

SEWERAGE RECAP
January 10, 1978

Original Sewerage Construction

Project is 100% Complete with one outstanding bill to Central Atlantic in the amount of \$2000.00 being held for possible leak in system. All telephone bills paid by the Town is to be reimbursed by Central Atlantic to the Town.

5 yr Guarantee

New Sewerage Construction

Engineering	Design Phase	100% Complete
	Construction	45% "
Construction		45% "

COLONIAL CHARLESTOWN COMMISSION

December 3, 1974

Elizabeth Henry -	Expires Dec. 3, 1977
Jane Williams -	" " " 1977
John Gonce -	" " " 1976
Lyle Bott -	" " " 1976
Nelson McCall -	" " " 1978
Rebecca Phillips -	" " " 1978
Vernon Bryant -	" " " 1978

All future appointments will be for term of 3 years.

ZONING COMMISSION

November 13, 1973

*Harvey C. Logan -	Expires Nov. 13, 1978
*Cranford Henry -	" " " 1977
*John Lewis -	" " " 1976
Roger Herron -	" " " 1978
*William C. Scott - <i>Resigned</i>	" " " 1976

Chairperson - Term 1 year with eligibility for re-election
Ordinance # 27 Section 3

All future appointments will be for Term of 3 years.

BOARD OF APPEALS

January 22, 1974

L. Roswell Jackson -	Expires Jan. 22, 1978
Robert E. Phillips -	Expires Jan. 22, 1979
* Ross Patchell -	Expires Jan. 22, 1977

All future appointments will be for term of 3 years.

SPECIAL MEETING
December 11, 1977

A Special Meeting was held at Town Hall on December 11, 1977.

Subject: Town Charter

Commissioners present were: President, J. Cranford Henry, Charles Wright, Lawrence Metz, and Peter Williams.

Motion was made by Peter Williams that the High Police Car bid of John Gonce in the amount of \$3101.00 be rejected. Motion made was passed unanimously. High Bidder, Mr. Gonce, present at meeting and discussed and reviewed notice upon which his bid was based. President Henry assured Mr. Gonce that even though the bid was rejected it would be reviewed by the Town Attorney on Dec. 13, 1977.

Discussion was held on Town Charter pages 5-12, with the following changes:

1. Article #5-#22 reduce the granting of franchise from 50 to 25 years.
2. Article #5-#23 added the words- to regulate live or mechanical music.
3. Section 503. Enforcement Commissioners voted 4-0 that the fine be increased from \$100 to \$500, and the length of imprisonment be increased from 30 days to 60 days.

Next special meeting on the Town Charter to be held on December 27, 1977. Starting with Article VI- Registration, Nomination, and Elections.

Respectfully Submitted,

Peter M. Williams

ACCOUNTS PAYABLE
December 31, 1977

General account

Charlestown Market - office supplies	6.39
Roger's Farm Supply - Ceta Supplies	37.98
Patchell's Exxon - truck repair	43.27
Robert L. Benjamin - Ceta Supplies	51.77
Southern States - Ceta	64.75
St. Paul Stamp Co. - name plates	20.69
Vaughn's Machine Shop - truck repair	4.00
Ross Jackson - temp Masonite	<u>16.94</u>
Total	3257.79

Special account

Conowingo Power Co. - street lights	283.61
ABC Manufacturing Co. - street signs	561.79
Stancills, Inc. - sand	8.00
Maryland Materials - CA	<u>18.89</u>
Total	3872.39

Revenue Sharing Account

Atlantic Richfield Co. - gas for car	59.94
Cecil Wig - Car Sale	<u>18.90</u>
Total	478.44

Sewerage Account

Conowingo Power Co. - Stat #1	46.11
FIA interest payment	<u>4,400.90</u>
Total	4,447.01

Sewer Extension

Tatman and Lee Assoc.	3,520.00
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Bank Balances

General Account	3112.68
Special Account	2267.67
Rev. Sharing	49.54
Sewerage Account	2981.02
Sewer Ext. Account	3880.04

Savings Account

#90818	-	55,032.57
#50050	-	32,256.55

Charles

December 9, 1977

Mr. Joseph Van Dyke:
R D 7
Elkton, Md. 21921

RE: Parcels #136 & #309-Mkt. St.

Dear Mr. Van Dyke:

You are in violation of ordinance #2-75 and you are hereby requested to correct this condition within the next ten (10) days.

If this condition is not corrected at this time, the Town will have the property cleared and you will be billed for the cost.

Sincerely,

J. Cranford Henry, President
Board of Town Commissioners

JCH:db

Encl: ordinance #2-75

SPECIAL MEETING
November 27, 1977

A Special Meeting was held on November 27, 1977 at the request of Commissioner Peter Williams.

Subject: Town Charter

Commissioners present were: Charles Wright, J. Cranford Henry, Lawrence Metz, Hershel Armour, and Peter Williams.

Commissioner Williams made a presentation to the Board of his ideas and proposed changes for the new Town Charter. After much discussion the Board agreed to void its previous work, discussion, and votes, and to review and discuss the charter page by page and word by word with all the Commissioners present.

Pages One thru five including Article four were discussed, revised, and approved.

The Board's actions were as follows:

1. A motion was made by Peter Williams to retain the titles of President instead of Mayor, and of Commissioners instead of Councilmembers. Motion carried with three (3) for, 1 one against, and one abstaining - Charles Wright being the abstaining vote, and Hershel Armour the descending vote.
2. Motion made by Peter Williams to continue to have a five (5) man Board. Motion carried 3-0. Charles Wright and J. Cranford Henry abstaining.
3. Motion made by Peter Williams that the Board elect it's own President by secret ballot for a one (1) year term. Also that each Commissioner be elected for a two (2) year term. Motion seconded by Lawrence Metz. Motion passed 4-1. Hershel Armour being the one (1) descending vote.
4. Motion made by Peter Williams that no Commissioner receive pay for serving on the Town Board, except for expenses incurred in performing Town business. Motion seconded by Lawrence Metz and passed by the board 5-0.

SPECIAL MEETING
November 27, 1977

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The following additional items were discussed and approved by the Town Board.

1. Second Tuesday of month - Regular Town Meeting
Fourth Tuesday of month - Workshop Meeting-
Special as called by either President or a
Commissioner.
2. The President obtains the right to vote on all
issues.
3. The Treasurer and Vice-President to be elected
by the board.
4. No pay for the President.

The Board agreed to have another Special Meeting on Dec.
11, 1977 at 9:00 A.M. to continue discussion and re-
vision of new Town Charter.

Meeting adjourned 1:30 p.m.

Respectfully Submitted,

Peter Williams, Commissioner

Approved:

J. Cranford Henry, President

WORKSHOP MEETING

NOVEMBER 22, 1977

The November 22, 1977, meeting of the Board of Town Commissioners of Charlestown was called to order by President, J. Cranford Henry. Commissioners present were: Charles Wright, Lawrence Metz and Marshal Armour. Also attending was Kellis Collins.

Kellis Collins - Sewer Line at Denvers

The Denver house (apt.) is too low for sewerage line to tie into the lateral of other house. It was decided it may be best to go across Town property leased by H. Reizler and Others to hook up at lift Station. J. Cranford Henry will check with Russ Tatum of Tatum & Lee Associates, Inc., Engineers. Russ Tatum contacted by phone. He will investigate and call back.

Mr. Bowen - Md. Environmental Service - Lagoon

Mr. Bowen called to report vandalism to the control panel at the lagoon. Insurance on the lagoon is \$100.00 deductible.

The gauges at pumping station #1 - Cecil Parkway are to be changed.

Mr. Bowen suggested disconnecting service on the telephones at the pumping stations and the Town setting a price as he might be able to sell them. Russ Tatum of Tatum & Lee Associates, Inc., will suggest a price to the Town.

William Scott - Zoning Board

William Scott, a member of the Zoning Board sent his resignation effective November, 1977. Letter was forwarded to Roger Herron, Chairman of the Zoning Board.

Atlantic-Richfield Credit Card

The Arco credit card used by the Police for the Police Car has evidently been lost, so account was cancelled as of November 22, 1977.

Charter

Such discussion was held on updating of Town Charter as to whether it is to be a President and Commissioners or Mayor and Council, etc.

WORKSHOP MEETING

NOVEMBER 22, 1977

- 2 -

If there is to be more discussion, it is felt it should be at the next Town meeting or call a meeting at a time when Peter Williams could also be present (Saturday or Sunday if necessary), the Board not willing to "hold" this for six or eight months. The Board felt it had a bonafide meeting and all agreed on most issues except a tie vote on a 2 year or 4 year term. Peter Williams to be requested to put in writing his vote and this to be attached to the minutes.

Cemetery

Lib McMillen notified the Board that Sartin wants to move, for a family, 2 bodies from the Charlestown Cemetery to one in North East. The ground being so wet and soft, the Board requests that the removal wait until the ground freezes or until summer-time to prevent damage to other graves the equipment would have to cross. Permission should be obtained from the Board and also put in writing that the condition of the Cemetery ground be left as in its original condition. The graves would revert back to the Town.

Sewerage Status Report

Mr. Ed Kuipers of Tatum & Lee Associates, Inc., will give the Town a status report every month in time for the Town meeting. The first report was received today and reports will be kept on file.

Accounts Payable

Larry Metz made a motion, seconded by Charles Wright all bills be paid. All in favor, oppose none.

Municipal Bldg.

Charles Wright discussed with the Commissioners a maintenance building to be built in back of Town Hall. It was agreeable to all and there will be more discussion on this later.

Norma Gabbert - Senior Endeavors

Norma Gabbert of Senior Endeavors would like to attend another Town meeting with her boss, Rev. Libby. A January meeting is a possibility and she will be contacted later.

SESSION MEETING

NOVEMBER 12, 1977

- 3 -

Carty Dennison - Parks & Recreation

Carty Dennison reported to Larry Metz that there is a good possible opening of \$139,000.00 to the County for recreational areas and Charleston could be on the receiving end of some of this. Larry Metz made a motion, seconded by J. Crawford Henry that Marshal Armour be named coordinate for a play ground. All in favor, oppose none.

Charles Wright made a motion to adjourn the meeting, seconded by Larry Metz. All in favor, oppose none. Meeting adjourned 9:15 P.M.

Respectfully submitted,

Doris Barry
Town Clerk

ACCOUNTS PAYABLE
NOVEMBER 22, 1977

General Account

Roger's Farm Supply-Ceta supplies	11.28
Bradley's Truck Parts-spring hanger	15.00
C. W. Thorn, Jr. - paint brushes	7.80
David Neff Const. Co. - foot log	700.00
Conowingo Power Co. - electric town hall	40.86
R. K. Barnes - office supplies	1.02
Charlestown Market - office supplies	3.23
C. & P. Telephone - Town Hall	78.75
Robert L. Benjamin - Ceta Supplies	71.10
Total	\$929.04

Special Account

Roger's Farm Supply - Ceta Supplies	40.35
Exxon Company - gas for truck	116.44
Total	\$156.79

Revenue Sharing Account

The Cecil Whig - Resident Trooper Program	32.40
Charlestown Market - batteries etc.	7.54
Howard Uniform - hats, etc.	78.30
Total	\$118.24

Sewerage Account

Conowingo Power Co. - Stat. # 1	42.00
Conowingo Power Co. - Stat. # 3	18.88
Conowingo Power Co. - Lift Station	3.23
Conowingo Power Co. - Lagoon	206.90
C & P Telephone - Stat # 1	16.70
C & P Telephone - Stat # 3	14.12
Maryland Environmental Service	2713.24
Total	\$3015.07

Bank Balances

General	1034.62
Special	2444.46
Revenue Sharing	181.50
Sewerage	1877.84

Savings Accounts

#90818	57,532.57	Gen, Spec, Rev Shar, Sev.
#80050	27,926.55	Sewerage Connection

ACCOUNTS PAYABLE
NOVEMBER 8, 1977

General Account

Tatman and Lee - HUD loan	180.00
Robert Benjamin - lumber	11.20
Roger's Farm Supply - Ceta supplies	51.44
Charlestown Market - office supplies	1.03
R. K. Barnes - office supplies	9.67
Russell's Auto Parts - parts for truck	<u>201.69</u>
Total	\$ 455.03

Special Account

Conowingo Power Co. - street lights	283.61
D & B excavating Co. - hauling stone	<u>24.00</u>
Total	\$ 307.61

Revenue Sharing Account

Atlantic Richfield Co. - gas for car	83.55
Maryland Police Supply Co.	22.45
Maryland Police Supply Co.	<u>122.05</u>
Total	\$ 228.05

Sewerage Account

L. Roswell Jackson - inspections	55.00
Roger Herron - inspections	<u>5.00</u>
	\$ 60.00
Tatman + Lee Assoc. Total	247.50
Regional Sew.	<u>67.50</u>

Sewer Extension Account

Tatman and Lee Assoc. -	560.00
Tatman and Lee Assoc. -	1180.00
Tatman and Lee Assoc. -	<u>416.25</u>
Total	\$ 2156.25

Bank Balances

General Account	4006.99
Special Account	154.97
Rev. Sharing Acct.	628.61
Beverage Acct.	728.29
Gov. Ext. Acct.	728.29

REGULAR MEETING

NOVEMBER 9, 1977

The regular meeting of the Board of Town Commissioners was called to order by President, J. Crawford Henry. Other Commissioners present were: Marshal Armour and Lawrence Metz. Edgar McMullen, Sanitary Engineer and Tim Haisler were also present.

Tim Haisler

Tim Haisler asked what could be done about the sledging on "Jackson Hill" this winter. Some of the older teen-agers sledging there have, in the past, continued on into the boat yard and then have stayed damaging property. Board agreed that Tim Haisler will notify Commissioners the first time he has any trouble. The Town will be liable for any damage and Commissioners will see that the parents are notified. If trouble persists, sledging on that hill will be discontinued.

Accounts Payable

Marshal Armour made a motion, seconded by Larry Metz that all bills be paid with the exception of two which Marshal will check before being paid. The two invoices for \$201.69 for truck repairs and \$24.00 for hauling crusher run. All in favor, none opposed.

Money Transfers

Larry Metz made a motion, seconded by J. C. Henry the following transfers be made:

- A temporary loan from Sewer checking to Sewer Extension checking \$2,156.25 to cover Watson's bills.
- Sewer checking to Sewer savings \$4,500.00 to earn interest.
- General checking to savings \$2,000.00 to earn interest.
- Savings to Special checking \$1,000.00 for bills.

Mike Pugh - County Planning Bd.

Larry Metz will notify Mike Pugh of the County Planning Board of no change in our Town's boundary lines.

REGULAR MEETING

NOVEMBER 9, 1977

- 2 -

Federal Funds for Foot Log

Russ Tatman of Tatman & Lee Associates, Inc., wrote for Federal funding for work at the Foot Bridge. Larry will call the Senators and ask them to look further into it.

Unemployment Insurance

There are two forms to be filed, one for the CEFA employees and one for the Town employees, to be effective January 1, 1978.

Resident State Trooper

There was more general favorable discussion on cost, etc., of the Resident State Trooper program.

