

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

REGULAR MEETING

JANUARY 8, 1991

The regular meeting of the Board of Town Commissioners held on January 8, 1991, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Diane Letts, Janet Spangler, William Smith, D. Jacobi, Hershel Armour, Darryl Youngblood, Dave Langley, representative of Station W.S.E.R.; and Jim DeCourcey of the Cecil Whig.

Oath of Office

Doris Berry, Town Clerk, administered the oath of Office of Town Commissioner to David A. Jarinko and Don E. Stanley, both re-elected for a 2 year term.

Election Results - 1991

217 votes were cast out of a possible 373. The results were:

David A. Jarinko	121
John Spangler	106
Don E. Stanley	157

Election of Commission Office's

The Commissioners voted for the office of President, Vice-President and Treasurer. The results were as follows:

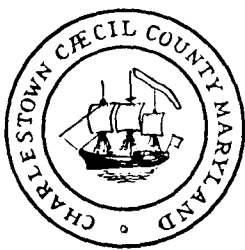
For President - 4 Russell Farrell; 1 Rosalyn Bott

For Vice-President - Unanimous, David Jarinko

For Treasurer - Unanimous, Rosalyn Bott

Commissioners Assignments

The Commissioners assignments will be made at the next meeting on January 22, 1991.



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JANUARY 8, 1991

Minutes - December 11, 1990

Gophery H. Richardson made a motion to approve the minutes of December 11, 1990. Motion seconded by Don E. Stanley and approved unanimously.

Water System - Pre-Bid

Wednesday, January 23, 1991, there will be a Pre-Bid meeting of the Water System at the Town Hall at 10:00 A.M. with Peter D'Adamo of Tatman & Lee Associates, Inc.

Water System - Easements

A few easements will be needed for some properties on the water system. Dave will talk to Keith Baynes, Town Attorney, on writing the discriptions, etc.

Codification - Billing

Zoning and Subdivision Ordinances are to be sent to General Code Publishers. When the corrected sub-division books arrive, the payment will be sent.

Town House

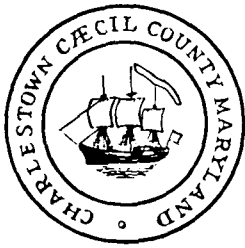
Gophery H. Richardson will contact Mrs. Doreen Cassidy about the arrears on the rent of the Town House. Some repairs have not been completed and Steven Vandervort has been contacted.

Athletic Complex

The "kick plates" have not been put in place due to the wet field. Field will be completed when the weather improves.

V. Mulveny - Sewage Billing

Mrs. Mulveny would like to have 2 of her apartments removed from the sewage charge as the units are not rented nor does she intend to rent



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REGULAR MEETING

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JANUARY 8, 1991

units again. The Commissioners will make arrangements for a "walk through" to verify that the apartments have been changed to a one living unit.

School Board Meeting

On January 14, 1991, the Cecil County School Board will meet at Charlestown Elementary School at 6:00 P.M. to continue discussing the redistricting of students.

Street Signs - Calvert & Frederick Streets

Two more stop signs will be placed at Calvert and Frederick Streets making it a 4-way stop because of the heavier traffic and higher speed vehicles from the marina.

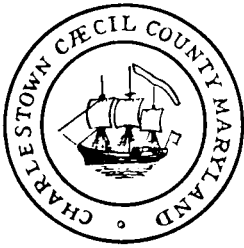
Accounts Payable

David A. Jarinko motioned to pay all bills. Motion seconded by Don E. Stanley and passed 4 - 0.

There being no further business, meeting adjourned at 8:10 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



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WORKSHOP MEETING

JANUARY 22, 1991

The Workshop meeting of the Board of Town Commissioners held on January 22, 1991 was called to order by President Russell U. Farrell Jr., at 7:30 P.M. Other Commissioners present were: David A. Jarinko, Rosalyn R. Bott, Don E. Stanley and Gophery H. Richardson. Also attending: Janet Spangler, Danny Jacobi, Greg Yackley and Jim DeCoursey; reporter for the Cecil Whig.

Charlestown Fire Company

Jeff Fronheiser, representative from the Charlestown Fire Company, stated the Fire Company is interested in leasing the 40' x 200' piece of property, adjacent to their property, from the Town. After some discussion David Jarinko made a motion that the Town enter into an agreement with the Fire Company to lease the property for \$1 per year and that the property would be fenced off and used exclusively for the Fire Company and their functions. Don Stanley seconded the motion and it passed 3-1 with Gophery Richardson voting against the proposal.

Darlene McCall - Planning & Zoning

Darlene McCall told the Board that Susan Gell resigned from the Planning & Zoning Board. Darlene said she would like to recommend Gary Bott to fill the vacancy. After a brief discussion David Jarinko made a motion to appoint Gary Bott to the Planning & Zoning Board. Don Stanley seconded the motion and it passed 4 -1 with Rosalyn Bott abstaining.

Minutes - January 8, 1991

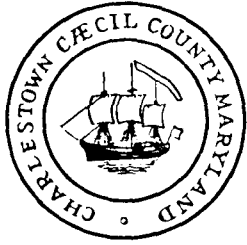
Gophery Richardson made a motion to approve the minutes of January 8, 1991, as corrected. Don Stanley seconded and the motion passed 4-0.

