

WORKSHOP MEETING

JUNE 28, 1977

Meeting called to order by President, J. Cranford Henry.
Commissioners present were: Hershel Armour and Larry Metz. Also
attending were: Edgar McMullen and Leon Beal.

Town vs Regional System

With the Commissioners present, it was decided to wait until July
5th meeting to discuss the joining into the regional system with
Mr. Baker, Attorney, and Mr. Tatman, Engineer. After the Town
reaches a decision, we would like to arrange a meeting with the
State to discuss this matter with them. The Town would like to
know if we joined the system who is going to pay for our present
obligations? The Town feels we could handle our present system, or
we could handle the regional system but we can not handle both.

Special Account

Hershel Armour made a motion that \$1,000.00 from Special Account be
put in Savings Account to draw interest. Motion seconded by Larry
Metz.

Revenue Sharing Account

Cran Henry made a motion that \$500.00 to be transferred from General
Account to Revenue Sharing Account. Seconded by Hershel Armour.

Telephones in Pumping Stations

Larry Metz made a motion that the Town deduct telephone bills from
October, 1976, to present from Central Atlantic's bill because they
have never been in operation. Hershel Armour seconded motion.

Being no further business meeting adjourned at 9:25 P.M.

Respectfully Submitted,

Mary Wright

ACCOUNTS PAYABLE
June 28, 1977

General Account

R. K. Barnes Store - nails	2.63
Conowingo Power Co. - Town Hall	54.75
Central Printing - stationery	47.00
Charlestown Market - sodas, ice etc.	3.65
	<u>\$108.03</u>

Special Account

R. K. Barnes Store - gas and oil for truck	41.41
	<u>41.41</u>

Revenue Sharing Account

Central Printing - ID cards	16.00
Atlantic Richfield Co. - gas for car	105.36
Exxon Co. - gas for car	22.03
Charlestown Market - batteries	3.15
"66" Super Service - oil filter PD. 6/22/77	<u>146.54</u>

Sewerage Account

FHA - interest due	4,450.00
First National Bank - interest	718.75
Conowingo Power - Stat #1	90.48
Conowingo Power - Stat #3	26.88
Conowingo Power - Water Street	3.20
Conowingo Power - Lagoon	286.94
	<u>5,576.25</u>

NOTE: \$3729.25 for interest comes out of FHA loan account

Sewerage Extension Account

Cecil Whig - advertising for bids	27.02
News Journal Co. - advertising	152.52
	<u>179.54</u>

Bank Balances

General Account	852.62
Special Account	1891.20
Revenue Sharing Account	237.19
Sewerage Account	4028.70
Sewerage Extension Account	42.00

SPECIAL MEETING

JUNE 21, 1977

J. G. Henry, President of the Board of Town Commissioners called the meeting to order. Commissioners present were: Larry Metz, Charles Wright, Peter Williams and Herchel Armour. Also attending were Leon Beal, Heis McCall, Mr. Wilbur Butler and Mr. Stater of the C & P Telephone Company.

Telephone Company - Lee's Marina

Line to go according to Lift Station Map. Peter Williams made a motion that the existing telephone line to stay in place. If cable ever has to be serviced or replaced, it is to be severed at the Town property line and rerouted on Lee's Charlestown Marina property. Motion seconded by Larry Metz. All in favor, none opposed.

Town Wharf

Peter Williams made a motion that Heis McCall be in charge of boat slips at Town Wharf, seconded by Gran Henry. All in favor, oppose none.

Gillespie - Bldg. Permit

Albert Gillespie is in violation of his building permit #61-77 of April 27, 1977. Peter Williams made a motion that a certified letter be sent to Albert Gillespie asking him to remove his temporary fiber glass car port. The motion was seconded by Charles Wright. All in favor, oppose none.

Beal - Tatman

Mr. Leon Beal would like to have a meeting with Mr. Russell Tatman of Tatman & Lee Associates on his assessment of Sewer Extension. Mr. Beal will meet with Mr. Tatman at the next Town meeting that Mr. Tatman attends.

Bids - Sewer Extension

Notice was sent to Cecil Whig and the News-Journal newspapers by Tatman & Lee Associates to Contractors for Bids on Sewer Extension. Bids to be received and opened on July 8, 1977, at 11:00 A.M. at Town Hall, Charlestown.

SPECIAL MEETING

JUNE 21, 1977

- 2 -

Lateral - Neel & Lamonica Property

Danny & Alice Neel have purchased $\frac{1}{2}$ of a lot of Mrs. Lamonica's property on Caroline Street. A "Y" will have to be installed on the one lateral between the two properties. Commissioner Armour to see that the "Y" is installed at time of Neel Hook-Up.