Safe Deposit Boxes

The two safe deposit boxes at the First National Bank of North East are to be cancelled and the contents to be listed and kept in a small locked metal box in the Town Hall safe.

Avalon Boat Yard

J. Cranford Henry reviewed the Town lot leased by Avalon Boat Yard and feels it does have a good potential for a park.

Town Administrator

On October 28th, the Town filed for a Town Administrator on the CEFA program. Salary would be \$833.00 a month if one is obtained.

Senior Citizen - Recreational Center

Larry Metz reported that he needs a cost figure for a recreational center and has been in contact with Congressman Rouman. He should have more information in approximately 10 days.

REGULAR MEETING

NOVEMBER 2, 1977

- 3 -

Delinquent Sewerage Hook-Ups & User Fee's

There was a discussion on the delinquent hook-ups and sewerage user fee's. Mr. W. Sumner of the Board of Health for Cecil County will write a letter to persons not hooked-up completely to the sewerage if we give him a list. This will be discussed with Mr. Walter Baker first.

R. Tatman - T-Y on Line at Pumping Station

The Board will ask Russ Tatman of Tatman & Lee Associates, Inc., (Engineers) about putting a T-Y on sewerage line at pumping station #3 in case Charlestown Manor and County would agree to use our line. Russ Tatman to be also asked about gauges at #3 pumping station.

Marshal Armour made a motion, seconded by Larry Metz the meeting adjourn. All in favor, oppose none. Meeting adjourned 10:30 P.M.

Respectfully submitted,

Doris Berry
Town Clerk

DELIQUENT SEWERAGE BILLS

<u>Name</u>	<u>Hook-Up Balance on Tax Bill</u>	<u>1st & 2nd quarter on Tax Bill</u>	<u>3rd quarter</u>	<u>Total end of 3rd quarter</u>
Adkins, Harley		69.30	34.65	103.95
Avalon Yacht Basin			497.92	497.92
Bott, Millard		34.65	34.65	69.30
Brunner, Richard			37.95	37.95
Cooper, Clarence		69.30	34.65	103.95
Day, Zilla			34.65	34.65
Denver, Anthony (House & Apt.)	125.00	138.60	69.30	332.90
Evans, Richard		34.65	34.65	69.30
Evans, Richard		34.65	34.65	69.30
Farrow, Desmond			34.65	34.65
Gabor, Catherine	150.00			150.00
Hopkins, Clinton (house for sale)	150.00	69.30	34.65	254.15
Horn, Louise		69.30	34.65	103.95
Horn, Louise	100.00	69.30	34.65	203.95
Lester, Roger	100.00	69.30	34.65	203.95
Lewis, James Est.			34.65	34.65
Marpede			34.65	34.65
Marpede			34.65	34.65
Alvan MacGuinness (c/o Bryant)		34.65	34.65	69.30
Miklas, Michael		69.30	34.65	103.95
Miklas, Michael		69.30	34.65	103.95
Miklas, Michael		69.30	34.65	103.95
Miklas, Phillip		69.30	34.65	103.95
Moore, Ronald (2 houses)		138.60	69.30	207.90
McKernan, Thomas			34.65	34.65
McKernan, Thomas			34.65	34.65
McKernan, Thomas			34.65	34.65
McMullen, Betty		69.30	34.65	103.95
McMullen, Edgar & Betty J.		34.65	34.65	69.30
Patchell, Carrie		69.30	34.65	103.95
Patchell, Marshall			34.65	34.65
Preston, Clifford	100.00	69.30	34.65	203.95
Richardson, Gophery		69.30	34.65	103.95
Rinehart, C. Ward		69.30	34.65	103.95
Ripco, Inc. -Campsite		180.87	195.08	375.95
Ripco, Inc. -Amusement Pk.		346.50	173.25	519.75
McKenna, Charles - House		69.30	34.65	103.95
Robertson, Dale		69.30	34.65	103.95
Ross, Carl		69.30	34.65	103.95
Sangrey, Richard			34.65	34.65
Seth, Harman		69.30	34.65	103.95
Sexton, David	25.00	69.30	34.65	128.95
Sexton, Dorothy		34.65	34.65	69.30
Slonecker, Jay		36.30	34.65	70.95
Thomas, Robert	150.00			150.00
Webb, Linkous		36.30	34.65	70.95
Webster, Thomas			34.65	34.65
Whitby, Frank			34.65	34.65
Total				<u>5,800.07</u>

SPECIAL MEETING
NOVEMBER 2, 1977

A special meeting was requested by Commissioner Peter Williams. Subject: Resident Trooper Program

Those in attendance were: Charles Wright, Hershel Armour, Lawrence Metz, Peter Williams, Edgar A. McMullen, Jr., Leon Beal, Nelson H. McCall, and Major W. Dykes. Due to work schedule President J. Cranford Henry was unable to attend, but authorized Commissioner Williams to vote in the affirmative for the Resident Trooper Program.

Major Dykes and Commissioner Williams presented the Resident Trooper Program to those present. A lengthy question and answer session was held with each of the above people, questioning and receiving answers on the program. The major discussion revolved around the monetary cost of the Resident Trooper. The 3 (three) year cost of trooper program is as follows:

1st year (Pre-rated)	\$17,000.00
2nd year	\$18,551.00
3rd year	\$18,551.00
4th year	\$21,207.00

On a three (3) year basis Commissioner Williams stated it would cost the Town approximately \$450.00 more for the program. It was noted at this point that the program is contracted on a yearly basis and may be terminated at any time by a formal mutual consent of both parties.

Exhibit "A" - Rules and Regulations of Resident Troopers are attached to and will become a formal part of these minutes.

Exhibit "B" - Sample Contract

After all questions had been answered to the satisfaction of those present, a motion was made by Commissioner Williams that the Town enter into a contract to participate in the Resident Trooper program. Motion seconded by Charles Wright. The vote four(4) for and one (1) against. Commissioner Armour being the one(1) condescending vote.

SPECIAL MEETING

*2-

To allow suitable time for notification and etc., a motion was made by Charles Wright and seconded by Lawrence Metz that the program become effective and the Trooper on duty as of November 23, 1977. Motion Carried 5-0.

The payments for the program will be made quarterly. First payment due at end of the first quarter.

Commissioner Williams expressed his one regret. The Town had recently purchased a new police car, however he feels upon sale that the Town will recoup most of the purchase price at a minimum loss which can be considered as a rental fee for the period used.

Commissioner Williams requested that Major Dykes write the officiaal press release and mail to this office at which time Commissioner Williams will add the Town's comments.

Meeting adjourned approximately 9:45 p.m.

Sincerely,

Peter H. Williams
Police Commissioner

PHW/mw

WORKSHOP MEETING
OCTOBER 25, 1977

Meeting called to order by President, J. Cranford Henry. Commissioners present were: Hershel Armour, Charles Wright, and Lawrence Metz. Also attending were: Ed Kuipers, and Russ Tatman, Tatman and Lee Associates, Inc. and Walter Baker, Town Attorney.

Sign Location

It was decided by the Town Board that the location of the sign for the new sewerage project to be placed on Route 7 at the Trailer Site.

Office to contact Peter Williams, Town Commissioner, and see if he would be willing to work with the contractors should any problems arise that need immediate attention.

Central Atlantic Retainage Fee

The Town Board all agreed that the letter from Central Atlantic concerning the payment of \$2000.00 retainage fee should be answered by Walter Baker. Mr. Baker discussed with the Board the fact that we should deduct from the retainage \$1183.00 over-payment to E.H. Richardson's that was caused by contractor errors. Also Town to deduct \$303.85 in telephone bills that were paid by the Town even though the telephones were not in operation.

The Board has given authorization for Mr. Baker to write a letter to E. H. Richardson's, Inc. explaining the Town's overpayment of \$40,751.70 to them.

First State Enterprises

A letter was received by Tatman and Lee Associates, Inc. (attached) from First State Enterprises, Inc. concerning an extension of ninety (90) days to allow for winter weather. However Tatman and Lee Associates feel this will cost the Town additional money for over-runs on the Engineering aspect. Therefore, Mr. Baker is writing a letter to First State stating that an extension is acceptable if the contractor will pay for all cost over-runs on time incurred by the Engineer.

WORKSHOP MEETING

-2-

HUD money - \$27,500

To be kept in an interest earning account until time when the State requests it to be returned.

Hook-ups

Office to provide Mr. Baker with a list of all persons not connected into the sewerage system.

Avalon Yacht Basin

Due to difficulties with Mr. Knapp and the Sewerage project, Mr. Tatman has incurred several bills with the Town concerning stake-outs of the right-of-way. If Mr. Knapp continues to slow down construction than immediate action will have to be taken.

A committee of three persons, J. Cranford Henry, Hershel Armour, and Charles Wright to check into the feasibility of a possible park on the grounds of Avalon that belong to the Town.

Town House

Hershel Armour made a motion that Lawrence Metz check into the feasibility of turning the Town House into a Senior Citizen Center. Mr. Metz feels that federal funding will be available. Charles Wright Seconded the motion. Mr. Metz to report his findings at the next meeting.

Accounts Payable

Lawrence Metz Made a motion that all bills be paid. Seconded by Hershel Armour. All in favor.

WORKSHOP MEETING

-3-

Cemetery

Mershel Armour made a motion that two (2) rows of grave plots to be added on the Market Street side of the Cemetery. Also that all new grave markers to be flush with the ground for easy maintenance. If another kind of marker is desired than it would have to be brought before the Town Board for approval. Motion seconded by Lawrence Metz. All Commissioners in agreeance.

Utility Building

Charles Wright made a motion that the Town construct a utility building behind Town Hall for the use of a storage building for lawn mowers and etc. All in favor.

Salary

As of November 1, 1977 Mary Wright's salary to be raised to \$110.00 weekly, and Doris Berry's to be raised to \$115.00 per week.

Being no further business, meeting adjourned at 11:00 p.m.

Respectfully Submitted

Mary Wright, Secretary

ACCOUNTS PAYABLE
OCTOBER 25, 1977

General Account

Conowingo Power Co. - electric Town Hall	50.26
C & P Telephone Co. - town Hall	69.94
Charlestown Market - office supplies	5.22
Russell's Auto Parts - truck parts	43.06
Roger's Farm Supply - Ceta Supplies	16.02
Perryville "66" - truck parts	29.72
Central Printing - Office supplies	21.00
Kunkel Service Co. - truck parts	4.73
Total	<u>\$239.95</u>

Special Account

Exxon Company - gas for truck	84.85
R. K. Barnes Store - gas for mower	7.50
Roger's Farm Supply - supplies	33.25
Total	<u>\$125.60</u>

Sewerage Account

Conowingo Power - Stat #1	69.45
Conowingo Power - Stat #3	16.03
Conowingo Power - Lift Station	3.23
Conowingo Power - Lagoon	422.88
C & P Telephone Co. - Stat #1	16.70
C & P Telephone Co. - Stat #3	14.12
Total	<u>\$542.41</u>

Bank Balances

General Account	3338.35
Special Account	277.25
Sewerage Account	5904.11

REGULAR MEETING

OCTOBER 11, 1977

The regular meeting of the Board of Town Commissioners of Charlestown was called to order by President, J. Crawford Henry on October 11, 1977. Commissioners present were: Marshal Armour and Charles Wright. Also attending: Edgar McAllen, Sanitary Engineer and Police Chief W. Farrell Foy, II.

Chief Foy

There was much discussion on the recent "breaking and enterings" in Charlestown. Chief Foy informed the Commissioners that the investigations have been increased.

Hallowson

The Board decided to go along with the Towns of North East and Perryville as to the date for "trick or treat"; the same plan and time as last year. The time to be published in the newspaper and posters put in both stores and the post office.

Accounts Payable

Marshal Armour made a motion all bills be paid, executed by Charles Wright. It was decided by the Board to pay Davis Florist out of the General Account for the flowers for Lyle Sett as he was an outstanding citizen and had done so much for the Town.

Foot Bridge Permit

Permit for dredging to be done at the Foot Bridge should be in the office by Friday of this week (Oct. 14th). David Haff of Perryville is the Contractor.

Campsites - Holloway Beach

There was discussion on the number of campsites at Holloway Beach. Mr. Heath, former manager had given 100 as the number of campsites and was billed accordingly. Mr. McEenna, owner, claims only 45 campsites and billing was changed accordingly, however, Edgar McAllen, J. C. Henry and Marshal Armour will check further as to the hook-ups and number of campsites.

REGULAR MEETING

OCTOBER 11, 1977

- 2 -

Park and Recreational Areas

Discussion on recreational areas for the youths of Charlestown led to the conclusion that plans must be put into drawings on paper before applying for funding. Tennis and basketball courts, etc., were all possibilities. If we could get the money for materials, Ceta workers could do the work. Area owned by Chesapeake Broadcasting Company was also discussed along with Town properties for a possible park site.

Motion for adjournment was made by Marshal Armour, seconded by Charles Wright. All in favor, oppose none. Meeting adjourned 9:30 P.M.

Respectfully submitted,

Doris Barry
Town Clerk

ACCOUNTS PAYABLE
OCTOBER 11, 1977

General Account

Kunkel Service Co. - truck parts	15.38
Town of Charlestown - sewerage for Town Hall, Town House, Post Office	99.00
Russell's Auto Parts - truck parts	1.06
Roger's Farm Supply - Ceta Supplies	73.02
Charlestown Market - Office Supplies	2.58
Vernon Bryant - railing Post Office	<u>32.75</u>
Total	\$223.79

Special Account

Conowingo Power Co. - street lights	283.60
Bituminous Construction Co. - blacktop	296.27
Maryland Materials - Crusher run	<u>28.09</u>
Total	\$607.96

Revenue Sharing Account

Atlantic Richfield Co. - gas police car	\$72.14
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Bank Balancew

General	3904.37
Special	885.21
Rev. Sharing	938.81
Sewerage	<u>4481.81</u>

WORSWICK MEETING
SEPTEMBER 27, 1977

Meeting was called to order by President, J. Cranford Henry. Commissioners present were Lawrence Metz, Hershel Armour, and Charles Wright. Also attending were Walter Baker, Town Attorney, Russ Tatman and Ed Kuipers, Tatman and Lee Associates.

Trailer Site - North of the Railroad

J. Cranford Henry to check with Mrs. Rosay Loper asking permission to put trailer and equipment for sewerage construction on her property. Approximate area needed is 100' x 100'.

Charlestown Manor

Mr. O'Connor from Charlestown Manor contacted Mr. Russ Tatman about the possibility of constructing sewerage lines and connecting into the Town System at Mr. O'Connor's expense. The Town Board sees no reason why Mr. Tatman cannot work with Mr. O'Connor.

Accounts Payable

Hershel Armour made a motion that all bills be paid. Motion seconded by Lawrence Metz. A motion was also made to place \$2500.00 from Special Account and \$6000.00 from General Account into savings to draw interest.

Town Charter

Charles Wright made a motion to get Walter Baker to arrange a meeting to review the Charter of the Town with all members of the Commission present. Tentative date is November 16, 1977. Lawrence Metz seconded the motion. All in favor.

Following is a breakdown and explanation of a September 20, 1977 letter from the Department of Health and Mental Hygiene as explained by Walter Baker, attached to these minutes.