Water System

David Jarinko stated there was a lot going on with the water system. Dave stated there is a pre-bid meeting scheduled for January 23, 1991. Dave told the Board there is going to be a lot of workshop meetings for the Commissioners in the upcoming weeks, concerning the water system.

Ballfield

David Jarinko said he talked with Joe from R.H. Johnson and he is willing to accept \$14,000 to be paid at the end of January, February and March. Don Stanley made a motion that we pay R.H. Johnson \$14,000, in three consecutive monthly payments starting in January. Rosalyn Bott seconded the motion and it was approved 4-0. Dave stated that the contractor said he will complete the job as soon as the weather breaks.



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WORKSHOP MEETING

JANUARY 22, 1991

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Waterfront Projects

David Jarinko said that he talked to Mike Ewing and he said if we bid the three waterfront projects together we can pull all the money together to get the most important project done first. Dave stated he is going to talk with Tatman & Lee about the projects tomorrow. Dave said he will report back to the Board after talking to the engineers. Dave also told the Board the contractor for the flag-pole is having trouble getting a straight pole.

Ward Case

Russell Farrell stated the Ward Case is scheduled for February 27, 1991 at 10:00 A.M. in District Court.

Charlestown Redistricting

The Charlestown Redistricting Appeal is scheduled for February 20, 1991 in Lutherville, Maryland. Russell Farrell stated Marie Cleek, County Commissioner said she was trying to get bus transportation for the people attending the hearing.

Resolution 91-1 - Drug Free Workplace

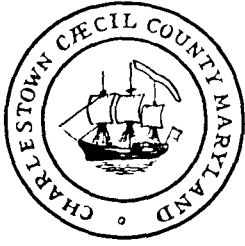
President Russell Farrell stated that FHA has a requirement that the Board pass a resolution stating we will have a Drug-Free workplace. Don Stanley made a motion to approve Resolution 91-1 and Gophery Richardson seconded. The motion was approved 4-0.

New Business

Russell Farrell stated assignments will stay the same until he hears comments from the other Board members. Russell Farrell appointed Gophery Richardson and Don Stanley to compile a several page brochure for new residents outlining Charlestown History, Zoning, Subdivision, Critical Areas, and other pertinent social information.

Russell Farrell said because of a drastic increase in assessments and the requirements of Maryland's constant yield tax law the Commissioners will be studying a potential property tax rate decrease.

Mr. Farrell said he wanted to purchase some yellow, orange and red-white and blue ribbon to give out to any Town residents requesting the ribbon, to show our support of the troops in the Persian Gulf.



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WORKSHOP MEETING

JANUARY 22, 1991

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New Business - con't.

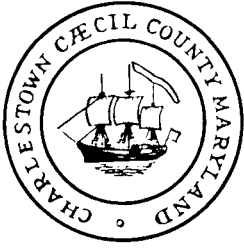
Commissioner Rosalyn Bott stated she ordered new stop signs.

Commissioner Don Stanley said he is still looking for a bulletin board for the Town.

The regular business meeting adjourned at 8:35 P.M. and the Board went into Executive Session.

Respectfully submitted,

JoAnn Speck, Town Clerk



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~~OSAGE XXXXXXXXXXXX~~
~~CECIL XXXXXXXXXXXX~~

REGULAR MEETING

FEBRUARY 12, 1991

The regular meeting of the Charlestown Town Commissioners was called to order at 7:30 P.M. on February 12, 1991, by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko and Gophery H. Richardson. Commissioner Don E. Stanley was absent. Also attending: Edgar A. McMullen, Janet Spangler, John Spangler, Dan Jacobi, Joyce Gwillim, News-Journal Reporter; and Jim DeCoursey, Cecil Whig Reporter.

Water System

The bid-opening on the water system scheduled for February 12, 1991, was cancelled and rescheduled for Thursday, February 21, 1991, at 7:00 P.M. at the Charlestown Fire Company Hall due to a complaint from a Contractor that did not receive all information needed, etc.

Town Minutes - January 22, 1991

On a motion by David A. Jarinko and seconded by Rosalyn R. Bott, the minutes of January 22, 1991, was approved.

Census Count

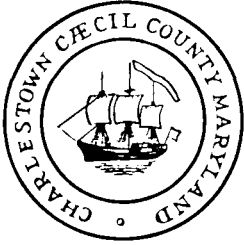
Susan M. Miskura, Chief, Planning Division, Bureau of Census informed President Farrell that they will investigate our concerns on the 1990 Census counts and will respond back when their review is completed.

Critical Area Reimbursement

The submitted amendment to the Scope of Work for the 1991 Critical Area Grant ID#0232 has been approved (\$700.00). The amended Scope of Work will be used as a basis to approve future invoices. For any further changes in the workload and expenditures, an amendment for grant reimbursement should be submitted.

Water Ordinance

The first and third Tuesdays will be working meetings to establish a water ordinance which will have to be reviewed and passed by the Attorney, Steve Director.



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XXXXXXXXXXXXXXXXXX
Gregory M. Abbott, Jr.

