the date of the Notice to Proceed sent to the contractor awarded the construction contract and shall end upon completion of the project.

4. Unless sooner terminated as provided hereinbelow, the work under this agreement shall remain in force (1) for a period which may reasonably be required for the design, award of contracts and construction of the project, including extra work and any extensions thereto, or (2) in case construction is not commenced for a period of 12 months after the completion of the services called for in that phase of the work last authorized.

F. PAYMENTS TO THE ENGINEER FOR BASIC SERVICES:

Reimbursement to the Engineer for the basic engineering services outlined above shall be as follows:

1. Preliminary Report Phase:

- a. If the intent of the Client is to obtain a Federal Advance for Public Works Planning, we will forego immediate payment for these services. At the time of receipt of the initial advance, we will be reimbursed for our services under the paragraph at the rate of ten (10) percent of the fee outlined under paragraphs 3 and 4 below. This amount will then be deducted from future fee payments.
- b. If the application for a Federal Advance is disapproved, or delayed for a period greater than 12 months from the date of application, we will be reimbursed for our services at the rate of two times technical payroll plus related expenses at cost plus 25 percent, the total not to exceed \$1,200.00. Again, this amount will later be deducted from future percentage fee payments.
- c. If the intent of the President and Commissioners is not to use Federal Advance Public Works Planning money, we will be reimbursed for our services at the time of delivery of the report at the rate of two times technical payroll plus related expenses at cost plus 25 percent, the total not to exceed \$1,200.00. Again, this amount will later be deducted from future percentage fee payments.
- d. Any payment under subparagraphs a, b, or c, above, shall be considered part of the design fee outlined under paragraphs 3 and 4 below and will be deducted from the percentage fee when the project actually reaches the future design phases.

2. Survey Phase:

We will be reimbursed monthly for field survey work and the preparation of base maps at the rate of two times technical payroll plus related expenses at cost plus 25 percent. The use of photogrammetric methods for obtaining base maps will be used at the option of the Engineer and will be reimbursed at direct cost plus 50 percent.

3. Design Phase (Preliminary and Final) and
 4. Construction Phase (Office and Field Engineering):

- a. We will be reimbursed for our services under all the Design Phase and the two portions of the Construction Phase at a percentage fee based on the cost of construction as defined in a subsequent paragraph. The total percentage fee will consist of two separate percentages, one to be applied against the cost of construction of pumping stations, force mains, treatment facilities, and the out-fall sewer, and the second to be applied against the cost of construction of collector, lateral and interceptor sewers. The first shall be based on Curve A and the second on Curve B, Section V, ASCE Manual No. 45, "Consulting Engineering", as published by the American Society of Civil Engineers, 345 East 47th Street, New York, New York, 10017.
- b. Progress payments shall be made monthly during the above phases in proportion to services performed. The compensation shall amount to the following percentage of the total fee for these two phases:

(1) Design Phase	
(a) Preliminary Design - - - - -	45% *
(b) Final Design - - - - -	45%
(2) Construction Phase	
(a) Office Engineering - - - - -	5%
(b) Field Engineering - - - - -	5%
	<u>100%</u>

* Less any payments made for work under the Preliminary Report Phase.

5. Construction Phase (Resident Project Inspection):

We will be reimbursed monthly for our services during this phase of the project at the rate of total payroll cost of applicable salaries and wages plus 75 percent to provide for applicable general overhead and profit, plus the ^{direct} direct expenses at cost plus 25 percent.

G. PAYMENTS FOR SPECIAL SERVICES OF THE ENGINEER:

1. The Client shall pay the Engineer for special services performed by personnel assigned to the regularly established office of the Engineer the total payroll cost of salaries and wages times a factor of two to provide for general overhead and profit, plus reimbursement at cost plus 25 percent for related expenses.

2. Related reimbursable expenses shall mean the actual expense of transportation when traveling in connection with the project, field and office expenses, resident project representatives subsistence and transportation, toll telephone calls and telegrams, reproduction of reports, drawings and specifications, and similar project related items.
3. The Client shall pay the Engineer for serving as an expert witness at the rate of \$100 per day or any portion thereof, plus out-of-pocket expenses.
4. Payment for special services shall be made monthly, based on separate accounts maintained for each special service, upon presentation of the Engineer's detailed statement.