Section 1

Meeting was called to order by President...
...and...
...and...

Section 2

...and...
...and...
...and...

Section 3

...and...
...and...
...and...

Section 4

...and...
...and...
...and...

Section 5

...and...
...and...
...and...

...and...
...and...
...and...

WORKSHOP MEETING
SEPTEMBER 27, 1977

State grant to Town	\$469,983.
Old Grant	234,800.
Increase	\$235,183.

\$969,904.	Total Obligations
<u>469,983.</u>	State Grant
499,921.	
<u>-280,100.</u>	FHA Grant
219,821.	
<u>-178,000.</u>	FHA Loan
\$ 41,821	Due on State Loan

Total State Loan	\$250,000.
Still Outstanding	41,821.
Paid by State Grant	\$208,179.

\$469,983.	State Grant
<u>-208,179.</u>	Paid by state Grant
261,804.	
<u>-211,120.</u>	Received from state grant
\$ 50,684.	Due to the Town

Also attached to minutes is Mr. Baker's answer to Mr. Johnson's letter explaining this in narrative form.

Meeting adjourned 10:30 p.m.

Respectfully Submitted,

Mary Wright, Secretary

ACCOUNTS PAYABLE
SEPTEMBER 27, 1977

General Account

Conowingo Power Company - electric Town Hall	69.47
C & P Telephone Company - Town Hall	68.66
Kellis Collins - Rock removal-Mon. Hill Rd.	90.00
Charlestown Market - office supplies	<u>1.95</u>
Totals	\$230.08

Special Account

Exxon Company - gas for truck	108.01
R. K. Barnes - gas for mower	1.45
Maryland Materials - Crusher Run	<u>39.15</u>
Totals	\$148.61

Sewerage Account

Conowingo Power - Stat No. 1	97.43
Conowingo Power - Lagoon	563.27
Conowingo Power - Stat #3	22.80
Conowingo Power - Lift Station	3.42
C & P Telephone Co. - Stat #1	16.70
C & P Telephone Co. - Stat #3	<u>14.12</u>
Totals	\$717.74

Bank Accounts

General	8950.56
Special	3533.82
Revenue Sharing	53.74
Sewerage	148.25

REGULAR MEETING

SEPTEMBER 13, 1977

The regular Town Meeting was called to order by President, J. Crenford Henry. Commissioners present were: Hershel Armour, Larry Metz and Charles Wright. Also attending were: Edgar McMullen, Sanitary Engineer; Rod Bunty, Bunty & Green CPA; Norma Gabbert of Senior Endeavors.

Rod Bunty - CPA

Rod Bunty of Bunty & Green CPA, reviewed the Town's financial statement with the Commissioners to everyone's satisfaction.

Norma Gabbert - Senior Endeavors

Norma Gabbert is heading for Cecil County, a new non-profit organization called Senior Endeavors, Upper Shore Commission on Aging which consists of 5 counties. It is designed to get people away from federal funding and helping each other with minor repairs, phone calls for the sick, car pools, etc. Her office is located on the 2nd floor of Holly Hall (rear of Elk Mall) Elkton, Md.

Bowen - Sewerage Line

Line 2" low (10" pipe) - Mr. Bowen feels it needs cleaning but Commissioners have decided to cancel this for the present time.

Sewerage

Charles Wright made a motion that final approval is given for the Sewerage Line. Lawrence Metz seconded the motion. All in favor, oppose none.

Central Atlantic

Bill to be paid when work is acceptable. Hershel Armour stated the work is acceptable. Hershel Armour made a motion to pay Central Atlantic's bill. Lawrence Metz seconded the motion. All in favor, oppose none. Bill to be paid minus \$2,000.00.

Accounts Payable

Lawrence Metz made a motion to pay all the bills, seconded by Hershel Armour. All in favor, oppose none.

REGULAR MEETING

SEPTEMBER 13, 1977

- 2 -

Safe Deposit Boxes

Charles Wright made a motion that the contents of the Safe Deposit Boxes be brought to the next Town Meeting and checked through, possibly cancelling the Safe Deposit Boxes and keeping the contents in our safe at Town Hall. Larry Metz seconded the motion. All in favor, none opposed.

Lawrence Metz made a motion the meeting be adjourned, seconded by Hershel Armour. All in favor, none opposed. Meeting adjourned 10:00 P.M.

Respectfully submitted,

Doris Berry
Town Clerk

ACCOUNTS PAYABLE
SEPTEMBER 13, 1977

General Account

Charlestown Market - office supplies	8.90
Roger's Farm Supply - CETA supplies	7.20
Kunkel Service Co. - parts for truck	<u>9.52</u>
	25.62

Special Account

R. K. Barnes Store - gas for mower	15.70
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Sewerage Account

Tatman and Lee Associates - Regional Sewage Plant	187.50
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Bank Balances

General	1521.24
Special	3549.52
Sewerage	335.75

ACCOUNTS PAYABLE

General Account

Charlestown Market - towels, sodas, etc.	9.37
Bunty & Green - professional services	<u>2000.00</u>
	\$2009.37

Special Account

Conowingo Power Co. - street lights	283.60
Maryland Materials - CR	<u>7.56</u>
	291.16

Revenue Sharing Account

Harford Ins. Agency - police car ins.	48.00
Atlantic Richfield - gas for police car	98.68
C. W. Thorn, Jr. - gas for Harbor Master	<u>10.00</u>
	156.68

Sewerage Account

1st. National Bank of North East - 1st principal payment on 50,000 loan	1667.00
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Bank Balances

General Account	3734.16
Special Account	727.16
Rev. Sharing	326.04
Sewerage	2002.75

SPECIAL MEETING

September 8, 1977

The Commissioners present for the Special Meeting of September 8, 1977, were: J. C. Henry, President, Lawrence Metz, Marshal Armour, and Charles Wright. Also attending: Walter Baker, Attorney.

It was agreed by all to file condemnation proceedings against the Avalon Boat Yard for the purpose of beginning the over the track sewerage project.

Respectfully submitted,

J. Cranford Henry

SPECIAL MEETING
AUGUST 30, 1977

Meeting called to order by President, J. Cranford Henry.
Commissioners present were: Hershel Armour, Charles Wright,
and Lawrence Metz. Also attending was Mrs. Arline Cooper.

Arline Cooper

Mrs. Cooper came to the Board meeting to ask if anything could be done about stagnant water on her property caused by the raising of the ground on new property next door. Mr. Henry advised Mrs. Cooper that he would get a lawyer's opinion on the matter and that it is mostly between the property owners.

Central Atlantic

Tom Trussell, President of Central Atlantic, advised Hershel Armour that all the laterals in town will be cut down, re-black topped and feathered out so they are more even with the road.

Employer's Insurance of Wausau-Central Atlantic

Mr. Henry to write letter to this insurance company to discuss with them the performance of Central Atlantic's construction.

Town House

Received a bid from Cinegaw Roofing in Elkton for the Town House roof. Awaiting bid from Grove Bros. and then the Board will make their final decision.
Insurance on Town House to be reviewed-too high.

Accounts Payable

Larry Metz made a motion that all bills be paid. Hershel Armour seconded the motion. All in favor.

Being no further business meeting adjourned 9:15 p.m.

Respectfully submitted

Mary Wright

WORKSHOP MEETING

AUGUST 23, 1977

The meeting of the Board of Town Commissioners was called to order by President, J. Cranford Henry. Commissioners present were: Hershel Armour, Lawrence Metz and Charles Wright. Also attending: Walter Baker, Attorney; Russ Tatman and Ed Kuipers of Tatman & Lee Associates; Edgar McMullen, Sanitary Engineer; Vernon Bryant, Contractor; Thomas Trussell, President of Central Atlantic Contractors, Inc.

Vernon Bryant - Town House

There was a discussion with Vernon Bryant, Contractor on the cost estimate of a new roof and repairs to the Town House as per copy attached to the minutes. Bid will be discussed further and a motion was made by Larry Metz, seconded by Charles Wright to get two (2) more bids. All in favor, oppose none.

Thomas Trussell - Central Atlantic

Thomas Trussell, President of Central Atlantic was at the meeting in regard to payment owed him by the Town. Walter Baker, Attorney, Town Commissioners and Mr. Trussell discussed the six (6) deficiencies listed in letter of Walter Baker dated July 11, 1977. All were satisfactory except #2, depressed laterals. Hershel Armour, with full authority of the Board, will check with Mr. Trussell on August 24th at 4:00 P.M., the depressed laterals and see that corrections are made.

R. Tatman, Town Commissioners, Tickels & Heacock from HUD

R. Tatman, J. Tickels and R. Heacock met with J. C. Henry, P. Williams and L. Metz earlier and discussed how much of the \$27,500. loan for advanced planning (water system) would have to be returned to HUD. We have requested permission to use at least \$6,000.00. Russ Tatman to prepare a summary on change orders and modifications.

Walter Baker will meet with Russ Tatman and Edgar McMullen and discuss how to resolve these problems of Richardson's (prolongation of construction time, etc.)

WORKSHOP MEETING

AUGUST 23, 1977

- 2 -

Russell Tatman - Invoice

Russell Tatman presented his invoice for his review of letter from the State and giving his opinion on connecting to the Regional System at meeting with the Commissioners on July 5, 1977. 6 1/2 hrs. @ \$30.00 per hr. = \$187.50.

Right-Of-Way's - Sewer Extension

Contractor bid runs out around October 6th and all easements must be signed at least three (3) weeks before the October 6th deadline.

Walter Baker - Right-Of-Way

Walter Baker, Attorney, discussed lots #2, #3, and #4 - North of Pumping Station #3, condemnation procedure "Immediate Take" - Realtor to give appraisal.

Walter Baker recommended hiring Howard Tome, licensed real estate broker to estimate fair value of Avalon property. Larry Metz made a motion, seconded by Hershel Armour that Walter Baker get in touch with Howard Tome. All in favor, oppose none.

"Governing body the Town finds an immediate need and easement across the land of Avalon Yacht Basin and that Howard Tome is appointed to estimate the fair market value of the property and the Town has secured payment of any further sum that later may be awarded by a Jury".

Easements

Louisa Lane Extension - To establish where houses are located. Walter Baker, Attorney, will certify that he has examined records and deeds of Cecil County and that each property calls to the North or Easterly edge of the Cut-Off road. (according to their deed, they own only to the edge of the road). Sewer to be placed in road - no easements.

WORKSHOP MEETING

AUGUST 23, 1977

- 3 -

Dale Robertson

Walter Baker recommends issuing a summons to Dale Robertson if his check doesn't clear the bank in the next 3 or 4 days.

Agreement - County Commissioners & Town Commissioners

A copy of the agreement between the Town Commissioners and the County Commissioners of Cecil County on the Regional System was discussed and a copy is attached to the minutes. If any changes should be made, contact Walter Baker.

Russ Tatman will look into getting Town on State eligibility list to get a 75% grant in regard to cost of connecting to a Regional System.

Antirecession Check

A motion was made by Lawrence Metz and seconded by Charles Wright that the Antirecession fund check be used on Street Repairs. All in favor, oppose none.

Sewer Line Blockage

A motion was made by Charles Wright and seconded by J. Granford Henry that a flat charge be made to Property Owner when MRS (Bowen) is called and trouble is found in Owner's line. Example: (Heath on Aug. 15th - Manager of Campsite at Beach). Three or four manholes were opened and the pumping station was checked.

Town Buildings - Insurance

A further breakdown on the insurance of the Town Buildings
Total \$885.00 Town Hall - \$225.00 Town House - \$660.00

Charlestown Cemetery

A motion was made by Hershel Armour, seconded by Lawrence Metz

WORKSHOP MEETING

AUGUST 23, 1977

- 4 -

that \$250.00 be transferred from the General Account to the Charlestown Cemetery Fund. All in favor, oppose none.

Newspapers

A motion was made by Charles Wright that the Town subscribe to The Cecil Whig and The Cecil Democrat newspapers. Larry Metz seconded the motion. All in favor, oppose none.

Accounts Payable

Lawrence Metz made a motion that all bills be paid, seconded by Charles Wright. All in favor, oppose none.

Fire Co. Tag Day

A motion was made by Larry Metz that the Town contribute the same amount as last year to the Charlestown Fire Co. tag day (\$300.00), seconded by Marshal Armour. All in favor, oppose none.

Penn Central R.R. - Taxes

A check from Penn Central R. R. in the amount of \$1,464.65 for back taxes (\$2,164.12) was received and deposited on 8/19/77.

Town House - Senior Citizens

There was a discussion on the possibility of having the Town House serve as a Senior Citizen Center sometime in the future. It will be discussed again at a later date.

Meeting adjourned 11:30 P.M.

Respectfully submitted,

Doris Berry
Town Clerk

ACCOUNTS PAYABLE

AUGUST 23, 1977

General Account

Charlestown Market - Office Supplies	\$ 4.61
"Copco" - Electric for Town Hall	80.77
C & P Telephone - Town Hall	86.84
Atlas Plumbing Co. - Jet Pump, Pressure Tank, etc.	<u>432.41</u>
Subtotal	604.65

Ceta

Rogers Farm Supply - Clippers, Oil, Bolts, File, Knife	28.43
Bines & Crabbe - Chainsaw File	1.38
Southern States Rising Sun Cooperative, Inc. - Post	13.88
R. K. Barnes Store - Gasoline	6.71
Subtotal	<u>50.40</u>
Total	\$ <u>655.05</u>

Special Account

R. K. Barnes Store - Gasoline for Mower	\$ 9.57
Maryland Materials, Inc. - CR	8.10
Western Auto Asso. Stores - Tailight for Truck	4.69
The Kunkel Service Co. - Parts for Truck	<u>42.70</u>
Total	\$ <u>65.06</u>

Sewerage Account

"Copco" - Electric for Sta. #1	\$ 113.29
" " " Sta. #3	23.43
" " " Lift Station	4.62
" " " Lagoon	536.31
C & P Telephone Co. - Telephone for Sta. #1	16.70
" " " " Sta. #3	<u>14.12</u>
Total	\$ <u>708.47</u>

Bank Balances - General Account	- \$ 3,322.37
Special Account	- 744.83
Revenue Sharing	- 18.98
Sanitation-Sewage	- 1,906.02
Sewer Extension	- 13.29

ACCOUNTS PAYABLE
AUGUST 9, 1977

General Account

Rogers Farm Supply - Ceta Supplies 17.02

Special Account

ABC Manufacturing - road signs 105.73
R. K. Barnes Store - gas for mower 7.73

Sewerage Extension Account

Tatman and Lee Assoc. - Engineering 560.00
Baker and Lockhart - 3339.00

Bank Accounts /

General Account	1435.51
Special Account	58.29
Rev. Sharing Account	638.70
Sewerage Account	5645.09
Sew. Extension Account	3063.29

Savings Account Balances

#90818	15262.61
#80081	4031.97
#80050	30023.37
#90819	29861.49

REGULAR MEETING
AUGUST 9, 1977

Meeting called to order by President, J. Cranford Henry. Commissioners present were: Lawrence Metz, Hershel Armour, and Charles Wright. Also attending were Wm. Parrell Foy II Police Chief, Mike Fugh, Judy Lansdale, and Dale DeWeese, all from the County Planning Commission.