XXXXXXXXXXXXXXXXXX
Town Administrator

REGULAR MEETING

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FEBRUARY 12, 1991

MD. Rural Water Association

A motion by Rosalyn R. Bott for the Town to join the Maryland Rural Water Association was seconded by David A. Jarinko and passed all in favor. They offer on site assistance regarding problems with water/wastewater systems.

Town Taxes

The Town tax rate will be decided late April or early May.

Codification

Pam Foley, General Code Publishers will review amendments to the Critical Area and advise.

Frances & Andrew Thompson

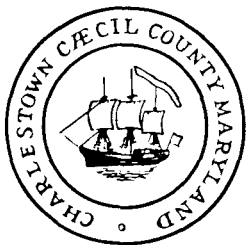
Frances and Andrew Thompson ask the Town to consider granting them a lease or an easement for the portion of the roadbed which is unimproved, not currently in use and adjacent to their property. They would agree to leasing month to month and being terminable upon 30 days notice from the Town Commissioners. This request to be continued.

2020 Bill

The States 2020 proposed plan is an attempt to limit development in the Chesapeake Bay and to control growth and create uniform standards for development statewide. A hearing will be held on February 28 in Annapolis.

Mulveny - Sewage Billing

President Farrell and Don E. Stanley will have a "Walk Through" Mrs. Mulveny's apartments this Saturday, February 16, 1991, if she is available, to verify that 2 of her units are closed off.



Charlestown, Cecil County, Maryland 21914

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REGULAR MEETING

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FEBRUARY 12, 1991

Waterfront Projects

With conferring with the Corps of Engineers, Department of The Environment and Department of Dredging, the waterfront projects, Town House Pier, Boat Ramp and Stone Wharf Extentsion, all funding is in place.

Fire Company - Lease

The Fire Company lease will be ready as soon as the insurance is complete.

Ball Field

The cost of the Ball Field --- payments should be cleared in three months.

Appeals Board - School Redistricting

February 20, 1991, at 10:00 A.M. at the Administrative Law Building, Green Spring Station, 10753 Falls Road, Lutherville, Maryland, will be the Appeals Hearing on the Redistricting of Schools. Attending will be:Charlestown's Residents Against Redistricting, Keith Baynes, Town Attorney, President Russell U. Farrell and State Senator Amoss.

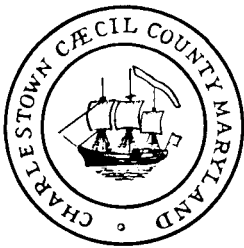
Accounts Payable

A motion by Rosalyn Bott that all bills be paid was seconded by David A. Jarinko and approved.

Being no further business, the meeting adjourned 7:55 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



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~~XXXXXXXXXXXXXXXXXXXX~~
Cecil County Commissioner

REGULAR MEETING

FEBRUARY 26, 1991

The regular meeting of the Charlestown Town Commissioners held on February 26, 1991, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: George Haggerty, Director, Cecil County Deputies; Joseph Letts, Diane Letts, Chris Eastridge, Attorney; Andrew Thompson, Frances Thompson, Janet Shriver, Darlene McCall, Thomas Hartenstine, Dorothy Sexton, Joseph Sexton, Deborah Gilbert, George Rash and Terry Constien, Cecil County Department of Permits and Inspections; Janet Spangler, John Spangler, Dan Jacobi, Joyce Gwillim, Reporter News-Journal; Jim DeCoursey, Reporter Cecil Whig; and David Langley WSER Radio.

Ordinance #91-2

A motion by Don E. Stanley to accept Ordinance #91-2, "An Ordinance Amending Section 2 of the Charlestown Chesapeake Bay Critical Area Program" was seconded by Rosalyn R. Bott and approved 4 - 0. A copy of this ordinance is attached to these minutes.

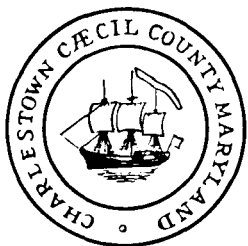
George Haggerty, Director, Cecil County Deputies

George Haggerty, new Director of the Cecil County Deputies met with the Town Commissioners to discuss general conditions and problems. Commissioners ask he look into the juveniles loitering on the fence at the cemetery using vulgar language and parking problems, especially near the water. Major Haggerty said there would be no change and to contact either him or Sgt. Wassmer if there were problems.

Chris Eastridge - Andrew & Frances Thompson

Chris Eastridge, Attorney for Andrew and Frances Thompson discussed a lease that they would like to enter into with the Town Commissioners concerning 12' of unimproved Caroline Street adjoining their property. The lease would be on a month to month basis with only a 2 week notice of termination required. It would give them the right to keep the area under control with no trees, bushes, etc. being destroyed.

A general resolution was discussed but would involve all properties



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~~Original to Admin~~
XXXXXXXXXXXXXXXXXXXX
County Administrator

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and probably create more problems. Chris Eastridge will confer with Keith Baynes for a solution.

Pat Conway - Cecil County Permits & Inspections

George Rash and Terry Constien substituting for Pat Conway, Chief of Permits and Inspections for Cecil County discussed the issuance of building permits, the forms, etc., and the need for the two boards to work together. Whenever the town needs further assistance, they are willing to help and attend any town meetings.