H. GENERAL CONSIDERATIONS:

1. For the purpose of percentage fee payment outlined under paragraph F 3 and 4 above, payments shall be based on one of the following sources and progressively in the order listed:
 - a. The cost of construction used in the Report prepared during the Preliminary Report Phase.
 - b. The total cost of all work as designed by the Engineer including materials, labor and equipment, and as estimated in paragraphs B 3 a (5) and b (3) above (the Engineer's most recent cost estimate for the project).
 - c. The lowest acceptable bona fide contractor's proposal.
 - d. The final total construction cost on the completed project.
2. The construction cost does not include payments to the Engineer, the cost of land, rights of way or easements, legal costs, administrative costs of the Client, or other project costs exclusive of actual costs of constructing the project.
3. If any portion of the project is not bid or indefinitely deferred, the Engineer's compensation shall be based on one of the following services with precedence in the order listed:
 - a. Lowest acceptable bona fide contractor's proposal for such portions of the project.

- b. The Engineer's most recent estimate for such portion of the project.
4. It is understood by our office that there may be some delay in the payment of initial statements as the result of possible delay on the part of the Client in obtaining Advance Planning funds, if such funds are applied for.

I. MISCELLANEOUS AND CONTINUING SERVICES:

Our office will provide the following miscellaneous and continuing services to the Client throughout all the phases of the project outlined above:

1. Meet with the Client or authorized representative to discuss the project.
2. Prepare drafts of correspondence and applications that require action by the Client or authorized representative.
3. Represent the Client at official meetings of State or Federal agencies regarding the proposed sewerage facilities.
4. Submit monthly progress reports on the status of the engineering phases of the project, supplemented by informal interim reports as requested by the Client.
5. Submit prints of engineering work in progress at regular intervals so that the latest information will be available to show interested citizens.
6. Assist the Client in the promotion of a public bond-issue campaign.
7. Meet with civic groups in the interest of good public relations at the request of the Client.
8. Attend public hearings called by the Client and be prepared to answer questions about the project.

J. CONCLUSION OF PROPOSAL:

The intent of this proposal is to make provisions for all possible services that may be required to begin, plan, design, construct and operate a complete and successful system of sewerage facilities for the Town of Charlestown.

October 13, 1964

It is further intended by this proposal to provide as much service as the President and Commissioners may desire in such a manner that the President and Commissioners will be aware at all times of the progress and status of the project without, however, being burdened with the time-consuming detailed supervision of the project except insofar as they themselves wish to become involved.

We understand (1) that available financial grants are important to the success of this project, (2) that the President and Commissioners wish to avail themselves of any additional financial grants that may become available in the future, and (3) that time is of the essence if the project is to receive preferential treatment by reason of early application for State and Federal funds.

We further understand that the actual scheduling of our services as outlined herein is subject to review, change, deferment, or termination at any time upon written notice by the President and Commissioners. We further understand that our services are to begin immediately, and that unless terminated sooner by the President and Commissioners, our services terminate upon the successful completion of the project.

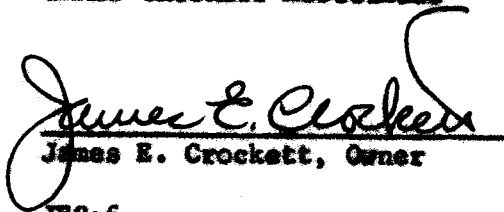
We have on our staff a sufficient force of personnel to adequately prosecute the work to meet any reasonable schedule set by the President and Commissioners.

We thank you for having given us this opportunity to submit our proposal to provide the services required for your proposed project. We will be happy to answer any specific questions you may have as to the interpretation of any statements in our proposal, and to supplement this proposal with a letter to bring it more into accord with your desires.

If this proposal meets with your approval, we would appreciate your indicating acceptance by signing and returning the enclosed white copy for our files. It will be our pleasure to cooperate with you fully in every respect.