County Planning Commission

The County Planning Commission is asking all towns to help them set up a uniform house numbering system throughout the entire county. This numbering system will benefit not only the State Police and other Emergency Operations but the residents as well. Charles Wright made a motion that we give the Planning Commission the authority to establish a numbering system in the Town. Motion seconded by Lawrence Metz. All in favor.

Officer DePietro

Mr. DePietro, Town Officer, was given the option as of this date to either resign his position or to be fired because of personality conflicts and lack of good common sense judgement. Mr. DePietro refused to resign as of this date. He would like to be "laid off" so he can collect unemployment compensation. Mr. DePietro accepted 2 weeks severance pay. Mr. Foy, representing Police Commissioner Peter Williams, is giving Mr. DePietro until August 16, 1977 to make his final Decision.

Trash Barrels

It was decided by the Board that a trash barrel be placed at the end of Chesapeake Road and be emptied once a week. This is providing the neighbors do not use the barrell for garbage removal.

Also decided that a trash barrel be placed at end of Baltimore Street for trash off the beach. "Resident Parking Only" signs to be placed there also.

WORKSHOP MEETING
AUGUST 9, 1977

-2-

Town House

Due to recent storms, the Town House now needs to have the roof repaired. Charles Wright made a motion that we contact Vernon Bryant and ask him to submit an estimate for repairs to the Town Board. Lawrence Metz seconded the motion.

Accounts Payable

Lawrence Metz made a motion that all bills be paid in full. Motion seconded by Hershel Armour.

Stone for Town Wharf

Lawrence Metz made a motion that the Town pay approximately \$150.00 for a load of stone on the Town Wharf. Motion seconded by Charles Wright. All present in agreeance.

Grass Cutting

Town Hall to contact Mr. Shockley and have him cut the grass in town before Labor Day.

Being no further business meeting adjourned 9:30 P.M.

Respectfully Submitted,

Mary Wright

SPECIAL MEETING

AUGUST 2, 1977

The meeting of the Board of Town Commissioners was called to order by President, J. Cranford Henry. Commissioners present were: Marshal Armour, Lawrence Metz and Charles Wright. Also attending was Edgar McMillan, Sanitary Engineer.

Avalon - Leased Ground - Sewerage Assessment

It was agreed several months ago to sell the ground Avalon leases from the Town to Avalon for \$22,000.00. That agreement did not materialize at that time. Mr. Grouser, Avalon's Attorney, feels if we sell Avalon the land, they will sign the assessment and all the problems will be taken care of. The property assessment would be at least as much as the lease value. If property is sold, it should be sold under conditions such as stated in the minutes of March 13, 1977, a copy of which is attached.

Gasoline Credit Cards

Larry Metz made a motion that we use the gasoline credit cards for all vehicles, so that we have a more accurate accounting for our records. Card to be left in the office, so Police Officers will have access to them at night. Seconded by Charles Wright. All in favor, none oppose.

Meeting - Wetland Permit

Charles Wright, J. Cranford Henry and Lawrence Metz will attend a public hearing on August 26th at 1:00 P.M. at the Court House in Wilton for our application for a wetland permit for dredging creek at the Foot Bridge.

Walter Baker - Sewerage Hook-Up

Doris to contact Walter Baker, Attorney, and ask him to write a letter to Harpeds, Inc. on their sewerage hook-up charge and user's fee. Deadline for Harpeds to respond to previous letter was August 1st.

SPECIAL MEETING

AUGUST 2, 1977

- 2 -

TV-Market Street Sewer Line

When Sewer Line on Market Street is TV'd, it should be stipulated that Mr. John Bowen of the Maryland Environmental Service be there at the time, and a request that a 5 year guarantee be given.

Accounts Payable

Lawrence Metz made a motion, seconded by Charles Wright that all bills be paid. All in favor, oppose none.

Easements

Walter Baker, Town Attorney, is rewriting the sewer extension easement for Howard Lynch stating that after the initial installation of the pumping station, dry wells and water lines, etc., the Grantee shall not be permitted to relocate any of the foregoing without the written consent of owner or owners.

Town meeting adjourned at 9:30 P.M.

Respectfully submitted,

Doris Berry
Town Clerk

WORKSHOP MEETING
JULY 26, 1977

Workshop meeting was held on July 26, 1977 in Town Hall. Commissioners present were: Lawrence Metz, Hershel Armour, and Charles Wright. Also attending were Walter Baker, Town Attorney, Edgar McMullen, and Mr. Howard Lynch.

Mr. Lynch

Mr. Lynch and the Town Board discussed putting the pumping station on Mr. Lynch's property. Mr. Lynch felt that \$150.00 was not enough to compensate for the loss of 30 feet of his front yard. After much discussion Mr. Baker suggested that the Town give Mr. Lynch 2 years free sewerage and the \$150.00 hook - up fee.

Lawrence Metz Made a motion that the \$150.00 hook-up fee and two (2) years user charge be waived. Motion was seconded by Hershel Armour. All in favor.

Mr. Philip Guenzer

Mr. Baker discussed with the Board his conversation with Mr. Guenzer, Avalon's Attorney. Mr. Guenzer's protests are:

1. overpayment of sewerage charges
2. silt problem in channel
3. old easement (pumping station should be underground)
4. new easement
5. buy land now leased from Town.

Mr. Guenzer feels if we sell Avalon the land they will sign the easement and all problems will be taken care of. Mr. Baker recommended to the Board that we do as Mr. Guenzer suggested. No definite decision made.

Accounts Payable

Commissioners agreed that all bills be paid.

Being no further business meeting adjourned 11 P.M.

Respectfully Submitted

Mary Wright

SPECIAL MEETING

JULY 19, 1977

The Town Meeting was called to order by the President, J. Cranford Henry. Commissioners present were: Hershel Armour and Charles Wright. Also present was Ed Kuipers of Tatman & Lee Associates.

Ed Kuipers - Tatman & Lee Associates

Mr. Ed Kuipers discussed the right-of-ways. Mr. Leon Beal's easement has been amended to his satisfaction. Mrs. Freeman and Mr. Joseph Russell are having their lawyers check their easements. Mr. Walter Baker, Town Attorney, will handle the Avalon parcel. It is important that the easements be obtained.

Bids

Mr. Kuipers suggested that it might be a good idea to have an Accountant check all totals on construction costs before bid is awarded. Price could actually vary between \$265,000. to \$270,000.

Bd. of Health (Packet)

A packet for the Board of Health was given to Walter Baker to check over. (1) Submit application with estimated bid. (2) After bids have been opened, submit new forms with the actual bid. State Grant is usually adjusted according to the bid, (if bid is lower than grant, State will take part back)

Topographic Survey

A Topographic Survey should be done in the heavily wooded area of the Beachcomber for elevations and location. It was recommended that the contract not be awarded until the work is done. Survey would cost \$700.00-\$1200.00 to \$1500.00. Ed Kuipers would like permission to have the survey done Thursday, July 21st. Motion was made by Charles Wright, seconded by Hershel Armour that permission be granted. All in favor, none oppose.

As-Built drawings must be signed by a licensed Land Surveyor and this was not counted in the cost.

\$ 268,743 Bid
40,000 Engineering Services
10,000 Estimated for Legal Services-Allowing for As-Built

SPECIAL MEETING

JULY 19, 1977

- 2 -

Charles Wright - Town of Charlestown

A formal letter from Charles Wright is requested to the Town of Charlestown giving his permission for the Engineering firm of Tatman & Lee Associates and Contractors, First State Enterprises, Inc., to use approximately 150' x 200' of his ground south of the R.R. on Ogle Street for 2 office trailers and for storage of materials during construction of the Sanitary Sewer Extension.

Wharf

There is no charge to residents tying their boats at the wharf on the marina side as the water is too shallow for the boats. Heis McCall's boat is kept on the marina side of the wharf.

Parking - Calvert Street

Parking signs have been ordered for Calvert Street and are expected in 15 to 18 days.

Accounts Payable

Commissioners agreed all bills be paid except the \$2,300.00 to Amtrak. Gran will check with Walter Baker in regard to deducting Town Taxes owed the Town before paying Amtrak.

Central Atlantic

Commissioners will check during the week the work done by Central Atlantic to see if the work is acceptable before paying their bill.

Meeting adjourned 9:00 P.M.

Respectfully submitted,

Doris Berry

ACCOUNTS PAYABLE
JULY 19, 1977

General Account

Roger's Farm Supply - Ceta Supplies	47.01
C & P Telephone Co. - Town Hall	102.80
Maryland Municipal League - dues	124.09
North East Print Shop - Tax Bills	81.25
Town of Charlestown - Town Hall	33.00
Town of Charlestown - Town House	33.00
Town of Charlestown - Post Office	33.00
Kellis Collins - labor and backhoe	120.00
Charlestown Market - sodas, towels, etc.	7.39
R. K. Barnes - gas for truck	<u>86.38</u>
Total	\$667.92

Special Account

Russell's Auto Parts - gasket	1.77
Jr. Barrett - repair lawn mower	5.00
Loving's Lawn Mower Service - Lawn Mower	28.65
Maryland Materials - CR	53.47
Perryville "66" - fix tire	4.00
Conowingo Power Co. - Street Lights	283.64
R. K. Barnes - gas for truck	<u>33.01</u>
Total	\$409.54

Revenue Sharing Account

Sewerage Account

Northeastern Plumbing and Heating - pipe	39.72
C & P Telephone Co. - Stat. # 1	16.70
Amtrak - Sewer Extension	<u>2300.00</u>
Total	\$56.42

Balances

General Account	1710.61
Special Account	764.79
Revenue Sharing	979.36
Sewerage	<u>6478.75</u>

SPECIAL MEETING

JULY 12, 1977

A Special Meeting was called to order by the Town's Attorney, Mr. Walter Baker with the purpose of again discussing the Cecil County Regional Sewerage System between the Town's Board of Commissioners, The Cecil County Representatives and Maryland's Department of Health and Mental Hygiene, Environmental Health Administration.

Present from the Town: Attorney, Walter Baker, J. C. Henry, Pete Williams, Charles Wright, Larry Metz, Sr. From the Environmental Health: Mr. Charles Albrecht, Chief, Facilities Planning Section and Mr. James D. Clise, Director, Bureau of Sanitary Engineers. From Cecil County: Mr. Barry Belford, Director, Department of Public Works and his Assistant, Mr.

After much and lengthy discussions, it was pointed out by Mr. Baker that previous estimates of the Environmental Health Administration had not taken into consideration, expenses of operating the Town's system such as a Sewerage Clerk, Electricity for operating our 3 Pumping Stations and 1 Lift Station. With these extra expenses plus the demand to upgrade our present system at a cost of approximately \$200,000.00 plus, this all adds up to a Users Fee of approximately \$255.00 per year for Town Users after upgrading our present plant. The State agreed to try to get us a credit of \$193,167.00 off of our State debt of \$250,000.00. The \$193,167.00 being the maximum amount the federal regulations will allow to be discounted. This will be \$37.00 from the User Fee on the principal side and \$26.00 on the interest side.

Mr. Belford then agreed if we supply the repair parts they would supply a man for maintenance and operation of our sewerage system and would also relieve us of the county billing cost. The man saves \$10,000.00 and billing approximately \$5.00 per User per year. This all cuts the cost to approximately \$192.00 per year per User based on 375 Town Users. If Mr. Albrecht and Mr. Clise will recommend to the State that they firm up the requested \$193,167.00 and then give us an official cost analysis, it is agreeable to the Board of Town Commissioners as the Town cannot afford to charge \$255.00 Users Fee if they go with the Regional System for \$192.00.

Meeting adjourned 4:15 P.M.

Respectfully submitted,

J. C. Henry

SPECIAL MEETING

JULY 8, 1977

On Saturday 8 July, 1977, a special meeting was held to discuss:

(1.) The deficiencies left over from the sewerage system which is to be completed before Mr. Trussell of Central Atlantic can collect his final payment.

(2.) Charlestown's present sewerage system as compared to the regional system's on a cost to user basis for Charlestown people.

Present were Commissioners: J. C. Henry, Peter Williams, Marshal Armour, Charles Wright and Larry Mets. Also present were: Mr. Leon Seal, Mr. Walter Baker, Tom Attorney, Mr. Trussell, President of Central Atlantic and Mr. Thomas Watson of Paul's Utility. The meeting was called to order at 8:15 A.M. by Mr. J. C. Henry and after a lengthy discussion of the remaining deficiencies, which have not as yet been completed by Central Atlantic, and a visual inspection of the same by Mr. J. C. Henry, Mr. Marshal Armour, Mr. Thomas Trussell, Mr. Thomas Watson and Mr. Leon Seal, the following deficiencies were agreed on to be fixed by Central Atlantic:

1. Fill ditch on Caroline Street
2. Fill ditch on Louisa Lane (by Mrs. Gray's property)
3. Fix all the laterals which need fixing, approximately 10
4. Paint and seal the pumping stations as listed in attached letter from Sanitarian Mr. Wm. I. C. Knight of NEM
5. Take care of the bills for the alarm telephone for which we were billed for from last October and did not work until June. We got a bill for June which we will pay.
6. Fix the ditch in front of Mr. Jones's house. This has been a real bad spot and never been fixed.
7. The sag in the collection line on Market Street. This is to be taken care of separately. The line will be televised with the proper 10" television head and a determination will be made at that time as to what the proper arrangement is to be made. It will be either dig it up and fix or a 5 year guarantee, etc.?
8. The manhole on Bayview Ave. which is on the beach at the foot of the street will be fixed by Town people by probably digging out at the base and filling with concrete and stone. Mr. Trussell said they were not responsible for erosion of the tides at this point and refused to fix it. It is working and is still waterproof but the large piece of concrete is just hanging in mid air and needs support.

SPECIAL MEETING

JULY 8, 1977

- 2 -

9. Mr. Trussell refused to cut down the trees on the Cratchley property where the trees could have died from the erosion of the water from the river; a ditch was dug on the back side of trees for a collector line.

10. Water problem on Mr. Seal's Holloway Beach property will be fixed by Mr. Trussell who will dig a moat down the edge of the road to relieve the problem. Mr. Seal is satisfied that this will work.

A motion was made by Mr. Peter Williams and seconded by Mr. Marshal Armour with all in favor, that after Mr. Trussell fixes the listed deficiencies that Central Atlantic will be paid \$21,000, withholding \$2,000, and change pending the outcome of deficiency No. 7.

We are to send a letter to Mr. Trussell relieving him of all responsibility in the cutting of the moat and the after effects on other property owners.

By the advice of our Town Attorney, Mr. Walter Baker, he has advised us that we are to contact all people who have not as of yet paid their hook-up fee and warn them that if they do not attempt to meet this obligation the town will get a summons to court for a Judge's verdict for failure to comply with Water and Sewer Ordinance #22, Section 12. He suggested about a two week period of grace and then if nothing happens we get the summons.

After such discussion of the Regional System, the Town was advised by Mr. Baker that he would contact the highest State Official in NEW and arrange a meeting between the Town and the State. The problem is that they have left out expenses which have not figured in their cost figures. Example: A full salary for a clerk, electricity to run three (3) pumping stations and a lift station for a year, etc. He would expect the State to pick up the whole \$250,000.00 instead of the \$193,000.00 and drop the projected \$270.00 hook-up fee for Town people.