Telephones - Pumping Stations

Deduct from Central Atlantic's final payment, credit for the times the telephones were not operable at pumping stations.

DiCiovanna - Van Dyke

Mr. DiCiovanna complained of weeds on Mr. Van Dyke's property. A certified letter to be sent to Mr. Van Dyke with a copy of Ordinance #2-75 requesting him to clean up his yard within 5 days.

Incoming Mail

All incoming mail to be stamped with that day's date.

Lyle Bett - Bill

Lyle Bett loaned two (2) hammers to the Town at Fair time and only received one hammer back. Bill for the one (1) hammer to be paid out of General Account.

Henta - Town House Property

It was brought to the Board's attention that the heater at the Town House needs cleaning and possibly a new roof on the house.

Herbury Property

Mrs. Herbury has signed her (assessment H/C) hook-up application and paid her 6 months User fee (1st & 2nd Quarter). She has agreed to let a clean up crew (Ceta Employees) clean up her property (chg. of \$1.00 ?) as she is unable to. A member of her family must be present along with a crew from the fire company in case of any burning. Cran Henry will contact.

SPECIAL MEETING

JUNE 21, 1977

- 3 -

Agreement Between Bd. of Town Commissioners & Lee's Marina

As a result of a meeting between the Town Commissioners of Charlestown and Frank Lee of Lee's Charlestown Marina, an agreement was reached. A copy is attached to the minutes. Will be signed by C. Henry & F. Lee in next few days.

Sewerage - Final Audit - Central Atlantic

Mr. Baker, Attorney for the Town of Charlestown received a telephone call from Mr. Edward Covehey, Attorney for Central Atlantic advising that the sum of \$23,000.00 was due Central Atlantic, and also advised that Mrs. Rettunmund at the State Office had not received a final request for sewer funds from the Town. Mr. Covehey would like to know when the Town is going to pay Central Atlantic.

A list of deficiencies from the State Board of Health (Mr. William I. C. Knight made a visual inspection) has to be received and corrected before final audit can be made and bill to Central Atlantic paid.

Accounts Payable

It was agreed by all the Commissioners that the bills be paid.

Meeting adjourned 10:30 P.M.

Respectfully submitted,

Doris Berry

JUNE 21, 1977

ACCOUNTS PAYABLE

General Account

C & P Telephone Co.	88.32
Union Hospital-Professional fee	16.00
Postal Service - box rent	3.00
R. K. Barnes Store - coffee	3.19
Charlestown Market - office supplies	<u>13.05</u>
	123.56

Special Account

Maryland Materials - CR	7.37
R. K. Barnes Store - gas and oil for truck	<u>41.60</u>
	48.97

Revenue Sharing Account

Mobile Marine Comm.- removed and installed radio in police car	62.85
Charlestown Market - batteries	2.10
"66" super Service - new belts, filter, oil, rotate tires etc.	<u>48.29</u>
	113.24

Sewerage Account

C & P Telephone Co. - Stat # 1	17.16
C & P Telephone Co. - Stat # 3	<u>14.32</u>
	31.48

Bank Balances

General Account	897.11
Special Account	1940.17
Revenue Sharing Account	
Sewerage Account	4354.95

NOTE:

6/22/77

Heis McCall took the bill of Lyle Bott. He feels that the Colonial Commission should pay for the hammer.

REGULAR MEETING
JUNE 14, 1977

Meeting called to order by President, J. Cranford Henry. Commissioners present were: Peter Williams, Lawrence Metz, Charles Wright. Also attending were Russell Tatman and Ed Kuipers representing Tatman and Lee Associates, Leon Beal, Alan McCann, Edgar McMullen, Frank Lee, and Claude Yeerian.

Out of Town Sewerage Hook-ups

Mr. Yeerian is unable to buy a piece of property on Riverside Avenue unless he has a sewer line installed. He came before the Board and asked if it were feasible to put in the sewerage line. Mr. Tatman stated it is possible to put the line from the last manhole to the property line, by either of two methods. 1. Add 200' of sewer line gravity flow from Mr. Yeerian's property to the manhole or 2. Install a pump in his septic tank and pump into the sewer line. Financially the Town is unable to install the line, however, if property owner wants line installed he is able to do so at his own expense providing it is done at no expense to the town, it meets county approval, and engineering is acceptable to the Town engineer.

Mr. Frank Lee

It was brought to the Board's attention that Mr. Lee has installed his sewerage, water, and telephone cables without Town Commissioners permission on Town property.