Very truly yours,

JAMES CROCKETT ASSOCIATES


James E. Crockett, Owner

JEC:f

Charlestown

-14-

October 13, 1964

Accepted by the President and Commissioners of Charlestown, Maryland:

By _____ Date _____
Ralph H. Murphy, President

By _____ Date _____
Horace Graham, Commissioner

By _____ Date _____
Frank Mulveny, Jr., Commissioner

By _____ Date _____
Walter G. Murphy, Commissioner

By _____ Date _____
Walter A. Patchell, Commissioner

REGULAR MEETING

September 8, 1964

The regular meeting of the Town Commissioners was held in the Town Hall on August 11, 1964.

The Following Commissioners were present: Horace Graham, Frank Mulveny and W. G. Murphy, Walter Patchell. Mr. John B. Wright, Town Attorney, was also present at the Meeting.

SEWAGE

Thomas S. Burne Associates, Inc. presented their proposed services which included Preliminary planning for sewage. Cost of this work will be \$2,000.00 unless the Commissioners find it feasible to continue with final plans and estimates. In this case, the Preliminary planning is considered in the percentage cost. The complete proposal is attached to these minutes.

No commitments will be made until a full Board is present.

HOUSING DEVELOPMENT

Mrs. LaMonica has been unable to get a Bond covering the Streets for Scott Acres. She discussed this problem with Attorney, John Wright.

POST OFFICE

Mr. Wright said that there is no reason why the Town Commissioners can't go ahead and rent one room of the Town Hall to the U. S. Postal Department. The Commissioners decided to keep the rental as close to \$100.00 a month as possible.

LEASED GROUND

The Town Attorney was asked about the legal responsibility of trees which are large and dangerous on leased property. Mr. Wright said the Leesees are responsible for the condition of these trees and any damage they might do.

HEDGE AT COR. OF BLADEN & MARKET ST.

Mr. Wright said the owner of this hedge can be compelled to cut it 3 feet above ground level or Town will cut it. If this property is needed for Street improvement, it can be condemned and pay the property owner for said property. Since the Commissioners feel the property owner may go along with an improvement, this matter will be discussed with the property owner before any further action is taken.

STREET IMPROVEMENT

Additional Street work figures as follows: Riverview Dr. off of Market - Grading and carrying out excess - \$119.00.
Gravel - \$1.20 per ton (approx. 40 tons).
Market St. - Driveway in front of Corbitts - Trim Ditch and extend pipe 10 feet - \$90.00.

WEED ORDINANCE

A letter is to be send to Howard Lynch about removing the

junk and obnoxious matter on the property where the Gas Station is located.

STREET IMPROVEMENT

A motion was made by Mr. Mulveny and seconded by Walter Patchell to hard surface a block of Calvert St. per Mr. Harold Fuddy's bid of \$1,050.00. Motion passed. This work to be done within 30 days.

Call and check with Webb as to when he is going to complete other work in Town.

Ditch and high weeds will be checked over to see what needs to be done at the end of Black Ave.

It was decided to measure and look at the Corner where Albert Gillespie's property is located on Thrus. evening at 6:30.

TOWN POLICE OFFICER

It was decided to talk to Mr. Leroy Biggers at the next meeting about going on a winter salary or discontinuing work entirely.

OLD TOWN PIER

John J. and Oliver Diamonte have permission to use the old Town Pier for a duck blind this season.

RAILROAD CROSSING

Mr. J. W. Bonnett of the Penna. Railroad will be contacted again about the bad condition of the Street going over the crossing.

TOWN HALL

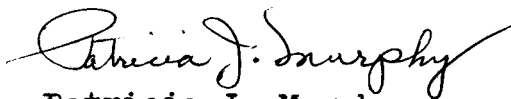
The Wrought Iron Railings are rusting and must be painted at the Town Hall.

ZONING

The Commissioners approved the Bill submitted by the Town Clerk for work on Zoning in the past 3 months.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Secretary



THOMAS B. BOURNE ASSOCIATES, INC.

ENGINEERS AND ARCHITECTS

832 DUPONT CIRCLE BLDG.

WASHINGTON 6, D. C.

DUPONT 7-1266

September 3, 1964

Commissioners of Charlestown
Town of Charlestown
Town Hall
Charlestown, Maryland

Gentlemen:

We submit herewith a proposal for engineering services in connection with the proposed sewerage system for the Town of Charlestown.