Meeting was adjourned at 2:00 P.M.

Respectfully submitted,

J. Cranford Henry, President

8. The manhole on Bayview ave which is on the beach at the foot of the street will be fixed by town people by probably digging out at the base and filling with concrete and stone. Mr. Trussell said they were not responsible for erosion of the tides at this point and refused to fix it. It is working and is still waterproof but the large piece of concrete is just hanging in mid air and needs support.

9. Mr. Trussell refused to cut down the trees on the Crutchley property where the trees could have died from the erosion of the water/a ditch was dug on the back side for a collector line????

Holloway patch
10. Water problem on Mr. Beal's property will be fixed by Mr. Trussell who will dig a swale down the edge of the road to relieve the problem. Mr. Beal is satisfied that this will work.

A motion was made by Mr. Peter Williams and 2nd ed by Mr. Hershel Armour with all in favor that after Mr. Trussell fixes the listed deficiencies that Central Atlantic will be payed \$21,000 with-
holding \$2,000 and change pending the outcome of deficiency No. 7

We are to send a letter to Mr. Trussell relieving him of all responsibility in the cutting of the swale and the after effects on other property owners.

By advice of our town attorney Mr. Walter Baker he has advised us that we are to contact all people who have not as of yet payed their hook-up fee and warn them that if they do not attempt to meet this obligation the town will get a summons to court for a judge's veriditt for failure to comply with Water and Sewer Ordinance 12. He suggested about a two week period of grace and then if nothing happens we get the summons.

At the request of the Mayor
After much discussion the town was advised by Mr. Baker that he would contact the highest state official in HEW and arrange a meeting between the town and the state. The Problem is that they have left out expenses which have not figured in their cost figures. Example a full salary for a clerk, electricity to run 3 three Pumping stations and a lift station for a year ect. He would expect the state to pick up the whole \$250,000.00 instead of the \$193,000.00 and drop the projected \$270.00 hook-up fee for town people.

Meeting was adjourned at 2:00 PM.

SPECIAL MEETING

JULY 5, 1977

The Town Meeting of Charlestown was called to order by the President, J. Cranford Henry. Commissioners present were: Larry Metz, Marshal Armour, Charles Wright. Also attending were: Edgar McAllen, Sanitary Engineer; Russell Tatum and Ed Kuipers of Tatum & Lee Associates; Leon Beal, Mr. & Mrs. John Scott and Mrs. Scott, Sr., Mr. Deas, Mr. Tamargo and Mr. & Mrs. Oliver Diamonte.

Leon Beal Property

Mr. Beal would like the sewerage extension line moved back 15 to 20' of the proposed line on his property. At the present time, the proposed line is on prime ground. Tatum & Lee Associates will go over the ground with Mr. Beal and see if an alternate line will be satisfactory.

Mr. & Mrs. John Scott, Mrs. Scott, Sr. - Louisa Lane

Mr. & Mrs. John Scott and Mrs. Scott, Sr., would like the easement changed to read that the sewerage line will be put completely under the existing black top road along their property. Also part of this Town Road is on Mrs. Scott, Sr., property that she has been paying taxes on according to a survey he had made 3 or 4 years ago. Board members agree that this property line should be cleared up and Mr. Scott agreed that the Town could use the survey he had made. His lawyer, Mr. A. Freeborn Brown has the survey. Denis to call Mr. Brown of Bel Air and ask for copy. Mr. Walter Baker will be asked to change the easement.

Mr. Tamargo-Mr. & Mrs. Diamonte

Mr. & Mrs. Diamonte inquired as to who was responsible for damage to the boats (if any) during a storm, etc., since they were being tied so close together. Owners are responsible for their own boats. Town Commissioners gave Hais McCall complete authority to check on the boats as to how they were tied and to check the Owners as to the payment of the rental of the slips, etc.

Special Fund

Special Fund to be reimbursed from General Account for Ceta Gasoline Expense when Ceta money becomes available.

SPECIAL MEETING

JULY 7, 1977

- 2 -

Tatman & Lee Associates - Sewer Extension Bids

Mr. Tatman stated there are about 8 potential bidders, (at least 6 out of the 8 have done previous work of this type) set for this Friday, July 8th at 11:00 A.M. Mr. Ed Kuipers and Mr. Preston Lee of Tatman & Lee Associates will be in attendance, Mr. Tatman being on vacation.

There is the possibility the price may be higher than Richardson's bid projected 2 or 3 years ago, it could be a minimum of 40% higher. To stay within these costs you may have to do one of three things:

- (1) Reduce scope of project
- (2) Request State for additional funds to build
- (3) Not build

All permits are in and approved for the sewer extension.

It will cost approximately \$700.00, that was not included in Tatman's budget, to resurvey Mr. Seal's property and move the proposed sewer extension line back the 15' to 40' that he requests.

Charles Wright has offered a corner use of his lot #234 for the Contractor's Trailer and storage space for materials, etc. Mr. Russ Tatman will contact Consmingo Power Company for storage area on their property for the North side of the R.R. tracks.

A detailed copy of Regional System vs Town Independent System are contained in a letter from the State Health Department attached to the minutes.

Meeting adjourned 10:30 P.M.

Respectfully submitted,

Doris Serry

REGULAR MEETING

JANUARY 10, 1978

The regular business meeting of the Board of Town Commissioners was held on January 10, 1978.

As the result of the election on January 9, 1978, Peter M. Williams, Leon E. Seal and Alfred S. Tamargo were sworn into office on the Board of Town Commissioners. Votes cast by the Town Residents were as follows:

Ronald A. Daniels	53
Alfred S. Tamargo	67
Peter M. Williams	75
Leon E. Seal	71

Copy of election returns attached to minutes. Oaths taken and signed by Peter M. Williams, Leon E. Seal and Alfred S. Tamargo attached to minutes.

Other Commissioners present were: Lawrence Nots and Charles Wright. Also attending was Edgar McMillan, Sanitary Engineer.

Peter Williams, newly elected President, called the meeting to order with opening remarks regarding the agenda.

Budget Review

Peter Williams reviewed the budget at the 6th month period with the Commissioners.

Appointments & Responsibilities

The following appointments and responsibilities were made:

- Public Works Director - Charles Wright
(Street Maintenance)
- Zoning - Alfred Tamargo
- Police Commissioner - Leon E. Seal
- Administrative - Peter Williams
- Budget - Peter Williams, Lawrence Nots, All
- Leases - Charles Wright
- Fire Company Liaison - Alfred Tamargo
- Charter Revision - Peter Williams, All
- Political Liaison - Lawrence Nots

REGULAR MEETING

JANUARY 20, 1978

- 2 -

Coverage - Mechanical - Leon Seal, Edgar McAllen
Costs Supervision - Charles Wright
Ordinance Revision - Alfred Tourge

Accounts Payable

Peter Williams made a motion, seconded by Leon Seal that all bills be paid. All in favor, oppose none.

Lawrence Metz made a motion, seconded by Charles Wright that a amortization payment of \$1,000.00 per month be paid to the North East Bank on the \$50,000.00 Loan. All in favor, oppose none.

Lawrence Metz made a motion the meeting adjourn. Motion seconded by Charles Wright. All in favor, oppose none. Meeting adjourned 11:30 P.M.

Respectfully submitted,

Doris Berry
Town Clerk

APPOINTMENTS & RESPONSIBILITIES

Public Works Director - Charles Wright
(Street Maintenance)
Zoning - Alfred Tamargo
Police Commissioner - Leon E. Deal
Administrative - Peter Williams
Budget - Peter Williams, Laurence Meta, All
Leases - Charles Wright
Fire Company Liaison - Alfred Tamargo
Charter Revision - Peter Williams, All
Political Liaison - Laurence Meta
Sewerage - Mechanical - Leon Deal, Edgar McMillen
Ceta Supervision - Charles Wright
Ordinance Revision - Alfred Tamargo

SPECIAL MEETING
JANUARY 11, 1978

Meeting called to order by President, Peter H. Williams. Commissioners present were Charles Wright, Leon Seal, and Lawrence Metz. Alfred Tamargo unable to attend due to faulty furnace.

Appointments on Zoning Board

These Commissioners present reviewed appointments and expirations of Zoning Board personell. A list of suggested names were drawn up and to be given to Chairman Roger Herron who will contact potential people to serve. Chairman to report back to Town Board at the next work session on January 24, 1978.

Buy Truck

Motion made by Lawrence Metz and seconded by Leon Seal to purchase a good used dump truck. (1 to 1½ ton) Motion carried 4 for and 0 against. Charles Wright has the authority to purchase truck with Town Funds. Funds to be allocated and repaid as was with police car.

Central Atlantic

Board authorized Attorney, Walter Baker, to negotiate the \$2,000.00 outstanding bill with Central Atlantic. The Town agrees to pay the \$2000.00 less all phone charges and to be furnished with a 5 year written guarantee on sewerage pipe performance along Market Street stream.

Work Session

Commissioners declined to attend the University of Maryland work session.

Post Office Lease

Legal opinion needed by Walter Baker on Post Office lease, as regards to previously signed lease.

Regional System Forms

Regional System Forms reviewed and to be completed by Town Engineer.

Recreation Area

Board approved in principal the idea of Tennis and Basketball Courts on the fair grounds abutting Conestoga Street. Plans signed and approved and have been submitted to State and County agencies. Construction to be pending availability of Town Funds. Cost of project is \$17,851.00. Town share is 25% or \$4,462.75. It is to be noted that the Town is in full agreement to provide a recreational area, however street resurfacing remains the top priority for Town Funds.

Little League Banquet

All Commissioners declined to attend the Little League Banquet invitation.

Accomplishments

Commissioners agreed in principal to maintain record folder of projects completed and list of accomplishments during their term in office.

Resignation of Secretary

Resignation of Mary Wright as Secretary for the Town accepted with regret. At the suggestion of President Peter Williams position is not to be refilled and vacancy to be eliminated. The Commissioners agreed to utilize Ms. Wright's services on a minimum part-time basis for keeping books and other important matters that may come up. Ms. Wright agrees to work on a needed part-time basis.

Police Car Insurance

Police Car Insurance cancelled per telephone on December 29, 1977 and confirmed by letter on January 6, 1978. The Town now due a refund.

Footlog Permit

Footlog Path Permit expires on April 2, 1978. Commissioners agreed permit not to be used as cost was prohibitive. Verbal permission granted by Mr. Sheekley to use present newly constructed path.

Avalon Yacht Basin

Avalon is disputing the number of slips charged for sewerage user fee. President Williams to authorize Walter Baker to negotiate with Avalon. Due to other legalities concerning this company the conditions of the Town are:

1. Town (Pete) to count actual number of slips.
2. Avalon to drop protest of sewerage payment of \$948.42.
3. Town to bill Avalon per slip count contained in their letter if current audit of the number of slips prove correct.

As a policy all Commissioners agreed to have a slip count on all marinas on a quarterly basis.

FHA Account

A question was presented to Town Engineers to see if \$6083.72 can be transferred out of the Sewerage Construction Fund Account.

Meeting adjourned 11:30 p.m.

Respectfully submitted,

Peter N. Williams.
President
Board of Town Commissioners

January 12, 1978

Mr. George Hull
c/o John Hull, Attorney
343 N. Charles Street
Baltimore, Maryland 21201

Dear Mr. Hull:

An inspection of your driveway on this date by our office constitutes a public safety hazard to the Citizens of the Community and a legal contingent liability on your part to correct this condition at once.

The ice condition spans approximately 70 feet in length by the width of your driveway and extends onto Conestoga Street.

I'm sure without any further ado or complications you will want to correct this very dangerous condition.

Thanking you for your consideration and cooperation.

Sincerely,

Peter M. Williams, President
Board of Town Commissioners

CC:
C. Wright, Commissioner
Resident Trooper

C. Wright
COPY

SPECIAL MEETING

CHARTER REVISION

January 14, 1978

A Special Meeting was called this date at 1:30 p.m. by President Peter M. Williams, to continue revision of new Town Charter. Those in attendance were: Commissioners: Leon Beal, Charles Wright, Alfred Tamargo, and Peter Williams. Commissioner Larry Metz was absent. (Occupational Business)

Charter Revision and discussion applied to and conceded with, was Article VI Sections 601 thru 617.

The recap of Changes, Additions and Deletions pertaining to the subject section, is as follows:

1. Name to be Town Commissioners of Charlestown with all members being called Commissioners and President instead of Mayor and Council.
2. Term to be for two (2) years instead of four (4) and Commissioners to be five (5) in number in stead of seven (7).
3. No Commissioner or President shall receive pay during his term in office except for expenses incurred while he is performing Town business.
4. The President, Vice President, and Treasurer shall be elected by the Commissioners for a one (1) year term by secret ballot.
5. Town Meetings to be held on the second (2) Tuesday of the month, with the 4th Tuesday being for special meeting if the Commission deems it necessary.
6. Reduce granting of Franchise from 50 years to 25 years. #22
7. Add to the wording of topic "Noise" regulation of live or mechanical music. #35
8. Under Section 503. Enforcement the Board voted to change the fines from \$100. to \$500., and increase imprisonment from 30 days to 60 days.
9. President retains the right to vote on all issues.
10. Resident requirement reduced from six (6) to three(3) months.
11. Property owners not residing in the Town will not have the right to vote.
12. ~~Length of~~ Commissioners term remains at two (2) years and not four (4) years.
13. Board of Town Commissioners must approve the striking of any name from the Registration Voting List.
14. Filing for Town Commissioner and registering to date "Frozen" thirty calendar (30) days before preceding election day.

SPECIAL MEETING (Continued)

January 14, 1978

- 15. Candidates will be listed alphabetically by name.
 - 16. The hours of voting have been increased from 12:00 Noon to 8:00 p.m. (8 hours) to 7:00 a.m. until 7:00 p.m. (12 hours).
- The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Peter M. Williams
President
Board of Town Commissioners

C. Wright

WORKSHOP MEETING

January 24, 1978

The meeting of the Town Commissioners was called to order by Mr. Charles Wright in the absence of the President Mr. Peter Williams who was working. The following Commissioners were present: Mr. Charles Wright, Mr. Leon Neal, Mr. Lawrence Metz and Mr. Alfred Tamargo. Also in attendance were: Mr. Russ Tatum, Mr. Edward Kuipers, Mr. Walter Baker and Marshal Armour.

The minutes of the Special Meeting of January 14, 1978, were approved as written.

Marshal Armour brought a plaque for the Town that was presented to them by the North East Little League.

RECREATION AREA

Mr. Marshal Armour inquired about the Tennis Court and the Basketball Court approval. After some discussion it was decided a security light and a ten (10) foot high chain link dividing fence should be included in the specifications and it must also include two (2) gates or one in the center. The security light would be strictly for security and not for playing at night. Mr. Leon Neal and Mr. A. Tamargo said it would cost \$500.00 for a security light and pole, if the electric is run from the Town Hall. The Town will need specifications on the type of fence to be installed. Mr. Lawrence Metz made a motion, seconded by Mr. Alfred Tamargo for Mr. H. Armour to be given approval. Refer to the Special Meeting January 11, 1978. Those voting in favor were: Mr. C. Wright, Mr. Leon Neal, Mr. Larry Metz, and Mr. A. Tamargo. Opposed: None. Motion carried.