After much discussion and debate Peter Williams made a motion that we leave in the water and sewerage lines, the sewerage line will be in fact a no expense Town lateral and Mr. Lee will sign over to the Town both of these lines because they are on Town property. If his water line malfunctions, for any reason, at his own expense he will have to reroute his water lines on his own property. However, the telephone cable installed on Town property by Mr. Lee will have to be removed by the Telephone Co. The property lines on Town property

REGULAR MEETING
JUNE 14, 1977

-2-

at new lift station are wrong as drawn by E. H. Richardson's, Engineering firm. Mr. Lee also agreed to clean and level the Town lot previously discussed. He also promised Commissioner Pete Williams he would clean and level the dredge site on his own property. (Old Jail Site) Motion was seconded by Lawrence Metz. All in favor.

A detailed letter of agreement between Mr. Lee and the Town of Charlestown will be signed in the next ten days. Mr. J. C. Henry made a motion that all future diggings on Town Property by Mr. Lee will have to cease as of this date. He must come before the Board for permission before he attempts to do anything on Town property. Motion was seconded by Charles Wright.

Russ Tatman - Regional Sewerage System

Mr. Tatman stated that the Town can make no decision about the Regional Sewerage System until the state comes to us with the cost figures. Then we must evaluate and see if it is agreeable to the Board. We must then take into consideration the annual cost to the users and see if it is more economical to join the Regional System or to upgrade our present system.

Water Project

As it now stands Charlestown will receive \$0.00 for the Water Project. Mr. Metz to contact Mr. Moore from the Department of Health to discuss funding.

Sewer Extension

Mr. Tatman feels that he will have in hand all permits for the sewer extension by the end of the week. Then he will advertise in 3 newspapers for bids to be submitted to him.

Mr. Metz made a motion that we authorize Mr. Tatman to submit bids for the Failing Septic Tank project. Peter Williams seconded the motion. All in favor.

REGULAR MEETING
JUNE 14, 1977

-3-

On July 8, 1977 at 11:00 A.M. Mr. Tatsman will present to the Board bids for approval.

Change Orders

It was requested by the Board that Mr. Edgar McMullen make a dollar recap of all change orders made by E. H. Richardson's on the present sewerage project and submit his findings to Mr. Baker and the Town Board.

Accounts Payable

Peter Williams made a motion that all bills be paid. Motion seconded by Charles Wright.

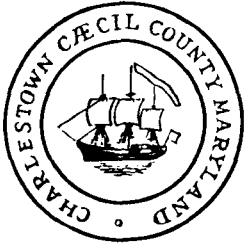
Police Car

The Town has purchased a new police car from Anchor Pontiac in Elkton, Md. Bill in the amount of \$4677.00 submitted to the Board and approved. New car in service as of June 11, 1977. Revenue Sharing Account to reimburse Sewerage Contingency Fund \$130.00 per month for a period of 36 months.

Lawrence Metz made a motion that the meeting be adjourned. Motion seconded by Peter Williams. Meeting Adjourned 11:00 P.M.

Respectfully Submitted

Mary Wright
Secretary



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914

Phone 301 - 287 - 6173

REGULAR MEETING
JUNE 14, 1977

-3-

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Lawrence Metz made a motion that the meeting be adjourned. Motion seconded by Peter Williams. Meeting Adjourned 11:00 P.M.

Respectfully Submitted

Mary Wright
Mary Wright
Secretary

June 14, 1977

ACCOUNTS PAYABLE

General Account

Charlestown Market - index cards, paper towels	\$1.72
R. K. Barnes Store - coffee	<u>\$3.19</u>
	\$4.91

Special Account

R. K. Barnes Store - gas and oil for truck	<u>\$13.90</u>
	\$13.90

Revenue Sharing

C. B. Joe - antenna, truck mounts, etc. for police car	\$66.45
Charlestown Market - batteries, gas etc.	<u>\$24.73</u>
	\$91.18

Bank Accounts

General Account	994.99
Special Account	1940.17
Revenue Sharing	222.14
Sewerage Account	2952.93

SPECIAL MEETING

JUNE 7, 1977

The meeting of the Town Commissioners was called to order by the President, J. C. Henry. Other Commissioners present were: Charles Wright, Peter Williams, Larry Metz and Marshal Armour. Also attending were Walter Baker, Attorney and Edgar McMillen, Sanitary Engineer.

Clifton Preston - Taxes

Clifton Preston is exempt from County Taxes and would like to be exempt from Town Tax, due to WWII. An exemption from the County does not exempt him from paying Town Taxes. The Town has no legal provisions to waive tax as does the County.