The sewerage will consist of a collection system of sewers and adequate treatment facilities. All facets of the sewerage system are to be planned in accordance with, and meet the requirements of, criteria of the State of Maryland.

PROPOSED SERVICES

A. General. Services proposed to be furnished for the Town of Charlestown by this firm toward provision of sewerage involve three phases: (1) Preliminary Planning, (2) Preparation of Construction Plans and Specifications, and (3) Supervision and Inspection of Construction Contract Work.

The first phase, Preliminary Planning, will result in a report containing extent and cost of the project, and recommendations for financing in sufficient detail to apply for allocation of funds from State and Federal agencies. The second phase, Preparation of Construction Plans and Specifications, will provide adequate data for solicitation of construction bids and preparation of applications for State and Federal aid grant agreements, and other financial sources. The third phase, Supervision and Inspection of Construction Contract Work, will assure successful completion of the project. All phases of the work will be subject to the approval of appropriate Town, State, and Federal officials.

Commissioners of Charlestown
Town of Charlestown, Maryland
September 3, 1964
Page Two

B. Preliminary Planning. The services involved in this phase will consist of the following:

1) Such topographic surveys, soils studies, ground water investigations, and user requirements as will be required to develop preliminary designs to the extent necessary to support reasonably accurate construction cost estimates.

2) The conducting of engineering studies of alternative solutions as required for selection of the most feasible procedures.

3) Based on the foregoing investigations and studies, the preparation of construction cost estimates in adequate detail.

4) Preparation of applications for financial assistance from Federal and State agencies.

C. Preparation of Construction Plans and Specifications. This phase of the services will involve the following:

1) The obtaining of such additional detailed topographic, soils, ground water, and user data as may be required.

2) Preparation of construction plans and specifications, together with related construction contract documents.

3) Preparation of construction cost estimates.

4) Advice, assistance, and action for the Town, as may be authorized, in the preparation of all forms and submittals to State and Federal agencies having jurisdiction over the project. Provision of project coordination in obtaining State and Federal approvals and financial participation.

5) Assistance in advertising for construction bids, abstracting of bids received and assisting in award of construction contracts.

D. Supervision and Inspection of Construction Contract Work. This phase of the services will involve the following items to the extent required to complete the project:

1) Construction survey layouts.

2) Inspection and supervision of construction contract work.

Commissioners of Charlestown
Town of Charlestown, Maryland
September 3, 1964
Page Three

- 3) Testing of methods and materials of construction.
- 4) Preparation of periodic construction contract payment estimates.
- 5) Preparation of as-built drawings.
- 6) Preparation of final report.

SCHEDULE OF PERFORMANCE

A. General. The period of time required to perform each phase of the services will be:

	<u>Calendar Days</u>
1) Preliminary Planning.....	
2) Preparation of Construction Plans and Specifications.....	
3) Supervision and Inspection of Construction Contract Work.....	*

*The time of performance will be based on the construction contract performance period which will be established in the construction contract documents.

FEES

A. Preliminary Planning. For the accomplishment of this phase of the services the fee is two thousand (\$2,000) dollars, payable upon acceptance of this phase of the work.

B. Final Plans and Estimates. For this phase the fee will be 7.0% of construction contract costs. From the foregoing amount, \$2,000 (the amount in Paragraph A immediately above) will be deducted. Reimbursement for field surveys will be at the rate of payroll costs plus 125%; reimbursement for services requiring specialized equipment, such as core borings and laboratory tests, if required, will be at direct cost plus 50 per cent. Payment will be made upon award of construction contract. If no construction contract award is made, payment will be based on the approved cost estimate.

REGULAR MEETING

AUGUST 11, 1964

The regular meeting of the Town Commissioners was held in the Town Hall on August 11, 1964.

The Following Commissioners were present: Horace Graham, Frank Mulveny and W. G. Murphy.