Mr. Charles Dennison stopped in later to say that the Parks and Recreation had approved the project for \$20,000.

POST OFFICE LEASE

on

Mr. Walter Baker said that/the Post Office Lease the Town does not have an option to increase the lease. It runs until 1981 and then an option for an additional three (3) years.

CENTRAL ATLANTIC

Mr. Walter Baker has sent a letter to Mr. Edward Covahay of Covahay and Booser dated January 23, 1978, and he is awaiting Mr. Covahay's reply. He has requested that Central Atlantic pay the telephone bill and guarantee five years on the sagging pipe.

WALTER BAKER

WORKSHOP MEETING

-2-

January 24, 1978

AVALON - SEWERAGE BILLING

Avalon now has 67 useable slips. Mr. Walter Baker suggested that Mr. Peter Williams and Mr. L. Beal confer with the owners of Avalon and see what their feelings are and attempt to settle the problem to date. Prior to each quarterly billing a visual check should be made of the useable slips in all of the Town's Marina's.

PENN CENTRAL

Mr. W. Baker stated that on the Penn Central letter, if the Town's check has been cashed then they have accepted the offer.

RUSS TATMAN

Mr. Russ Tatman said Cecil Co. has not been certified, so therefore the Town can not receive funding. If the Town is interested they must pursue it through other Municipalities and put the pressure on the County. The Economical Development Administration has 50/50 funding. The reason the County does not qualify is because they must have minority representation on the Planning Commission.

REGIONAL PLANT

Mr. R. Tatman said the Regional Plant must modify the pumping stations. The town is eligible for 75% Federal money and the Town pays 25%. Mr. Tatman said the Town is number four (4) on the list for funds. Mr. L. Beal made a motion, seconded by Mr. A. Tamargo for Mr. Russ Tatman to prepare an application for EPA Step #2 for Grant money. Those in favor: Mr. C. Wright, Mr. A. Tamargo, Mr. L. Beal and Mr. Larry Metz. Opposed: None, Motion carried.

MARK CONNOR

Mr. W. Baker read a letter Mr. Peter Williams had received from Mr. Mark Connor about the annexation of his property on Charlestown Manor. A motion was made by Mr. A. Tamargo and seconded by Mr. L. Beal that the Commissioners are not interested in partial annexation at this time. Those in favor were: Mr. C. Wright, Mr. A. Tamargo, Mr. L. Beal and Mr. Larry Metz. Opposed: None. Mr. W. Baker has the letter and will send him a reply.

WORKSHOP MEETING

-3-

January 24, 1978

TAX ASSESSMENT BASE

Mr. W. Baker says the Town can not change the Tax Assessment base.

RUSS TATMAN

Mr. Russ Tatman wanted to brief the Town Commissioners on the present Sewer System. First State Enterprises are 90 days completed of the 120 days allowed. The Pumping Station has not arrived yet. If an extension of time costs money then First State Enterprises will have to pay the penalty or be responsible for the extra funds and also pay the Engineers.

Tatman designed the Pumping Station so it will be flush with the ground on the Sewer Extension Project. Additional funds needed will be \$2500. for boring sleeve under Penn Central R.R. and for grouting throughout. Tatman requested a change order on this. They must also use 1000 cu. yds. of select material (bank gravel) at \$5.00 per cu. yd. This would use \$7500. from the Contingency Fund. Mr. Tatman says the contractors are doing the best they can under the weather conditions and circumstances.

TOWN HOUSE

Mr. W. Baker read the lease on the Town House and said that this lease can be increased or cancelled. It was mentioned that Lee's Marina furnished water for this house. Mr. Walter Baker said the Town Commissioners should write up specifications under advisement of legal council and then submit these specifications to the contractors for bid. He also said that all leases should be for one (1) year only.

These should be the guide lines needed for all leases:

1. Consider the value
2. Insurance (Fire, Liability, etc.)
3. Taxes
4. Sewerage
5. Utilities
6. Maintenance or Upkeep

Mr. Leon Neal and Mr. A. Tamargo are to check on the expenses and upkeep on this property and report back to the Commissioners their findings.

WORKSHOP MEETING

-4-

January 24, 1978

SEWER EXTENSION

A motion was made by Mr. Lawrence Metz, seconded by Mr. Leon Seal, that the Town of Charlestown borrow \$55,473.05 from the North East Bank on a sixty (60) day demand note for payment of the Sewer Extension. This bill was submitted by First State Enterprises on January 3, 1978, in the amount of \$55,473.05. This money is to be repaid immediately upon receipt of reimbursement of this amount from the State of Maryland.

Those in favor were: Mr. L. Seal, Mr. C. Wright, Mr. A. Tamargo and Mr. L. Metz. Opposed: None. Motion was carried.

APPOINTMENTS FOR ZONING BOARD

Mr. Roger Herron has submitted three (3) names for appointments to the Zoning Board.

Roger Herron - Term runs until Nov. 13, 1980
J. Cranford Henry term runs to 1982
John Styar

These men have agreed to serve and Mr. Herron will submit two (2) other names at the next meeting.

HISTORIC DISTRICT COMMISSION

Mr. Leon Seal made a motion, seconded by Mr. A. Tamargo that Mrs. Elizabeth Henry and Mr. Charles D. Murphy be appointed to serve for three (3) years on the Historic District Commission. Those in favor: Mr. L. Metz, Mr. C. Wright, Mr. L. Seal and Mr. A. Tamargo. Against: None. Motion carried.

FAILURE TO HOOK-UP LETTER (Health Department)

Mr. Larry Metz informed the Town Commissioners that the Cecil Co. Health Department will send a letter to the persons who are delinquent in their hook-up to the Town's sewerage system after Mr. W. Baker reviews the letter.

DELINQUENT USERS FEE

The Delinquent Users Fee is handled the same as those with delinquent taxes.

WORKSHOP MEETING

-5-

January 24, 1978

CHARTER REVISION

Mr. Lawrence Metz made a motion, seconded by Mr. A. Tamargo to accept the Charter Revision as rewritten at the Special Meeting on January 14, 1978. Those voting in favor were: Mr. C. Wright, Mr. A. Tamargo, Mr. L. Metz and Mr. L. Beal. Against: None. Motion carried.

ACCOUNTS PAYABLE

Mr. A. Tamargo made a motion, seconded by Mr. L. Metz that all bills be paid. All in favor, opposed none. Motion carried.

JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

Mr. L. Metz made a motion, seconded by Mr. Ison Beal to approve the job description for the Administrative Assistant. All were in favor of this, None opposed. Motion carried.

Mr. L. Metz made a motion to adjourn the meeting, seconded by Mr. A. Tamargo. All in favor, opposed none. Meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Rebecca C. Phillips
Secretary

SPECIAL MEETING

FEBRUARY 9, 1978

A Special Meeting was held on February 9, 1978 at the request of Peter M. Williams, President.

Commissioners present were: Laurence Metz, Charles Wright and Alfred Tamargo.

The Board of Town Commissioners voted unanimously to hire Mr. Pinder as Town Administrator effective February 20, 1978.

Meeting adjourned 8:30 P.M.

Respectfully submitted,

Peter M. Williams, President

WORKSHOP MEETING

APRIL 25, 1978

The Workshop Meeting of the Board of Town Commissioners held on April 25, 1978, was called to order by Commissioner Charles S. Wright in the absence of Peter K. Williams, President, who was working. Other Commissioners present were: Leon Seal and Alfred Tamargo. Absent was Lawrence Metz, attending a meeting in Annapolis. Also attending: Resident Trooper A. Haugh and Russ Tatman of Tatman & Lee Associates.

The minutes of the previous meeting was approved as written.

Denver Lease

The Board of Town Commissioners acknowledged the reception of Mrs. Anthony Denver's letter requesting permission to lease Town property. The Commissioners decided by unanimous vote to grant permission to lease the ground with the following agreement: That Mr. & Mrs. Anthony Denver agree to pay the back lease or fair rental from November 4, 1976.

Resident Trooper A. Haugh

Resident Trooper A. Haugh reported that he had called Nikton for explanation of the "Expression of Interest" for the State Transportation Safety Plan. He stated that the Town could apply for Town Safety Problems which includes Sidewalks, Street Lights, Signs, etc. The Board of Town Commissioners advised Trooper Haugh to work with Willard Pinder in developing the application.

Tatman & Lee Associates

In accordance with the Commissioner's request, Mr. Tatman gave the Town a written review of the financial cost as of April 25, 1978. The review has been adopted into the minutes.

Mr. Tatman asked the Board to approve change orders 3 and 4 listed on the Sewage review.

A motion was made by Alfred Tamargo and seconded by Leon Seal to approve the proposal. All in favor, oppose none. Passed.

A motion was made by Leon Seal to adjourn the meeting at 10:10 P.M. Seconded by Alfred Tamargo. All in favor, oppose none.

Respectfully submitted

Willard Pinder, Town Administrator

REGULAR MEETINGS

MAY 9, 1978

The Regular Meeting of the Board of Town Commissioners held on May 9, 1978, was called to order by Peter M. Williams, President. Other Commissioners present were: Charles Wright, Lawrence Metz, Alfred Tamargo and Leon Neal.

Amendments to the Workshop Meeting of April 25, 1978 are as follows:

The approval of change orders 3 and 4 listed on the Sewage review are in actuality change orders 6 and 7.

The Board of Town Commissioners also requested the minutes to show The Board had given Russ Tatum, of Tatum & Lee Associates approval to negotiate the time extension and the change orders with First State Enterprises and with the Cecil County Comprehensive Water and Sewage Board concerning Charlestown's connection into the Regional System.

The Board of Town Commissioners requested the approval of the purchase of lawn equipment be documented as of May 25, 1978.

All State Insurance

After discussion of the Town's Insurance protection, the Board of Town Commissioners approved a motion made by Charles Wright and seconded by Lawrence Metz to have All State Insurance review the Town policies for thoroughness of coverage and price on that coverage.

Jackson-Balling Heating Service Plan

Alfred Tamargo motioned that Jackson-Balling's Plan #2, the Comprehensive Service Coverage Plan be renewed. This service will provide a pre-season tune-up and repair or replace most parts. The motion was seconded by Charles Wright and approved. All in favor, oppose none.

Town Wharf

The Board of Town Commissioners gave Alfred Tamargo the authority to enforce the Wharf's rules and regulations in behalf of the Town Commissioners.

REGULAR MEETING

MAY 9, 1978

- 2 -

D. Mine - Sewage Connection

It was decided that Mrs. D. Mine could connect into the existing lateral from a new structure of the adjoining property.

Budget

President, Peter Williams discussed with each Account Chairman their proposal for the up coming budget for the fiscal year 1978-79. The Board of Town Commissioners approved the Revenue Sharing, General, Special and the Sewerage Extension Construction Cost Accounts.

Accounts Payable

Lawrence Metz motioned that all bills owed be paid. The motion was seconded by Alfred Tawargo and passed. All in favor, oppose none.

The meeting adjourned at 11:10 P.M.

Respectfully submitted,

Willard Fieder,
Town Administrator

WORKSHOP MEETING

MAY 23, 1978

The Workshop Meeting of the Board of Town Commissioners was called to order by Peter M. Williams, President on May 23, 1978. Other Commissioners present were: Charles Wright, Lawrence Metz, Leon Seal and Alfred Tawargo. Also attending were Mr. & Mrs. Dennis Gilbert.

The minutes of the previous meeting was approved as written.

Gilbert - Sewage Connection

Mr. & Mrs. Dennis Gilbert asked the Board of Town Commissioners if the Town would extend the Sewage main to their property. President, Peter M. Williams stated that any extension of a sanitary sewer main shall be limited to 100 ft. for each connection and any extension in excess of 100 ft. shall be the sole expense of the property owner requesting the service.

State Loan Repayment

The Board of Town Commissioners reviewed and accepted the State's Amortization Schedule.

Assessable Tax Base

A letter from the State Department of Assessments and Taxation report that the adjusted base for 1978-79 is \$3,270,993. This amount will yield \$27,803.00 for tax income in that year. President Williams has inserted additional \$1,803.44 into FY 79 Budget figures.

United Paving Company

Upon recommendation by President P. Williams, a motion was made by Charles Wright and seconded by Lawrence Metz to pay \$14,220.00 to United Paving Company and withhold \$5,000.00 as agreed upon between P. Williams, Charles Wright and Bob Webb of United Paving Co. The \$5,000.00 balance to be paid prior to June 30, 1978.

National RR Passenger Corporation

The Board of Town Commissioners has under advisement the invoice from the National Railroad Passenger Corporation, but sewage funds for this work has been expended. President Williams' letter to RR has been sent.

WORKSHOP MEETING

MAY 23, 1978

- 2 -

Aid Repayment

A letter was received on May 23, 1978, from W.S.D. requesting repayment of the Water Planning and Feasibility Study Grant in the amount of \$20,625.00 received in the year 1974 (approx). The Board of Town Commissioners approved repayment as recommended by President Williams, but will withhold payment until June 30, 1978.

Cats

Willard Pinder was instructed to reconcile monthly financial status report of the Water Fund project which was funded under CETA. After completing same, arrange for an appointment with State of Maryland Manpower Commission to reconcile difference of approximately \$2,700.

Peter Williams, President, entertained a motion made by Charles Wright to adjourn the meeting. Motion was seconded by Lawrence Hahn. All in favor, oppose none. Meeting adjourned 10:10 P.M.

Respectfully submitted,

Willard Pinder,
Town Administrator

WORKSHOP MEETING

JUNE 27, 1978

The Workshop Meeting of the Charlestown Board of Town Commissioners held on June 27, 1978, was called to order by Charles B. Wright, Commissioner in the absence of Peter H. Williams, President, who is ill. Other Commissioners present were: Leon E. Beal and Alfred S. Tamargo. Absent was Lawrence Metz, who was meeting with Governor Lee. Also attending: Russ Tatman, Tatman & Lee Associates and Walter Baker, Attorney.

Minutes of the previous meeting were approved as written.

R. Tatman - Sewerage Review

There was much discussion on the sewerage review as per attached letter. The results being (1) no action taken of time extension at present, (2) Russ Tatman will advise Gene Julian of First State Enterprises for detailed data in writing on how they will construct the two (2) applications of tar and chip and a guarantee for one (1) year, (3) no action taken at present, cut and fill quantities. After the installation of pumping station is completed and Louisa Lane paved, it has been suggested that the Board meet with the Julian's, Russ Tatman and Walter Baker and resolve problems #1 and #3 by negotiation.

R. Tatman - Connection to Regional Sewerage System

See attached letter.

Moved by Leon E. Beal and seconded by Alfred S. Tamargo that Tatman & Lee be authorized to prepare an application for connection of existing Town Sewerage System to North East Regional System in accordance with the requirements of the Environmental Protection Agency (E.P.A.) for fee not to exceed \$1,000.00. All in favor, oppose none. Motion carried.