Walter Baker, Attorney

Walter Baker, Attorney, will write Central Atlantic regarding performance bond for sewerage line, Market Street. Bag in sewerage line under water. Contract specification does not allow any tolerance for settlement of sewer mains.

Easements - Sewer Extension

Walter Baker, Attorney, is working on the easements for the sewerage extension. Edgar McMillen and J. Cranford Henry will obtain the signatures on the easements.

Town Elections

Walter Baker to send us a copy of a model charter. We would like to go to a card system and have voting registrations close 30 days instead of the present 10 days prior to elections.

Proposed Easement - National Passenger Corp.

Peter Williams made a motion that Walter Baker prepare a resolution for Cran Henry to negotiate for the \$2,300.00 for sewerage crossing under the R.R., seconded by Larry Metz. All in favor, none opposed.
R.R. has agreed to a 6" force main under the R.R.

SPECIAL MEETING

JUNE 7, 1977

- 2 -

Willadean Eller - Building Permit

Charles Wright made a motion, seconded by Larry Metz that Mrs. Willadean Eller's building permit be denied. Application for building permit was not approved by the Planning and Zoning Commission. The application was referred to the Town Commissioners because of a right-of-way through the property to Town Commons. If future development, it would necessitate the Town to use this right-of-way. A portion of her building is sitting on Town right-of-way. All in favor, oppose none.

Out of Town Sewerage

No Out of Town sewerage hook-up's can be done unless a formulated plan with an Engineer, agreeable with the Town, is made. Property Owners Out of Town to bear the costs. Recommended that Russ Tatham could draw up plans and give recommendations to them as a group. They might be able to put in a 4" or 6" main to manhole that other Property Owners could join.

Accounts Payable

Larry Metz made a motion all bills with the exception of one be paid, seconded by Peter Williams. Hershel Armour will discuss with Lyle Bott his bill submitted to the Town for a hammer.

Police Car - Dump Truck

Comprehensive and Collision premiums on the Police Car and Dump Truck were cancelled on the Insurance Policy Renewal. It was agreed that the Comprehensive premium on the Dump Truck be reinstated. Larry Metz made a motion, seconded by Hershel Armour that Pete Williams purchase a car that he thinks suitable for his Police Department as the old car is beyond repair. All in favor.

Zoning Board Vacancy

Peter Williams made a motion that Leon Deal be appointed to the Zoning Board of Town of Charlestown to fill the unexpired term of William McMullen who resigned. Motion was seconded by Lawrence Metz. All in favor, none opposed.

SPECIAL MEETING

JUNE 7, 1977

- 3 -

Town Lot between Lee's Charlestown Marina & H. Heisler

Charles Wright to ask Rick Patchell to move his boat off of the Town Lot between Lee's Charlestown Marina and Harry Heisler's cottage and advise him that he can put it on Larry Metz's lot until he can find a place to keep it.

T. McKernan Hook-Up

T. McKernan's hook-up fee has not been paid by Ms. D. Smith who has authorization to make payment. Letter to be written to Mr. McKernan requesting payment.

Meeting of Inc. Municipalities & County Commissioners

There will be a regular quarterly meeting between the Incorporated Municipalities and the County Commissioners on Monday, June 20th at 7:30 P.M. at the Court House, Elkton. Mary Wright and/or Doris Perry to attend meeting to take notes as the Commissioners will be in Ocean City.

Clinton Hopkins Property

Mr. Hopkins is on a limited income and cannot fix his property. He would like to sell and ask the Town Commissioners to contact a Realtor for him. Peter Williams will contact a Realtor who will in turn get in touch with Mr. Hopkins.

Water System & Storm Drainage System

There is not enough money to do for the Water System unless a different appropriation can be made. If \$200,000.00 becomes available to the Town, The Town needs and could use a modified Storm Drainage System.

SPECIAL MEETING

JUNE 7, 1977

- 4 -

Letters on Sewerage Hook-Up's & Billings

Peter Williams made a motion, seconded by Larry Metz that a registered letter be sent to Mike Miklas concerning his failure to file his applications and pay his hook-up charges for his four (4) properties. Also outstanding is his user fees on same. He will have until June 18, 1977, to pay in full or legal action will be taken. All in favor.

Letters to be mailed to other delinquent property owners with the deadline being June 30, 1977.

Larry Metz made a motion, meeting adjourn. Marshal Armour seconded the motion. All in favor. Meeting adjourned 11:15 P.M.