Darlene McCall - Tom Hartenstine Subdivision

Tom Hartenstine's minor subdivision preliminary permit was permitted with 6 recommendations through Planning & Zoning Commission, Cecil County Planning & Zoning, Critical Bay Area and R. Hurley for the State. Impervious surface permitted on front lot was 25% and since the other lot was not residential before 1985 it will stay 15%.

Minutes - February 12, 1991

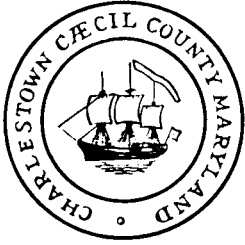
David A. Jarinko made a motion that the minutes of February 12, 1991, be approved. Motion was seconded by Gophery H. Richardson and approved 3 - for; 1 abstaining (Don E. Stanley).

Water System - Bids

Paul's Utility of Forest Hill, Maryland, was the low bidder on the Charlestown Water System - \$1,904,110.10. The next lowest was Waynesboro Construction of Frederick, Maryland - \$2,001,235.90. Bids are being evaluated.

Water Workshop Meetings

Commissioners Water workshop meetings will be held on the 1st and 3rd Tuesdays of each month at 7:30 P.M.



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REGULAR MEETING

FEBRUARY 26, 1991

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Town Administrator

David A. Jarinko made a motion to hire Robert Fisher as Charlestown's Town Administrator starting March 1, 1991, at an additional \$1,254.00 for the balance of this fiscal year for a 20 hour week. Motion seconded by Don E. Stanley and approved 4 - 0.

Charlestown Fire Company

Keith Baynes, Attorney for the Town of Charlestown will draw up a lease agreement between the Charlestown Fire Company and the Town for the strip of land adjoining the Fire Company property at the rate of \$1.00 per year.

Athletic Complex

The progress of the Ball Field was discussed along with the kind of bases to be used and the need for a small building to store equipment.

Ward Appeal

The Charles and Marie Ward appeal hearing will be held February 27th, Court House, Elkton, Courtroom #2 at 10:00 P.M. Commissioner David A. Jarinko and Darlene McCall, Chairman of Planning & Zoning Commission will attend.

Being no further business, the meeting adjourned at 8:50 P.M.

Respectfully Submitted

Doris Berry, Town Clerk



Chesapeake Publishing Corporation

601 BRIDGE STREET ELKTON, MARYLAND 21921

(301) 398-3311

FAX: (301) 398-4044

AFFIDAVIT OF PUBLICATION

STATE OF: MARYLAND

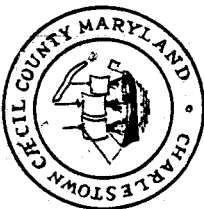
COUNTY OF: CECIL

Personally appeared before me this 22 day of February
19 91, Dolores Eytella of the Cecil Whig/Chesapeake Publishing
Corporation, a daily newspaper printed and published in the City of Elkton, County of
Cecil, State of Maryland, who, being duly sworn states that advertisement of _____
Public Hearing 2/26/91
was published in:

The CECIL WHIG on February 8, 15, 22


Jeff Mezzatesta

General Manager



PUBLIC HEARING

TOWN OF CHARLESTOWN

Amendment to Critical
Area Program and to
Zoning Ordinance
The Commissioners
of Charlestown, Cecil
County, Maryland will
hold a Public Hearing
on:

February 26, 1991
7:30 P.M.

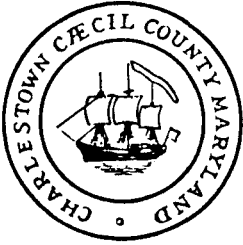
Town Hall
241 Market Street
Charlestown, MD
21914

To consider an or-
dinance to amend Sec.
2 of Critical Area
Program - Town of
Charlestown concern-
ing development stan-
dards in the Limited
Development Area
(LDA).

Sub-section is to be
deleted and replaced
with the provision
regulating the total im-
pervious surfaces per-
mitted from 15% to
25%.

In addition, all
references to "Mayor
and Council" are
changed to "Town
Commissioners".
These changes shall be
reflected in the ap-
propriate sections of the
Zoning Ordinance and
the Critical Area
Program.

President and
Commissioners
Town of Charlestown
CW 2/8, 2/15, 2/22



Charlestown
Planning and Zoning Commission
Post Office Box 154
Charlestown, Cecil County, Maryland 21914

Phone 301-287-6173

February 25, 1991

Mr. Thomas P. Hartenstine
406 Baltimore Street
P. O. Box 449
Charlestown, Maryland 21914

Dear Mr. Hartenstine:

The Charlestown Planning and Zoning Commission at its February 19, 1991, workshop meeting passed the Hartenstine/Kiffney minor subdivision contingent on the following changes:

1. The spelling of the owner's name should be corrected.
2. The property site should be delineated on the location map. The scale of the location map should not be less than 800 feet to the inch.
3. The lot located Northeast of the site should be shown as the property of the Town of Charlestown. (No deed reference.)
4. The Surveyors Certificate should state that the plat is drawn in accordance with the Charlestown Subdivision Ordinance.
5. All subdivision plats must be surveyed to the adjacent 1952 Price & Price survey monuments and so reflected on the plat. All other existing monuments should also be identified. The old town street right-of-way and new street right-of-way should be delineated.
6. The driveway shown on Lot 2 should be moved to the Northeast as far as possible to avoid the corner traffic.