WORKSHOP MEETING

JUNE 27, 1978

- 2 -

Walter Baker - State Loan

Walter Baker reviewed with the Board the revised schedule of repayments of the State Loan and of the Town's two payments as per letter attached. He will continue to negotiate with the State.

New Charter

The new Charter has been completed and reviewed by President Williams. The new Board approved edition and it has been given to Attorney Baker for his review.

Accounts Payable

Charles Wright made a motion that all bills be paid, seconded by Alfred Tamargo. All in favor, oppose none. Motion carried.

Meeting adjourned 11:30 P.M.

Respectfully submitted,

Doris Berry
Town Clerk

REGULAR MEETING

JULY 11, 1978

The regular meeting of the Board of Town Commissioners of Charlestown held on July 11, 1978, was called to order by President, Peter M. Williams. Other Commissioners present were: Lawrence Metz and Leon S. Seal. Absent was Alfred S. Farnago and Charles K. Wright due to illness.

Minutes of the previous meeting were approved as written.

St. John Church - Meter Fees

St. John Church of Charlestown, payment of \$15.00 for Water usage was accepted as full payment inasmuch as the period of use was less than one year.

Mike Niklas

Mike Niklas has until 12:00 noon on July 12, 1978, to settle property tax in arrears with the Town or Walter Baker will be contacted to start court proceedings.

Leon Seal - Police Car

Leon Seal turned over \$50.00 from the sale of the Police Car engine.

Area Resident's - Chesapeake Rd.

Area Resident's from Chesapeake Road filed a complaint in reference to Mr. Clifford Preston non-compliance of Sewage Ordinance 22, Section 12 and Weed Ordinance 2-75. Leon Seal, with the approval of the Town Commission will visually inspect Mr. Preston's property for such violation.

ML Dinner

The Board of Town Commissioners agreed that Charlestown would host the quarterly ML Dinner. Lawrence Metz will chair the project.

Denver Lease

The Denver Lease was read and approved by the Board of Town Commissioners.

REGULAR MEETING

JULY 11, 1978

- 2 -

Budget

The actual totals for FY 1977-78 is to be inserted into the FY 1978-79 budget by July 14, 1978.

Change Orders - Sewerage Ext.

Change Orders #4 and #5 were submitted to the Board for signature, both change orders were approved on February 28, 1978.

Change Order #4; 60 day extension of contract time (until April 25, '78)
Change Order #5; Addition of tapping sleeve, valve and box for force main. Elimination of 6" x 4" reducer of 6" - 90° bend on force main.

Tatman & Lee - State's Discrepancy

Willard Pinder was instructed to call Russ Tatman of Tatman and Lee, to inquire about discrepancy of \$1,500.00.

Accounts Payable

Lawrence Metz made a motion, seconded by Leon Neal that all bills be paid. All in favor, oppose none.

Meeting adjourned 9:15 P.M.

Respectfully submitted,

Willard Pinder
Town Administrator

SPECIAL MEETING

JULY 17, 1978

A Special Meeting of the Board of Town Commissioners of Charlestown was held at 10:30 A.M. on July 17, 1978. Peter M. Williams, President, called the meeting to order. Commissioners present were: Charles S. Wright, Leon A. Deal and Lawrence Nots. Absent was Alfred Tazergo.

Paving of Louis Lane

At the recommendation of Charles Wright, the Board of Town Commissioners accepted First State Enterprises proposal to apply two (2) coats of tar and chips to Louis Lane.

The primary coat will consist of Maryland Grade #6 or 3/4 Stone, the second application will be composed of Maryland Grade #4 or 5/8 Stone.

Mike Miklas

By an unanimous decision, the Board of Town Commissioners voted to start court proceedings against Mike Miklas. Mr. Miklas has an outstanding debt of \$378.00 for taxes in arrears. His checks of April 4, May 2 and June 1, 1978 were returned for reasons of insufficient funds.

Meeting adjourned 11:15 A.M.

Respectfully submitted

Willard Pinder
Town Administrator

WORKSHOP MEETING

JULY 25, 1978

The Workshop Meeting of the Board of Town Commissioners of Charlestown held on July 25, 1978, was called to order by President, Peter M. Williams. Commissioners present were: Charles S. Wright, Leon E. Beal and Lawrence Metz. Absent, because of illness was Alfred S. Tamargo. Also attending: Walter Baker, Attorney.

Sewage - Non-Connection Letter

Letters to property owners that have not yet connected into the sanitary sewage system will be sent notice to do so. If no reply is received within ten (10) days from the mailing date, the name and addresses of the property owners are to be sent to the State Health Department for further action.

Avalon - Law Suit

The Town Attorney, Walter Baker reviewed the grant of right-of-way and easement between the Board of Town Commissioners and Avalon Yacht Basin. After the discussion, Peter Williams stated that he thought the Town was on sound legal ground, but asked Mr. Baker to try to work out a compromise with Avalon Yacht Basin. If no reasonable agreement can be made, the Board of Town Commissioners, at the advice of Attorney, Walter Baker are prepared to start Court proceedings.

Tatman Letter

The Board of Town Commissioners acknowledged the signature of Change Order #5; two (2) coats of tar and chip and Change Order #6; time extension until April 25, 1978.

Maryland Environmental Service Contract

Peter Williams briefed the Commissioners about a \$3,500.00 cost increase in the Maryland Environmental Service Contract. The Board of Town Commissioners requested that Willard Finder compare the two contracts for a detailed cost increase breakdown.

WORKSHOP MEETING

JULY 25, 1978

- 2 -

Insurance - Treasurer Bond

At the request of the Board of Town Commissioners, Attorney, Walter Baker will research the possibilities of introducing an ordinance to insure the faithfulness of duty for the Treasurer of Charlestown.

Insurance - Marina's

James Boutin of Hartford Insurance Company asked the Board of Town Commissioners to request that Lee's Marina and Thorn's Yacht Yard increase their premises operation liability insurance to \$300,000.00.

Walter Baker stated he didn't believe that the Town would be liable, but to request the increase and to put proviso in the policy.

Mike Miklas

Mike Miklas account was turned over to Walter Baker, the Town Attorney. No checks are to be accepted from Mike Miklas unless it has been certified.

Tennis & Basketball Court

The Board of Town Commissioners will await final approval from the State before advertising for bids on the Tennis-Basketball Court.

State Loan

Walter Baker sent letter to the Attorney General to try to get the interest payments of April, 1976 and April, 1977 applied to the principal.

Sewage Extension Bill

The interest for the Demand Loan Interest Note #16372 from the First National Bank of North East in the amount of \$1,109.46 was approved for payment.

WORKSHOP MEETING

JULY 25, 1978

- 3 -

Accounts Receivable

NO PARTIAL PAYMENT OF ANY FUNDS FOR ANY ACCOUNT
ARE TO BE RECEIVED OR TAKEN BY TOWN OFFICE
PERSONNEL, UNLESS BY SPECIAL APPROVAL OF THE
BOARD OF TOWN COMMISSIONERS.

APPROVED BY BOARD OF TOWN COMMISSIONERS
7/25/78

Peter M. Williams, President
Board of Town Commissioners

A motion by Peter Williams to adjourn the meeting was seconded
by Lawrence Mets. All in favor, oppose none. Meeting adjourned
10:15 P.M.

Respectfully submitted,

Willard Finder
Town Administrator

AGENDA

JULY 25, 1978

1. Sewage - Non-connection letter
2. Avalon - Law suit - Sewerage right-a-way
3. Maryland Environmental Service Contract - Inc. by \$3,500.00
4. Insurance - Commissioners Road, and/or Ordinance
5. Wetman Letter - Ref: Tar & Chip, sewerage ext. road
6. Wetman Letter - Ref: Pump Station, etc. Delay - Time Ext.
7. Mike Miklas - Damons
8. Tennis & Basketball Court - Advertise for Bid
9. Insurance - Marina's

REGULAR MEETING

AUGUST 8, 1978

The regular meeting of the Board of Town Commissioners held on August 8, 1978, was called to order by Commissioner Charles Wright in the absence of Mayor M. Williams, President, who was working. Commissioners present were: Leon Seal and Alfred Tamargo. Absent was Lawrence Hets who is ill. Also attending: Judy Lamedale of the County Planning Office and Marshal Armour.

Minutes of the previous meeting were approved as written.

Marshal Armour - Fire Co.

Marshal Armour on behalf of the Charlottown Fire Company asked permission to use Town property at Sinden Street for a fire market Saturday of the Labor Day week-end. Also requested, in case of a serious wreck, large fire, etc., if the fire company could pump from secondary pond, then would pump from river to the nearest manhole. Permission was granted as no problem could be seen. Permission was also granted to still launch the Fire Company boat from Town Pier.

Marshal Armour - Open Space

Marshal Armour inquired about the Basketball-Tennis Court. The Basketball-Tennis Court installation is awaiting State approval. The Town's share has been allotted in this year's budget. There is a possibility of a Town Park Commission being organized with Marshal Armour agreeing to serve if requested.

Judy Lamedale - County Planning Office

Every house in the County will be given a house number which will aid Police, Fire Departments, etc. Properties will be numbered approximately every 25 feet running from Water Street north and Chesapeake Road East. Numbers to be broken into units (River to Water St.) and starting with Water Street to Calvert Street as the 100 block and so forth. Cummings Power Company is cooperating and assigning some numbers and residents should be notified some time around the first of the year of their house number.

REGULAR MEETING

AUGUST 8, 1978

- 2 -

Sewerage User Fee

There was much discussion on the User Fee Charge for vacant houses, apartments and apartments presently used as a single family dwelling. It is of the opinion that every house, apartment, vacant or otherwise, is subject to the user fee every month. It is to be discussed further at the next meeting when more Commissioners are present.

Complaints

There has been several complaints received on a red truck parked on Bladen Street filled with garbage. The Owner will be asked to move it but a Town Ordinance is needed on abandoned vehicles, etc.

Accounts Payable

Bills were discussed and agreed to be paid but the Commissioners present requested that Peter Williams, President, authorize the transfer of money to cover the accounts.

Cets

Willard Pinder, Town Administrator will confirm the Cets refunds with Peter Williams, President.

Forum - Wallwood Yacht Club

There will be a forum August 17th with several of the candidates for County Commissioner at the Wallwood Yacht Club. Charlestown sends no one officially as Town should not show political favoritism. Individuals can go as private citizens.

Allen Markowitz - FIA - Water Project

Charlestown was granted approximately \$400,000.00 as a loan and a grant of \$500,000.00 for Water project 1974. Allen Markowitz called to see if it is going to be used? Peter Williams said "no" because Town cannot afford another loan. Willard Pinder to call Allen Markowitz back. Town Commissioners voted in past three years to return funds. Cancel Water project.

REGULAR MEETING

AUGUST 8, 1978

- 3 -

Alfred Tenargo made a motion, seconded by Leon Seal that the meeting adjourn. All in favor, oppose none. Meeting adjourned 9:45 P.M.

Respectfully submitted,

Doris Berry
Tom Clark

WORKSHOP MEETING

AUGUST 22, 1978

The Workshop Meeting of the Board of Town Commissioners held on August 22, 1978, was called to order by President, Peter M. Williams. Commissioners present were: Charles S. Wright, Leon E. Beal, Alfred S. Tamargo. Lawrence Metz was absent due to a prior commitment.

Minutes of the previous meeting were approved as written.

Sanitary Sewer Extension

The reimbursement check from the State Department of Health and Mental Hygiene was received and deposited on August 10, 1978, in the amount of \$35,965.00.

On a motion by Leon E. Beal and seconded by Charles S. Wright, the Board of Town Commissioners approved payment to First State Enterprise for the outstanding bill of July 11, 1978, in the amount of \$28,257.64.

Leon E. Beal will call Russ Tetman of Tetman & Lee Associates, to find the estimated completion date of the Sanitary Sewer Extension.

Louisa Lane - Surfacing of Road

Commissioner Charles S. Wright stated that he had made a visual inspection of Louisa Lane and found the road to be in satisfactory condition, except for a high pothole.

Horse Racing Revenue - Matching Fund

A motion was made by Charles S. Wright and seconded by Alfred S. Tamargo to transfer \$396.41 from the General Account to the Special Account for matching funds. All in favor, oppose none.

Ordinance 2-75 (Housekeeping)

President Peter M. Williams and the Board of Town Commissioners discussed the contents and provisions of Ordinance 2-75.

WORKSHOP MEETING

AUGUST 22, 1978

- 2 -

Non-Compliance of Hook-Up Ordinance

Leon E. Neal reviewed and discussed the list for resident's in non-compliance of the Hook-Up ordinance.

The Board also discussed the Town's policy for Resident's with apartment units. On the recommendation of President Peter H. Williams, the Board approved a motion to review each case individually and take appropriate action as necessary.

Regular Meeting - Sept. 12, 1978

The Regular Meeting of September 12, 1978, will not be held due to the County's primary election. The regular meeting is rescheduled for September 26, 1978. Advertisement to be placed in Cecil Whig one (1) week prior to September 12th.

Open Space

Future Open Space projects was assigned by President Williams to Commissioner Alfred Farnarge who is to get feedback from the Public and advise Board of same.

Resident Trooper Promotion

Leon E. Neal will call Lt. Rush of the Maryland State Police to discuss the promotion of MSMP A. Haugh to Corporal.

Nelsh Gaden Property

Charles S. Wright briefed the Board of Town Commissioners on the ditch in front of Mr. Nelsh Gaden's property located on the corner of Genestoga and Calvert Streets. Mr. Dixon claims the Town is responsible for reducing his property value. The President advised Commissioner Wright to act at his own discretion. Property Owner is using Town Property.

There being no further business, motion was made and duly passed to adjourn at 9:00 P.M.

Respectfully submitted,

Willard Pinder
Town Administrator

September 18, 1978

TO WHOM IT MAY CONCERN:

Subject: Trailer at Holloway Beach

After talking with the Owner of the trailer yesterday, I have extended the time limit until Sunday, 24 September for action. He has decided not to modify the trailer to meet the requirements for a Recreational Vehicle. Modification would require altering the width to a maximum of 8 feet and registration in any state as an Recreational Vehicle trailer capable of being towed over the highways.

By Sunday, 24 September, the Owner is to have removed the trailer or have a contract for the sale of the trailer; if a sale is the route he takes, the new Owner would have one more week to remove the trailer.

I made it clear that court action would begin immediately after the deadline.

Roger A. Herren

CC: W. Baker
J. Jordon
C. McKenna
Ripco, Inc.
Albert, Ann & Jimmy Aird
Cecil County Commissioners
Zoning Board of Charlestown
Charlestown Town Commissioners

REGULAR MEETING

SEPTEMBER 26, 1978

The regular meeting of the Board of Town Commissioners was held on September 26, 1978, postponed from September 12, 1978, due to the primary election. Commissioner Charles Wright called the meeting to order in the absence of Peter M. Williams, President, who was working. Commissioners present were: Leon Deal and Lawrence Wets. Absent was Alfred Tazargo. Also attending: Joseph Sexton, Dennis Gilbert, Rod Dunty of Dunty & Green, Accountants and Walter Baker, Town Attorney.