Respectfully submitted,

Doris Berry
Town Clerk

June 7, 1977

ACCOUNTS PAYABLE

General Account

Rudd's Pest Control - inspection at Town Hall	18.00
Charlestown Market - paper towels, polish	<u>2.10</u>
	\$20.10

Special Account

Kunkle Service Co. - spark plug for lawn mower	3.82
Charlestown Market - gas for truck	9.70
Ferryville "66" - plug in tire for truck	6.50
Conowingo Power Co. - street lights	283.64
H. K. Barnes Store - gas and oil for truck	57.08
Lyle Bott - hammer	10.08 +
Roger's Farm Supply - tool handles	22.13 +
Zebley and Associates - Survey of Market Street	<u>300.00</u>
	\$692.95

Revenue Sharing Account

Charlestown Market - batteries and oil	3.19
Exxon Company - gas for police car	<u>63.41</u>
	\$66.60

Sewerage Account

Safeguard Business System	<u>326.03</u>
	\$326.03

Bank Balances

General Account	1353.32
Special Account	2616.54
Revenue Sharing Account	434.08
Sewerage Account	3428.96

WORKSHOP MEETING
MAY 25, 1977

The meeting of the Board of Town Commissioners was called to order by the President J. C. Henry. Commissioners present were: Peter Williams, Lawrence Metz, and Charles Wright.

Foot Log

A proposal was submitted to the Board to review by contractor David Heff. Peter Williams made a motion that we accept the proposal and do the foot log project, making it clear to Mr. Heff that payment will not be until after July 1, 1977. Charles Wright seconded the motion. All in favor none opposed. It was suggested that a contract be written between the town and Mr. Heff, keeping to his original proposal.

Legal Sewerage Bills

Peter Williams made a motion that we turn all outstanding legal sewerage bills over to Mr. Baker. Motion was seconded by Mr. Metz. All in favor none opposed.

Budget

The budget was presented to the Board by Commissioner Peter Williams. It was discussed, reviewed, and approved by all Commissioners present.

Telephones

Telephones in the pumping stations to be removed after one (1) year as recommended in the budget.

James Lewis Estate

A letter of intention must be received by the Board of Commissioners before they can grant an extension to the sewerage hook-up of the James Lewis Estate.

Checks

As of June 1, 1977 all checks must be filled in before they will be signed by Treasurer, Lawrence Metz.

WORKSHOP MEETING
May 25, 1977

-2-

Town Truck

The town truck is for Ceta workers or any town workers needing to use the truck. Because of inadequate parking space and protection from vandalism, Lawrence Metz made a motion that the truck be kept at Wright's. Motion was seconded by J. C. Henry.

Town Clerk

Lawrence Metz made a motion that as of June 1, 1977 Doris Berry becomes Town Clerk on a 90 day probationary period; job to be reviewed at end of that time. Motion seconded by J. C. Henry.

Sewerage Account

Peter Williams made a motion that \$3000.00 be transferred from the sewerage account into a savings account so that it may draw interest. Seconded by Lawrence Metz. All in favor none opposed.

Accounts Payable

Peter Williams made a motion that all bills be paid. Seconded by Lawrence Metz. All in favor none opposed.

Town Road - North of Railroad

Mr. Joseph Russell from North of the Tracks called and would like to have all pot holes in the road filled and fixed. It is of the opinion of Peter Williams that the road belongs to the town and that the town should maintain it as they have done in the last 25 years.

Town Property - Water Street

Lawrence Metz made a motion that we send a registered letter to Frank Lee and Rick Patchell to remove their personal property from the town property. The lot is for town use only, not for storage. It was brought before the Boards attention that Frank Lee has had a ditch

WORKSHOP MEETING
MAY 25, 1977

-3-

dug on town property, therefore it must be filled and the lot cleaned.

Lawrence Metz made a motion that the meeting be adjourned. Seconded by Peter Williams.

Respectfully Submitted,

Mary Wright

May 24, 1977

ACCOUNTS PAYABLE

General Account

C & P Telephone Co.-telephone Town Hall	\$69.97
Conowingo Power Co.-electric Town Hall	46.52
	<u>\$116.49</u>

Special Account

Bituminous Construction Co.-black top	\$ 2.45
Rogers Farm Supply-repair chain saw	1.50
	<u>\$3.95</u>

Revenue Sharing Account

Atlantic Richfield Co. gas and oil for police car	\$74.80
	<u>\$74.80</u>

Sewerage Account

Conowingo Power Co.-Stat. #1	\$65.11
Conowingo Power Co.-Lift Station	4.78
Conowingo Power Co. - Stat. #3	35.14
Conowingo Power Co. - Lagoon	341.56
C & P Telephone Co. - Stat. #1	16.22
C & P Telephone Co. - Stat. #3	13.91
Maryland Enviromental Service- John Bowen's Services	2619.16
Qtr. Ending 3/31/77	
	<u>\$3095.88</u>

Bank Balances

General Account	\$ 630.57
Special Account	393.89
Revenue Sharing Account	831.26
Sewerage Account	8008.59

MEETING

MAY 17, 1977

The meeting of the Board of Town Commissioners was called to order by J. Cranford Henry, President. Commissioners present were: Peter Williams, Hershel Armour and Lawrence Metz.