Mr. Joseph B. Johnson, Jr., Resource Inspector for the Cecil County Office of Planning and Zoning evaluated the minor subdivision for the Critical Area Program. He gave the following findings:

Slopes - There are no slopes on the site that exceed the 15% limit.

Non Tidal Wetlands - There are none located on the site.

Forest Coverage - Both lots must be covered by 15% forestation.

NOTE: I believe that Lot 1 has the 15% required coverage. Mr.

Mr. Thomas P. Hartenstine
406 Baltimore Street
P. O. Box 449
Charlestown, Maryland 12914

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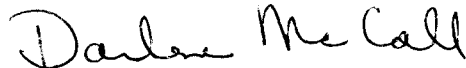
Johnson stated that the Charlestown Planning and Zoning Commission should make the decision whether Lot 2 should meet the 15% requirement at the time of subdividing or at the time the lot is developed. Information is enclosed to help plan the reforestation.

Impervious Surface - Because Lot 1 was in residential use on or before December 1, 1985, its limit is 25% for impervious surfaces. However, Lot 2 is being created with this minor subdivision and therefore will have the 15% limit. This should be indicated on the plat along with the Critical Area classification.

Also the Town Engineer's signature block should be removed from the plat. Charlestown Subdivision Ordinance, Section 11-606, Minor Subdivision Plat does not require evaluation by the Town Engineer.

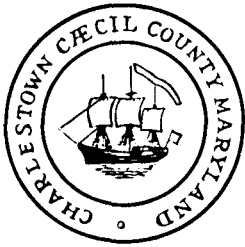
If you have any further questions concerning the above information, please contact the Town Hall.

Sincerely,



Darlene McCall, Chairman
Planning and Zoning Commission

CC: Russell Farrell, President
Town Commissioners
Planning and Zoning Commission



~~Heretofore~~
Town Administrator

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REGULAR MEETING

MARCH 12, 1991

The regular meeting of the Board of Town Commissioners held on March 12, 1991 was called to order by President Russell U. Farrell Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Don E. Stanley and Gophery Richardson. Commissioner David A. Jarinko was absent due to other town business. Also attending: Robert Fisher, Town Administrator; Janet Spangler, John Spangler, Reporter Joy Gwillum; News Journal.

Minutes - February 26, 1991

Commissioner Rosalyn R. Bott made a motion to approve the minutes of February 26, 1991. Don E. Stanley seconded the motion and it passed 3 - 0.

Water System

Russell Farrell told the Board the water bids have been submitted to FHA for approval. The lowest bidder, Paul's Utility, has already been approved by Tatman & Lee and Keith Baynes. Russell Farrell said the Board still has to get the water ordinance in place. We are waiting for the draft water ordinance to be drawn up by Tatman & Lee.

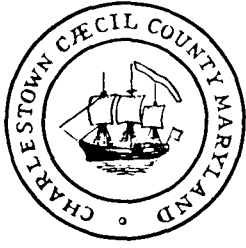
Waterfront Projects

Russell Farrell told the Commissioners that we got unofficial notification that \$100,000 has been cut from the waterfront projects. The House Committee did not cut money for the Boat Ramp and Town Dock and we believe the money will still be available for these projects. We are waiting to see if the Senate approves the budget for the waterfront projects.

Charlestown Fire Company Lease

Russell Farrell stated that the Lease for the property adjacent to the Fire Company has been drawn up by Keith Baynes and signed by the Town. Russell Farrell said we are waiting for the Fire Company to look it over. Don Stanley stated he has the authority to sign the Lease for the Fire Company if it meets his approval.

John Spangler spoke up and said he would like to make a counterproposal to lease the property for \$480 a year for parking and let the Fire Company use the property for their functions. After a brief discussion Don Stanley said that he would call a Board of Directors meeting with the Fire Company and John Spangler could make his proposal to the Board.



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REGULAR MEETING

- 2 -

MARCH 12, 1991

Codification

Russell Farrell said they will discuss codification at next Monday's water meeting.

Ballfield

Commissioner Don Stanley stated he put some of the kick plates in at the ballfield. Don said he wanted to go over the project figures and put in for a few more small things to open space. Don said there are teams using the ballfield. Russell Farrell said open space is cutting back on a lot of projects so if we have any monies that need to be put in for reimbursement, we need to get them in.

Ward Appeal

Russell Farrell said the Ward appeal is still in progress.

July 4th Parade

Russell Farrell said the County wants all the Towns to participate in the Fourth of July parade with a float, marching band or what ever the Town would like to enter. Russell Farrell said the County proposes to have the parade in a different town every year, starting this year with Elkton. The Board decided to think about what they wanted to do until next meeting.

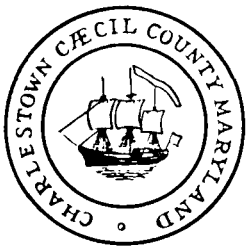
New Business

The Board discussed talking to one of the Marina's to work out an agreement so the Town residents can still launch their boats while the boat ramp is being repaired.

Robert Fisher, Town Administrator; said the DNR will meet here Tuesday, March 26, to talk to some town residents about the Shoreline Stabilization Program.