TOWN STREETS

Mr. Clarence Webb and Mr. Robert Webb of the United Paving Co. were present at the meeting. They stated that the patch work that is not satisfactory will be done with no extra charge and drainage on Market St. to be corrected. Riverview Ave., off of Market, to be regraded and new drainage ditch to be cut at extra charge; also pipe at Corbitt's to be extra. This work is to be done and Mr. Webb is to give the figure for additional work to the Town Clerk.

TOWN POLICE OFFICER

Mr. Leroy Biggers would like to know what can be done with Ben Handy and Holbrook. The Commissioners decided to take this up with Attorney, John Wright. Handy and Holbrook, being tried for the same crime, have different Hearing Dates, and tried in front of different Trial Magistrates.

WEED ORDINANCE

What weeds are on Town Property along Mrs. Cronin's will be cleared by the Town.

TOWN HALL

Post Office located in Town Hall, also Bank and new building will be discussed at the next meeting.

TOWN STREETS

A bid for resurfacing Calvert St. between Louisa Lane and Caroline St. was submitted by Mr. Graham. Bid made by Harold Fuddy for \$1,050.00. This item will be discussed when a full Board is present.

STATE MAINTAINED BRIDGES

Mr. Roland Sharretts will be notified about the high grass and brush obstructing view when approaching bridges. Mr. Jack Dickerson, County Commissioner, has had over a month to correct this matter, and nothing has been done.

All Treasurer's Bills are to be paid except United Paving Co.

There being no further business coming before the Board, the Meeting was adjourned.

Respectfully submitted,
Patricia J. Murphy
Patricia J. Murphy, Town Clerk

REGULAR MEETING

July 15, 1964

The regular meeting of the Town Commissioners was held on July 15, 1964 and called to order at 7:00 P.M. by President, Ralph Murphy.

The following Commissioners were present: Ralph Murphy, Frank Mulveny, Walter Patchell, W. G. Murphy and Horace Graham. Mr. John Wright, Town Attorney, was also present at the meeting.

SEWAGE

Mr. Neeson of Albright & Friel, Inc. Consulting Engineers, presented his Preliminary Report. This Company's Preliminary Survey and Report which will show if Sewage for Charlestown is feasible will cost \$2,000.00.

Mr. Moore of the Health Department was present at the meeting and he suggested contacting Thomas B. Bourne, Assoc. who have completed the work in Galena and now are working in Cecilton. Mr. Wright is going to check their references, and also James Crockett Assoc. In this way the Commissioners will be able to find out if this report can be obtained for less cost.

STREETS

Mr. Edgar McMullen was present at the meeting and stated that he had talked to Mr. Dickerson, County Commissioner, about the bad conditions pertaining to the State Roads through Town.

TOWN POLICE OFFICER

It was decided to pay the Town Police Officer \$40.00 per week including gas money retroactive back to the time he started to work.

HOLLOWAY BEACH PROPERTY

Since John Wright had already left the meeting, it was decided to call and check with him to see if anything can be done to make the Beach less of a problem for the Police Officer and the people living in that area. It was suggested that Hopkins be made put up a fence and close at a reasonable hour.

TOWN HALL

The Service Policy from Jackson-Balling on Town Hall Heater in the amount of \$19.50 will be taken for this year.

A Motion was made by Mr. Walter Patchell and seconded by W. G. Murphy that Triple Track Windows, Anodized, and Aluminum Storm Doors, Anodized, be installed at the Town Hall as per Mr. William P. Merritt, Jr. Bid of \$199.90. Motion passed.

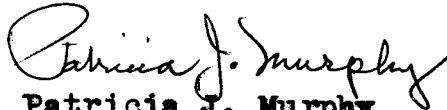
It was decided to pay the Bill rendered by Mercantile Press, Inc. for Tax Bill Forms.

STREET WORK

United Paving Company will be asked to come back and finish the job and fill the holes before Bill is paid.

There being no further business coming before the Board, the meeting was adjourned.

Respectfully submitted,


Patricia J. Murphy
Town Clerk

ALBRIGHT & FRIEL INC.