Ceta VI

James Deal, a Ceta VI worker was dismissed, his work not being satisfactory. He apparently has a mental problem.

Root Log

David Neff, a private Contractor of Perryville, Md., gave a verbal bid which will be followed by a contract price letter by Mr. Neff stating that it will be \$700.00 to clear the sand and straighten the creek beginning at a point below the tree at the bridge. If unforeseen problems arise, cost over and above the \$700.00 will be charged by the hour.

TV of Sewerage Line - Market St.

The cost of the TV of the Sewer line on Market Street was \$200.00 (4 hrs. @ \$50.00 per hr.) The findings showed no break but lines were dirty.

Central Atlantic

Check received from FMA Grant in the amount of \$8,100.00 to be sent along with letter from T. Watson of Central Atlantic Contractors, concerning possible law suit for money owed on Sewerage Contract, to Walter Baker for Mr. Baker to answer. State Audit has not been completed and bill cannot be paid until audit is completed.

Sewerage Billing

Bill Saulisbury of Sunty & Green, CPA had arranged with a representative of Safeguard Business Systems to show the Office Clerks a sample of billing for the Sewerage Account. Commissioners

MEETING

MAY 17, 1977

- 2 -

agreed it seems satisfactory. Motion was made by Hershel Armour and seconded by Peter Williams to order the necessary equipment to get the new billing system in operation by July 1st. All voted in favor, none opposed.

Surveyor - Town Property

Zabley Surveyor's of Wilmington, Delaware surveyed Town property and markers were set. Town does not want to put a fence between Lee's Charlestown Marina and Town Property. Hershel Armour will check with Frank Lee of Lee's Charlestown Marina on clearing of ground and establish rights.

Town Meetings

Attendance and taking of the minutes of Town Meetings to be shared by Doris Berry and Mary Wright. It was suggested that Doris Berry attend regular meetings and Mary Wright attend workshop meetings or the meetings can be worked out between them.

Property Clean Up

Peter Williams suggested that a registered letter be sent to Early Adkins requesting that he meet with the Board of Town Commissioners at the next meeting, Tuesday, May 24th at 7:30 P.M. and to Mrs. Catherine Gabor requesting her meeting at 8:30 P.M. in regard to sewerage and clean up of properties. All Commissioners agreed.

List of Parcel Numbers

Peter Williams requested that we make a duplicate set of property owners by parcel numbers to be put in the safe deposit box at the North East Bank.

MEETING

MAY 17, 1977

- 3 -

Police Car

Due to high costs of operating expenses; gasoline, repairs, etc., Peter Williams suggested we try to purchase a 4 cylinder car for the Police Department. Budget to be reviewed. A partial State reimbursement could possibly be available.

Lawrence Metz made a motion the meeting be adjourned. Peter Williams seconded the motion. Meeting adjourned.

Respectfully submitted,

Doris Berry

"CATEGORIES"

- I - Abandoned House
- II - House Beyond 50% Deterioration
- III - Town Property
- IV - Hooked Up - No \$150.00
- V - Hooked Up - User Charge Not Paid
- VI - What Buildings Exempt from Sewerage

"LEGAL PROCEDURE"

- I - Registered Letter
- II - Hearing
- III - Deadline
- IV - Warrant or Court Hearing

REGULAR MEETING

MAY 10, 1977

J. Cranford Henry, President, called the meeting to order. Commissioners present were: Peter Williams, Hershel Armour, Lawrence Metz and Charles Wright. Also attending were Edgar McMullen, Sanitation Engineer; Russell Tatman and Edward Kuipers of Tatman & Lee Associates, Inc.; Pauline and Vernon Bryant.

Russell Tatman - Tatman & Lee Associates - Water Status

Russ Tatman of Tatman & Lee Associates gave a report on our Water status:

- (1) The Town has clearing house approval in writing.
- (2) Water Sewers - A request has been made to HUD (J. Tickles) to use the \$27,500.00 for source of water. A reply to this request should be received within 2 weeks. There is a possibility of only receiving \$7,500.00 with the \$20,000.00 being returned to HUD.