Robert Fisher said the County is going to furnish eight trees to the Town in honor of the people who served in the Gulf.

Russell Farrell said he has been asked to get a legal interpretation about Town property being vacated when the property changes owners, when some of the names are being dropped from the deed. The Board agreed they should get a legal interpretation of the ordinance.



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

REGULAR MEETING

- 3 -

MARCH 12, 1991

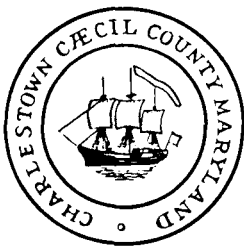
Accounts Payable

Rosalyn Bott made a motion to pay the bills. Don Stanley seconded the motion and it was approved 3 - 0.

Being no further business, the meeting adjourned 8:20 P.M.

Respectfully Submitted,

JoAnn Speck, Town Clerk



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

Phone 301-287-6173

~~XXXXXXXXXXXXXXXXXXXX~~
~~XXXXXXXXXXXXXXXXXXXX~~
Town Administrator

WORKSHOP MEETING

MARCH 26, 1991

The workshop meeting of the Board of Town Commissioners was called to order on March 26, 1991, at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson, Don E. Stanley and Robert Fisher, Town Administrator. Also attending: Rory Tester, Manager of T.C.I. Cablevision; John Spangler, Janet Spangler, Joyce Gwillian, News Journal; and Jim DeCoursey, Cecil Whig.

Rory Testor, T.C.I. Cablevision

Rory Tester, new Manager of T.C.I. Cablevision of the Elkton office made his acquaintance with the Town Commissioners and presented them with a check for \$2,689.50, (franchise fees at 5%). Service was discussed and a new premium service "Encore" available at \$1.00 per month (limited offer) should be available by late June.

Minutes - March 12, 1991

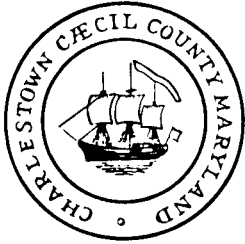
Rosalyn R. Bott made a motion to approve the town minutes of March 12, 1991. Motion was seconded by Don E. Stanley and approved 4 - 0.

Cecil County 4th Of July Parade

A 4th of July parade in Elkton to honor the returning troops will involve all Cecil County towns. Each town has been ask to sponsor a float in the parade, perhaps using the Colonial Dames or the Militia. It was suggested that Charles Roosa be appointed Chairman with Helen McMullen, Gloria Starling and Don Stanley willing to help. Commissioner Rosalyn R. Bott is against having an out-of-town resident as Chairman.

Charlestown Fire Company Lease

The Charlestown Fire Company signed a \$1.00 per year lease with the Town for the property between the Fire Company and Spangler's Cafe. A fence, a stipulation of the \$1.00 per year lease, will be constructed on the property line between the town property and the cafe. A letter of agreement is attached to these minutes.



Charlestown, Cecil County, Maryland 21914

Phone 301-287-6173

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

WORKSHOP MEETING

- 2 -

MARCH 26, 1991

MML Convention - June, 1991

Charlestown will donate two (2) Colonial Charlestown Mugs as door prizes for the Maryland Municipal League Convention in June, 1991.

Baseball Field Scheduling

Commissioner Don E. Stanley in charge of the ball field scheduling would like to keep the field on Saturdays and Sundays open for Charlestown residents. He will hold a meeting with the North East Little League, Babe Ruth League, and Church League officials to work out the scheduling and the care of the field. There is no scheduling on the Tennis Courts at the present time.

Sewer Agreement - Town/County

The County sewage hook-up fee of \$3,200.00 as opposed to the agreement between the Town and County with a \$1,200.00 hook-up fee is still pending. Don Stanley will go to a meeting as a private citizen.

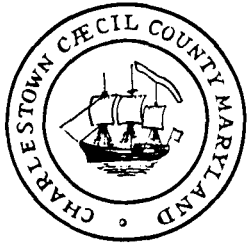
Louisa Lane Extended

There was discussion on the condition of Louisa Lane Extended and the fact that the road is actually several hundred feet off of the surveyed easement. There was no decision to move the road and cause problems for the home owners but the existing road may be widen from 12 to 20 feet.

Tatman & Lee Associates, Inc.

Tatman & Lee Associates, Inc., will make the inspections on the water system.

Tatman & Lee Associates, Inc., will give an estimate on a survey of "in town" Holloway Beach and the legal cost involving easements.



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

Phone 301 - 287 - 6173

~~Gregory L. Abbott, Jr.~~

~~Town Administrator~~

WORKSHOP MEETING

- 3 -

MARCH 26, 1991

Pat's Marina

Pat's Marina is willing to work with the Town Boat permits while our ramp is being repaired, and dredging completed.

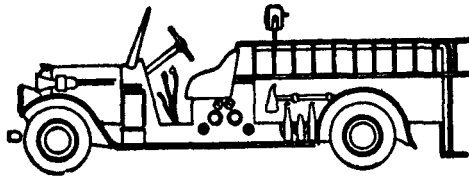
Water & Louisa Lane

A pipe that had been used to divert water to the Town's grassy area at Water and Louisa Lane was pulled out due to a messy condition. Karl Knapp has offered to dig a ditch, replace the pipe straight to the river which Critical Areas will not allow. The comment "his favors are too expensive".