A. Dunty - Auditor's Report

Mr. Dunty of Dunty & Green, reviewed and discussed the Town's financial statements. Mr. Dunty stated there was no surprises or problems. The general tax revenues is sufficient to handle the general expense of the Town. Both the loan at the First National Bank of North East and the reimbursement of WDB funds was charged as an expense to the Sewerage Extension Account.

Avalon Court Action - Town Attorney

Walter Baker filed Reply to Avalon's contention that:

- (1) The sewage lines were installed outside said right-of-way.
- (2) Complainant's lost use and enjoyment of said property.
- (3) Respondent committed fraud when they advised them all construction would be underground.

Richardson Associates

Walter Baker stated that there has been no further action taken by Richardson Associates.

House Trailer - Jordan, Holloway Beach

Leon Deal reported to the Board of Town Commissioners that Mr. Jordan's trailer was removed September 26, 1978.

REGULAR MEETING

SEPTEMBER 26, 1978

- 2 -

Non-Complaint - Hook-Up

Willard Pinder reviewed the list of persons who have not yet connected into the Town's Sanitary Sewage System. Persons who have not connected nor giving just reason for not connecting will be sent to the Maryland Health Department for further action.

Sexton - Lagoon

Mr. Joseph Sexton claimed that the Town's Sewage Lagoon has been built partially on his property. Mr. Sexton gave the Town's Attorney, Walter Baker a copy of his survey to be researched for further action.

Gilbert - Sewage Connection

Walter Baker, The Town Commissioners and Dennis Gilbert discussed probable solution to Mr. Gilbert's problem of connecting to the system. Mr. Baker said that he would get with the Town's Engineer to check all alternatives.

Letter to Sewage Extension Residents

Letters to inform resident's that the Sewerage Disposal Facilities will become operable on October 1, 1978, should be sent as soon as possible.

Pre-Purchase Oil

The Board of Town Commissioners instructed Willard Pinder to inquire about competitive rates.

Paving Conestoga Street

A motion was made by Commissioner Charles Wright to have \$1,750.00 set-aside for the paving of Conestoga Street in late October. Seconded by Lawrence Metz and passed.

REGULAR MEETING

SEPTEMBER 26, 1978

- 3 -

Fall Legislation Conference

All members of the Board of Town Commissioners declined the invitation to attend the Fall Legislation Conference, October 5-7, 1978, in Rockville.

Leon Laughlin - Sewage

The Board of Town Commissioners agreed that Leon Deal should handle the Laughlin sewage problem at his own discretion.

Water Resources

Joe Grace of the Maryland Water Resources asked that mulch and seed be placed along the sewage lines of the Sewage Extension project to help stop erosion. Leon Deal stated that he had informed Russ Tatum of the problem and it would be placed on the list for correction by First State Enterprises, Inc.

W. Baker - Avalon Yacht Basin

Walter Baker, Town Attorney gave the Board of Town Commissioners the appraisal reports from the Avalon court suit.

M. Miklas

M. Miklas will be in tomorrow, September 27, 1978, to settle his account for his 1977 property tax.

Meeting adjourned 11:00 P.M.

Respectfully submitted,

Willard Finder
Town Administrator

WORKSHOP MEETING

OCTOBER 24, 1978

The workshop meeting of the Board of Town Commissioners was held on October 24, 1978. Peter M. Williams, President, called the meeting to order. Commissioners present were Charles S. Wright, Lawrence Fets, Leon A. Deal and Alfred S. Tansky. Also attending: Walter Baker, Town Attorney; Russ Tatum of Tatum & Lee Associates, Inc.

E. E. Richardson - Russ Tatum, Walter Baker

Russ Tatum and Walter Baker, the Town Engineer and Attorney, will represent the Town in a final negotiation conference with E. E. Richardson. The session will take place on November 9th at 10:00 A.M. The subject matter to be discussed will be E. E. Richardson's contention the Town owes \$12,000.00 for services rendered, versus the Town's contention of an overpayment of approximately \$30,000.00 to the assessor for unauthorized change orders.

Lagoon Property - Gordon, LeMondia

Council for the Town still has the Lagoon property under review.

Sewage Installation - Gilbert

The Town will contract an additional 100' of sewage pipe main (8") into the original system, the remainder being the sole responsibility of Mr. Gilbert.

Sanitary Sewer Ext. - Progress Report

Russ Tatum, the project Engineer, reported that First State Enterprises has completed the 12 item punch list, and the same will be given final inspection Tuesday, October 31, 1978.

Revised Charter

Walter Baker reported that the final corrections have been made and the final copy will be ready for the next Town meeting, Saturday, November 4, 1978.

October 24, 1978

BOARD MEETING

- 2 -

Russ Tatum - Sanitary Sewerage Rates

A motion was made by Leon Neal, seconded by Alfred Fargoe and passed unanimously that Russ Tatum be authorized to set the new sewage rate and budget for the complete sanitary sewage system. All in favor.

J. C. Russell - Poor Taxes

Leon Neal and Peter Williams will meet with Mr. Russell for clarification and a clearer identification of the property in question before making a decision on the direction of action.

Recreational Park

President Peter Williams and William Pinder will compose a letter to Mr. Krebs requesting written confirmation of the State's commitment of \$35,750.00 for "Charlestown Recreational Park". This letter also will inform Mr. Krebs of the Town's proposed starting date, Spring of 1979.

Highway Loop Bypass

After a lengthy discussion between editor Baker and the Town Board, it was decided, the Town would send a letter of objection on overpayment of Highway Loop's fund to the State Department of Transportation.

Charlestown Fire Company - Donation

On a motion by Alfred Fargoe, seconded by Lawrence Metz the Board of Town Commissioners will donate \$390.00 to the Charlestown Fire Company. All in favor, oppose none.

Wharf Site

A motion was made by Charles Wright that the flag at the Wharf Site be taken down for the week due to the Halloween holiday and the benches be stored for the winter. The motion was seconded by Leon Neal and the motion approved.

The meeting adjourned 10:45 P.M.

Respectfully submitted,

William Pinder
Town Administrator

SPECIAL MEETING

NOVEMBER 4, 1978

A special meeting of the Board of Town Commissioners was held on November 4, 1978, at the request of Peter H. Williams, President, for the purpose of reviewing and adopting a new charter (Resolution 78-1) for the Town of Charlestown. The meeting was called to order by the President, Peter H. Williams. Commissioners present were: Lawrence Metz, Alfred S. Tazargo, Leon E. Neal and Charles S. Wright. Also attending: Walter Baker, Town Attorney.

Walter Baker, Town Attorney and the Board of Town Commissioners reviewed and discussed the submitted proposed changes for the Town Charter which were adopted by the Town Commissioners.

"A motion by Lawrence Metz and seconded by Alfred Tazargo to pass Resolution 78-1 regarding Charter amendment for the Town of Charlestown adopting a new charter as contained in the attached Resolution 78-1. Votes cast: For - 5; Against - 0."

A recap of the new charter is to be published for four (4) weeks in the Cecil Whig.

The new Charter effective date will be December 20, 1978.

A motion by Lawrence Metz and seconded by Leon Neal to purchase 100 copies of the Town Charter and to sell for \$10.00 a copy. All in favor, oppose none.

Meeting adjourned at 10:00 A.M.

Respectfully submitted,

Doris Berry
Town Clerk

REGULAR MEETING

NOVEMBER 14, 1978

The regular meeting of the Board of Town Commissioners was held on November 14, 1978. Peter M. Williams, President, called the meeting to order. Commissioners present were: Charles S. Wright, Lawrence Metz, Leon S. Beal and Alfred S. Tamargo. Also attending: a Representative of the News-Journal Newspaper, Wilmington.

Natural Resources

President Peter Williams informed the Board members that he had met with Joe Grace of Water Resources, inspected No Name Creek for possible causes of the sand build-up. President Williams will also meet with Mr. Griffith, Natural Resources, to discuss possible solution to the problem.

Surplus Card

Each member of the Board of Town Commissioners received identification cards which will permit them to enter the Surplus Property Program Warehouse to select property for the Town's use.

Ordinance 3-75 - Disturbance of Public Peace

The Commissioners of Charlestown reviewed the Town's Ordinance 3-75.

A. Raugh - Promotion

Leon Beal informed the Board of Town Commissioners that A. Raugh, the Town's Resident Trooper, has been promoted to the rank of Corporal by Maryland State Police Department on recommendation by the Town Commissioners of Charlestown

National Office Equipment - Copy Machine

The proposal of National Office Equipment for a 1260 Dry Copier was reviewed by the Board of Town Commissioners. By unanimous vote the Commissioners decided to decline the proposal.

REGULAR MEETING

NOVEMBER 14, 1978

-2-

Election of Town Commissioners - Charter

President Williams informed the Board he and Walter Baker had discovered and corrected the misprint of the Town's new Charter in the Cecil Whig. The misprint stated that three Commissioners would be elected January, 1979, and two in 1980. The corrected statement will read, two Commissioners will be elected in 1979, and three in 1980.

Ordinance & Resolution

Updating of the Town Ordinance and Resolution Master-file will be complete the latter part of next week.

C. Murphy - Letter of Intent

Charles Murphy stated that he would remove one kitchen facility from his rental property on Cecil Street, making his unit a one family dwelling.

Gilbert - Sewage

Leon Deal advised the Board of Town Commissioners that 1 1/2' of 6" main was connected into the existing main to join the Gilbert home on Fredrick Street into the Town Sanitary Sewage System.

Park & Recreation

The Town's application for Open Space Funds to purchase property for the use of a Town Park has been placed on the County budget for 1980. On a motion by Charles Wright and seconded by Alfred Taxargo, Walter Baker, the Town Attorney, will negotiate the sale of the property with the Owners.

REGULAR MEETING

NOVEMBER 14, 1978

- 3 -

New Town Charter

President Williams commended all Commissioners for their work and cooperation in their approval of the new Town Charter. The Town as a whole and all future Commissioners will benefit greatly from this very important legislation.

Accounts Payable

On a motion by Lawrence Metz and seconded by Charles Wright, the Board of Town Commissioners approved the Account Payables and their payment accordingly. All in favor, oppose none.

The Board also approved the following transfers:

From General Checking	\$3,500.00
Special Checking	3,000.00
Sanitation-Sewerage Checking	<u>3,500.00</u>
	\$ 10,000.00 to Interest
	Account Savings Account

From Sewer Extension Savings to Sewer Extension Checking (\$17,000.00)

Meeting Adjourned at 9:15 P.M.

Respectfully submitted,

Willard Pinder
Town Administrator

REGULAR MEETING

DECEMBER 18, 1978

The regular meeting of the Board of Town Commissioners scheduled for December 12, 1978, was postponed due to absence of a quorum and was rescheduled for December 18, 1978. The meeting was called to order by Commissioner, Charles B. Wright in the absence of Peter W. Williams, President, who was working. Other Commissioners present were: Leon E. Beal, Alfred S. Tamargo and Lawrence Metz. Also attending: Mr. John Twigg and Ms. Susan Hille.

Election

Under the existing Charter, the last date for candidates to register for the election of January 8, 1979, will be December 28, 1978.

Board of Supervisors of Elections

On a motion by Lawrence Metz and seconded by Alfred Tamargo, the Board of Town Commissioners nominated the following persons to repeat as Judges for the election to be held on January 8, 1979: Esther Heisler, Elizabeth McMillan and Doris Berry. All in favor, oppose none.

Sewage Payment Schedule

After review and discussion, the Board of Town Commissioners passed a motion by Leon E. Beal and seconded by Lawrence Metz not to bill Users of the original sewage system until April 1, 1979, for the months of January, February and March, 1979. This action will synchronize the billing dates of the original sewage system with the extension. All in favor, oppose none.

Sewage Hook-Up (Out of Town)

Leon E. Beal informed Mr. John Twigg and Ms. Susan Hille that they would be granted permission to connect into the Town Sanitation Sewage System.

Russell Complaint

On November 21, 1978, Leon E. Beal met with Mr. Russell to review his complaints and agreed Mr. Russell's fence was only partially repaired and his driveway hadn't been restored to its original condition.

Mr. Beal will contact Russ Tatman, the Town Engineer, and ask that First State Enterprises corrects these problems; that Mr. Russell be present to alleviate any more problems arising.

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Leases

Mr. Walter Baker will be contacted and ask to bring his information regarding the up-dating of the Town's rental properties.

ML Meeting

Commissioner Lawrence Metz and Town Administrator Willard Finner will attend the quarter meeting of the Maryland Municipal League on January 4, 1979.

Md. Department of Transportation

Due to the fact that local jurisdiction's budgets were prepared without consideration to any adjustment in the Highway Users Revenue, it was decided that any payback adjustment that is required will be deferred until the 1980 fiscal year.

Bond Coverage - Treasurer

Efforts to get the Town's Treasurer and Clerk insured are still in progress. President, Peter H. Williams requested Katherine Reid of IMA to forward all forms required for coverage in the amount of \$25,000.00.

Hamilton - Fence

Mr. Michael Hamilton of Calvert Street, Charlestown, was given notice he was in violation of the zoning regulations and Town ordinance #5. After receipt of the second notice, Mr. Hamilton complied with the Town Commissioners request to remove his recently installed fence as it was on Town property.

Joe Grace, Water Resources Administration

The possible wetlands violation at Mr. Shockley's residence has been referred to the Wetland Permit Division for their recommendation.

Joe Grace also contacted Maps, Inc., concerning an updated aerial photo of Charlestown.

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Conowingo Power Company

The work requested by Charles S. Wright, Commissioner, was completed in accordance with his letter of May 26, 1978. The date completed was June 23, 1978.

Recreation Park Funds

A letter was received from William Krebs of Progress Open Space for a commitment of funds in the amount of \$15,750.00.

Avalon Law Suit

Walter Baker, the Town Attorney, filed his interrogatories to Avalon Yacht Basin November 29, 1978.

North East Community Park

President, Peter Williams attended the dedication of the North East Community Park.

Dave Hornback - State Superintendent of Schools

President Peter E. Williams met with Dave Hornback, the State Superintendent of Schools for Maryland, to discuss the Charlestown Elementary School.

Notice of Compliance

Notice of Compliance was received December 13, 1978, in reference to permits 76-90-0170 and 78-91-2059 from the Department of Natural Resources.

Charter

The revised Town Charter will take effect on December 20, 1978. The Board will meet on that date to sign the certification.

Eligible Voters Removed from Register

On a motion by Lawrence Metz and seconded by Alfred Taurgo, the following names will be stricken from the register of eligible voters of the Town of Charlestown unless notice of disagreement is received by December 29, 1978. All in favor, oppose none:

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Change of Residence

Bechtel, Julia
Bechtel, Knowlton M.
Henderson, Barbara
Hensley, Larry L.
Lewis, John W. Sr.
Wright, Mary A.
McQuirk, Debra W.

Deceased

Dennison, Mary H.
Herry, Emma E.
Murphy, Katherine C.
Narkovitch, Walter
Richardson, Velda H.

A motion was made by Leon E. Seal, seconded by Lawrence Petz to adjourn the meeting. All in favor, oppose none. Meeting adjourned at 9:45 P.M.

Respectfully submitted,

Willard Finzer
Town Administrator