Louisa Lane Extension

Hershel Armour made a motion, seconded by Larry Metz that Tatman & Lee Associates drop sewer line another 12 ft. to be able to pick up the last house on the road that bears off to the right of Louisa Lane Extension (Joseph Russell, Owner) and any future building on Louisa Lane extension at a cost of approximately \$2,000.00 to \$3,000.00.

Pumping Station - Sewerage Extension

A pumping station on the sewer extension will be erected on the Lynch property. Two manholes with a small box above ground approximately 5 x 12. There are approximately 30 houses located on the sewer extension line.

"The Beachcomber", presently owned by Mr. Herman Starling would have to have their own lift station if they want to connect into our sewer system as an Out of Town User.

Avalon Yacht Basin

The tentative plans of the Lift Station at Avalon will include an 8' cyclone fence as per their request.

REGULAR MEETING

MAY 10, 1977

- 2 -

Tatman & Lee Invoice

Tatman & Lee Associates invoice for engineering services (Failing Septic Tank) 4/3/77 thru 5/6/77 was received in the amount of \$6,496.00. Peter Williams made a motion, seconded by Cran Henry that the bill be paid. All were in favor. Bill will be paid by a temporary loan out of the Sewerage Hook-Up Account and reimbursed when funds are received from the State.

Penn Central R.R. - Sewer Extension

A letter of clearance for drilling under the main line of the Penn Central RR tracks was received along with the request for payment of two bills of \$1,350.00 each for reimbursement for costs and expense for the preparation and rights granted in the agreements two weeks ago. Russ Tatman recommended that the agreements be signed and enclosed with checks in the amount of \$150.00 each if agreements meet the legal requirements with the balance to follow at a later date.

Tom Trussell - Central Atlantic

Tom Trussell, President of Central Atlantic said that Paul's Utility will probably sue Central Atlantic Contractors for money owed and Central Atlantic in turn will probably sue Town of Charlestown for money owed on sewerage contract in the amount of \$31,613.44. Final invoice in the amount of \$23,000.00 cannot be paid until final audit with the State is completed.

Zebley Surveyors - Town Property

Zebley Surveyors of Wilmington will survey Town property on Water Street next week. Markers will be set to establish a line between Lee's Charlestown Marina and the Town property.

Property needs to be graded and the swale is not deep enough to carry water from heavy storms.

Charles Wright will follow up on having boat owned by Rick Patchell removed from lot.

REGULAR MEETING

MAY 10, 1977

- 3 -

Foot Log

David Neff a Private Contractor of Perryville, Md., will submit an estimate on digging a swale at the Foot Log. There is a possibility the money could be funded.

Sewerage Hook-Up Cut Off Date

Sewerage hook-up cut off date is July 1st. Walter Baker will be contacted for step-by-step procedure for dealing with delinquent sewerage user fees and hook-up charges. Also Walter Baker to be contacted about a notice to be placed in the Cecil Whig to "Residents of Charlestown", that all sewerage system hook-up's be connected and user fee's paid by July 1st or legal action will begin.

Pauline & Vernon Bryant

Pauline & Vernon Bryant asked if they move their trailer which is already hooked up to sewerage, off of their lot and left their ground vacant for a few years before building, would they have to pay another hook-up charge when they build? Peter Williams made a motion, seconded by Hershel Armour that there would not be another hook-up charge. A letter of intent from the Board of Town Commissioners will be sent to Pauline and Vernon Bryant in case the Board would change during that period.

A tree on Conestago Street between the Muller's and the Bryant property is split and Vernon Bryant said if the Town will have the tree cut down, he will see to it that the tree is cut up and removed.

Town Meetings

It was agreed by members of the Board, that there will be a Town Meeting every Tuesday night for the next few weeks to catch up on the back log.

Charles Wright made a motion the meeting adjourn. Hershel Armour seconded the motion. Meeting adjourned 10:00 P.M.

Respectfully submitted,

Doris Berry

WORKSHOP MEETING

APRIL 26, 1977

J. Cranford Henry, President, called the meeting to order with the following Commissioners present: Hershel Armour, Peter Williams, Charles Wright and Lawrence Metz. Also attending was Edgar McMullen, Sanitary Engineer.

Fence - Lee's Charlestown Marina & Town Property

Fence between Lee's Charlestown Marina and Town Property was approved two years ago. Discussion was on the use of Town property in regard to the fence, if it were not used for anyone's personal storage then there would be no need for a fence. Zebbley Surveyor's to be contacted about doing a survey of Town property. Hershel Armour to speak to Frank Lee, Harry Heisler and Rick Patchell about clearing the lot of their personal property. Front part of lot could be used as a small park with benches.