Being no further business, the meeting adjourned 9:10 P.M.

Respectfully submitted,

Doris Berry, Town Clerk



CHARLESTOWN FIRE COMPANY, INC.

CHARLESTOWN, MARYLAND

March 20, 1991

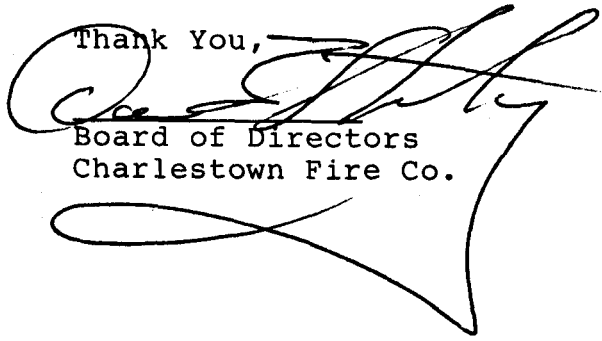
Charlestown Fire Co., Inc.
P.O.Box 100
Charlestown, Md. 21914

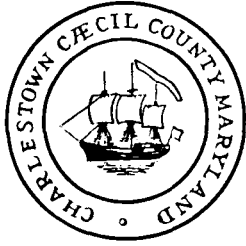
To Whom it may concern,

We the Board of Directors met with John Spangler on March 14, 1991. At that time we discussed the property between the Fire Co. & The Market Street Cafe. After Mr. Spangler left and proposed that Market Street Cafe take half of property and the Fire Co. take half.

We felt that this would serve both parties. With the cafe needing parking and the Fire Co. needing parking. But after discussing this with John Spangler, he decided that this was not acceptable. He advised the Fire Co. to sign lease.

Thank You,


Board of Directors
Charlestown Fire Co.



~~Peter A. Batty~~
~~Town Administrator~~

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

Phone 301-287-6173

REGULAR MEETING

APRIL 9, 1991

The regular meeting of the Board of Town Commissioners held on April 9, 1991 was called to order by President Russell U. Farrell Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Don E. Stanley and Gophery H. Richardson. Commissioner David A. Jarinko was out of Town. Also attending: Robert Fisher, Town Administrator; Janet Spangler, Reporter Jim DeCoursey, Cecil Whig; Dave Langley, WSER; and Reporter Joy Gwillim; News Journal.

Minutes - March 26, 1991

Don Stanley made a motion to approve the minutes of March 26, 1991. Gophery H. Richardson seconded the motion and it was approved 3 - 0.

July 4th Parade

Don Stanley reported that the Charlestown Parade Committee met last Friday and they will get back with us later with a progress report.

Ballfield

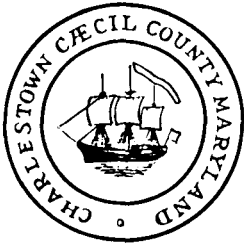
Don Stanley said he talked to R.H. Johnson Co. and they hope to have the work done at the Complex in about three weeks. Don said he met with representatives from the ball teams who use the Ballfield. Don told the Board that all the teams represented were cooperative and they agreed to drag the Ballfield after each use. The Ballfield is free on the weekends so the Town residents can use the field. Don told the Board he would like to have opening day ceremonies when the field is completed.

Water System

Russell Farrell stated we received a letter from FmHA confirming Paul's Utility as the low bidder and we are awaiting notification from the State so we can award the contract. A pre-bid conference has been tentatively set for April 23.

Cemetery Bids

Rosalyn Bott made a motion to accept Wyn's bid to mow the cemetery at \$115 per cutting. Don Stanley seconded the motion and it was approved 3 - 0.



~~Robert A. Baker~~
~~Town Administrator~~

Town Commissioners of Charlestown
Post Office Box 154
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REGULAR MEETING

- 2 -

APRIL 9, 1991

Parks & Recreation

Robert Fisher will check to see if there are any available funds left in the Open Space Program for the athletic complex.

Sheriff's Department - Haggerty

George Haggerty, Chief of Enforcement, notified Russell Farrell that Joe Letts is Community Assistance Officer for Charlestown, so problems and concerns should be directed to Joe Letts.

Sewer - Pumping Station - Avalon

Tom, from the DPW reported that the Town is getting some infiltration in the manholes and we might have to get some camera work done. The Board agreed if it needs to be done they will have to do it.

Portable Toilets - Ballfield & Stone Wharf

Gophery Richardson suggested that the Board look into getting portable toilets for the Ballfield and the Stone Wharf. After some discussion the Board agreed that Gophery Richardson get some prices and bring it back to the table.

Accounts Payable

Don Stanley made a motion to pay the bills. Rosalyn Bott seconded the motion and it was approved 3 - 0.

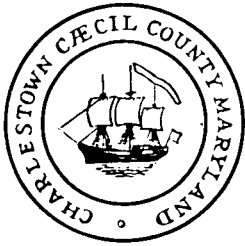
Streets - Grant

Bob Fisher told the Board that Theresa Wellman was not very optimistic about the Town receiving a street grant for this year. Bob Fisher said the Feasibility Study for drainage looked favorable with matching grants of 2 for 1. The Board agreed to have Bob Fisher go ahead and apply for the grants.