CONSULTING ENGINEERS
THREE PENN CENTER PLAZA
PHILADELPHIA 19102

ALFRED A. ESTRADA
HARVEY E. BALE
ROMEO A. FALCIANI
JOS. J. SALVATORELLI
MYRON R. COURTNEY
FRANK E. VOSICKY
IRWIN L. OSTER
ROBERT NEESON
FRANCES M. RIEHLE
CHESTER E. ALBRIGHT
(1890-1945)
FRANCIS S. FRIEL
CONSULTANT

REGISTERED ENGINEERS AND ASSOCIATES
STANLEY E. BARBER
JULIAN B. CARTER
DANIEL S. CYTRYNOWICZ
HUBERT F. DRUMMOND
GEORGE GEISSLER
ROBERT P. HEURICH
NESTOR HORAJECKYJ
LAWSON D. MATTER
WILLIAM A. LAMB
JOHN E. LONABAUGH
RAYMOND L. McCOACH
FRANK C. SALVAGNO
JOHN R. SILLERS
FRED V. VENTRE
LOTHAR J. WALTER
CHARLES F. RABENOLD

July 14, 1964

Town Commissioners of Charlestown
Charlestown, Maryland

Subject: Charlestown, Maryland
Sewer System

Re: Preliminary Repprt

Gentlemen:

Pursuant to your request, we are submitting herewith a proposal for furnishing engineering services for the preparation of a preliminary report on the collection and disposal of sanitary sewage from the Town of Charlestown.

Our preliminary survey and report would include the following:

- (a) A preliminary field reconnaissance of the Town.
- (b) A study of past and estimated future population growth, and other contributory factors including summer population, daily visitors, marinas and other special sources.
- (c) Preparation of preliminary outline plans of collecting system and proposed treatment facilities as may be necessary to make approximate estimates of costs. Alternate schemes to be considered will be conventional treatment plant, sewage lagoons or transportation of sewage to North East Sanitary District.
- (d) Preparation of preliminary estimates of the cost of construction of the proposed improvements.

- (e) Study of methods which might be used to finance the cost of construction of the proposed improvements, including the manner in which the cost of interest and amortization of the bonds and operating costs can be financed.
- (f) An estimate of the original and annual costs to property owners for the proposed system.
- (g) Furnishing the customary engineering advice and information necessary to meet the requirements of State and Federal Agencies having jurisdiction in the matter of approval of the preliminary designs and the preliminary report.
- (h) Consideration of various programs of State and Federal Aid Programs or Loans which might be available to the Town for this project.
- (i) Conclusions and recommendations.
- (j) The furnishing of 10 copies of the report, together with a presentation of the report to the Council and a discussion with the Council leading to understanding of our findings.
- (k) Attend meetings with the representatives of the North East Sanitary District to arrive at their charges for receiving, treating and disposing of sewage from the Town of Charlestown.

We will render the above services as described above for the following two separate charges:

- (1) The time spent over and above two meetings with representatives of the North East Sanitary District to be paid at our regular per diem charge in effect at the time of such meetings plus travel expenses.
- (2) All other work as described above in items (a), (b), (c), (d), (e), (f), (g), (h), (i) and (j) to be paid for on the basis of a lump sum charge of \$2,000.00 payable on presentation of the report.

Town Commissioners of Charlestown
Page 3
July 14, 1964

We have proposed this method of payment to save on costs to the Town if it is possible to establish a reasonable charge by the North East Sanitary District with a minimum of meetings and discussions. Our experience indicates that two meetings should be sufficient to establish the cost but that special problems beyond our control might require a series of meetings which we have not covered in our proposed charges.

We would complete our work on the report within six months and make our report as soon afterward as the charges for receiving, treating and disposing of the Town's waste has been established by the North East Sanitary District.

We appreciate this opportunity of submitting this proposal and if we can be of any other service, do not hesitate to call on us.

Respectfully submitted,

Myron R. Courtney
Secretary
FOR ALBRIGHT & FRIEL INC.

MRC:amb

Town Commissioners of Charlestown
Page 3
July 14, 1964

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Respectfully submitted,

Myron R. Courtney
Secretary
FOR ALBRIGHT & FRIEL INC.

MRC:amb

Ben Hardy ^{2 days} ^{periodically} cadet Sat 7-11;
Kerrol H. H. ^{periodically} cadet

Walbur Baker. Called Wed July 15, To
geth surfed in Town North Cat,
10:00 AM Thursday