Thank You Letter

A thank you letter was received from the North East Little League for the Town's contribution of \$100.00.

Sewerage

R.R. Clearance

A letter of clearance for drilling under the main line of the R.R. tracks was received along with the request for payment of two bills of \$1,150.00 each for reimbursement for costs and expense for the preparation and rights granted in the agreements. Bills to be sent to Walter Baker, Attorney, along with a copy of the letter.

Market St. Line

Mr. Bowen put light in sewerage line (end of Market St.). There is a dip but Mr. Bowen doesn't think TV of line is necessary at the cost of \$320.00 per day (\$40.00 per hr.) but Board Members decided it should be done while warranty is still in effect. T. Watson of Paul's Utility to be notified.

REGULAR MEETING

APRIL 26, 1977

- 2 -

Lagoon - Odor

Mr. Bowen of Maryland Environmental Services has requested that McCarthy and Sons discontinue dumping into the lagoon. Matter of plastics and fresh sewerage had a BOD limit of 214; McCarthy's BOD limit was 1500 and system could not take care of it. Doris Good suggested planting a row of evergreen trees along lagoon on the side next to Route 7 to hide lagoon from view of property owners and travelers on Route 7. Peter Williams made a motion trees be planted, seconded by Hershel Armour. Board voted all in favor, oppose none.

Dept. of Health & Mental Hygiene

A letter from Mr. Tepper to Mr. Quance - State will give final inspection clearance and will go to PHA for final audit. Town will be notified of date of inspection and audit.

MML Convention

Lawrence Metz will represent Charlestown at the MML Convention in June at Ocean City, Md. Hershel Armour may also attend.

Tatman & Lee Associates, Inc. - Sewer Extension

Letter from Town (Tatman & Lee) to be sent to property owners across R.R. tracks, notifying them of the dates for placing the stakes near the manholes. Date will be between May 13th and May 27th.

Foot Log

There was a discussion on the foot log walk and Mr. Shockley's extended bulkhead. When road was narrowed, it widen Mr. Shockley's property to include the walk. Town doesn't have right to give away roads or parts thereof, but since property has been surveyed, it is therefore an act of legislature.

REGULAR MEETING

APRIL 26, 1977

- 3 -

Lyle Bott

Lyle Bott suggested and Board agreed to pursue funding that could be granted for a building containing a new Fire Department, Town Hall, Library, Police Department or Recreation area.

Mr. Bott also asked that when dirt is removed and the area of Bladen and Conestago cleaned up, would the Town leave a draft-site to draft water for the Fire Company.

Details of the parade route for the Fair to be given to Charles Wright.

NO SMOKING - TOWN HALL

Hershel Armour made a motion, seconded by Lawrence Metz to comply with Doris Good's wishes that there be NO SMOKING in TOWN HALL and signs to this effect be posted. Those voting in favor were: Peter Williams, Lawrence Metz, Hershel Armour and J. Cranford Henry. Opposing was Charles Wright.

Accounts Payable

Lawrence Metz made a motion that all the bills be paid. Charles Wright seconded the motion. Board voted all in favor.

Frank Lee - 2nd Quarter Sewerage Billing

Frank Lee believes the 2nd quarter sewerage billing is justly unfair as all boats, new and old are to be equipped with holding tanks by 1980. However, it is a State Law (L. Metz) that a holding tank has to be built on the marina's for sewerage of all boats. Send copy of letter to Walter Baker along with letter of confirmation of State Law.

Heis McCall

Peter Williams made a motion, seconded by Lawrence Metz that permission be granted to the Colonial Commission, Inc., for a

REGULAR MEETING

APRIL 26, 1977

- 4 -

plaque to be placed at the Wharf Site, depicting the events of three wars. If obtained now, cost would be \$400.00 which normally would be \$1,200.00. This expense will be the Colonial Commission, Inc. Board voted all in favor, oppose - none.

Hershel Armour made a motion to adjourn meeting at 10:00 P.M. Larry Metz seconded the motion. Meeting adjourned. All in favor; none opposed.

Respectfully submitted,

Doris Berry



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 301-287-6173

Town Insurance

6/2

#37-036-57	Frg. Policy	1102	00
	Mt. Street - Town Hall		
	Water St. - Town House	Mchs.	\$225.00
			<u>\$660.00</u>
	Streets Only		<u>\$225.00</u>
#37-036-124	Vehicles		
	Car #1		3207.00
	Truck		174.00
	Vsp-Other Auto		180.00
	Non-Ownership		<u>24.00</u>
		<u>3645</u>	<u>30</u>