Being no further business, the meeting adjourned 8:20 P.M.

Respectfully submitted,

JoAnn Speck, Town Clerk



~~Peter A. Dorey~~

~~CECIL COUNTY MARYLAND~~

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

Phone 301-287-6173

WORKSHOP MEETING

APRIL 23, 1991

The workshop meeting of the Board of Town Commissioners held on April 23, 1991, at 7:30 P.M. was called to order by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Robert Fisher, Town Administrator; Keith Baynes, Town Attorney; Russ Tatman and Pete D'Adamo, Town Engineers; Janet Spangler, Joyce Gwillim, News-Journal Reporter; and Jim DeCoursey, Reporter for the Cecil Whig.

Keith Baynes, Town Attorney

Keith Baynes, Town Attorney, told the Board of Commissioners that for the construction of the water project, the streets, avenues, right-of-ways need to be certified because the Town records are not definite.

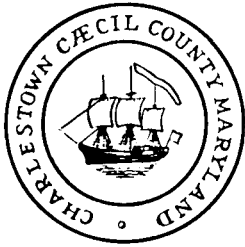
A motion by David A. Jarinko that the Town of Charlestown officially accept (if it has not done so already), the dedication of the streets, avenues, ways which are shown on a plat entitled "Charlestown Beach Estates" dated April 1919 and which is recorded among the land records of Cecil County in Plat Book S.R.A. 1A folio 128. Motion seconded by Rosalyn R. Bott and approved 4 - 0.

Tatman & Lee Associates, Inc. - Notice of Award

Don E. Stanley made a motion, "Notice to Award" contract to Paul's Utility with his knowledge that there are 3 permits plus the approval of Chesapeake Bay Critical Area Commission still outstanding. Motion seconded by Rosalyn R. Bott and passed 4 - 0. The Town is aggressively pursuing these permits from the Army Corps of Engineers, Maryland Department of Natural Resources, Non-Tidal Wetlands Division; Department of Natural Resources, Tidal Wetlands.

Notice to Proceed

After the Notice of Award, Paul's Utilities has 10 days to provide bond coverage and a certificate of insurance which is necessary for the Notice to Proceed.



~~XXXXXXXXXX~~
~~XXXXXXXXXXXXXXXXXXXX~~
Town Administrator

Town Commissioners of Charlestown
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WORKSHOP MEETING

- 2 -

APRIL 23, 1991

Water Projects - Jim D'Orazio

Jim D'Orazio of Tatman & Lee Associates, Inc. will be the contact man during the water system installation and will be available for any problems at a trailer near the location of the water tank site every day. Jim D'Orazio will hold a monthly meeting (4th Tuesday of every month) at 3 P.M. at the Town Hall for a summary report.

Ground Breaking Ceremony

Ground Breaking Ceremony for the Municipal Water System will be Sunday, June 2, 1991, at 2 P.M. at Bladen and Market Streets. A motion by Rosalyn R. Bott and seconded by Don E. Stanley to erect 2 4 x 8 signs on the outside of the cemetery fence showing Farmers Home Administration and the State supporting the water project.

Minutes - April 9, 1991

Gophery H. Richardson made a motion to approve the town minutes of April 9, 1991. Motion seconded by Don E. Stanley and passed 3 - 0.

Codification

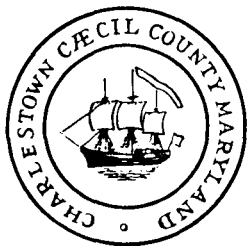
Codification books have arrived. Before being available to the Public, they will be reviewed and fees will be assigned at the next meeting.

Ward's Appeal

Commissioner Jarinko discussed the ruling given by Judge Rollins on the Charles and Marie Ward and the Town Board of Appeals dispute on renovating a house in the Historic District. Judge Rollins ordered the parties to settle the dispute themselves, however, the Board of Appeals wants a clearer ruling. A new date will be set.

Ball Field

Gophery H. Richardson motioned to approve \$12,000.00 for a 4 ft. wide



~~John A. Jarinko~~

~~John A. Jarinko~~

Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

- 3 -

APRIL 23, 1991

blacktop track on the inside perimeter of the ball field and \$1,500.00 for the walk-way between the ball field and the tennis courts. Motion seconded by David A. Jarinko and approved 4 - 0.

Tree Planting - Charlestown Elementary School

The fourth grade students of the Charlestown Elementary School will plant trees Friday, April 26, 1991, at 2 P.M. in honor of those from Charlestown who served in Desert Storm.

School Redistricting

Another appeal on the Charlestown redistricting issue will be heard by the State Board of Education in Baltimore May 21, 1991.

March of Dimes - (Birth Defects)

Commissioner Don E. Stanley, representing Charlestown, has volunteered to join other officials in greeting the participants on their "March of Dimes" (birth defects) return to the North East Park, April 27, 1991.

Portable Toilets

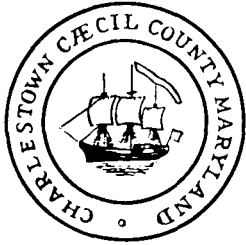
On a motion by Don E. Stanley and seconded by Rosalyn R. Bott, 3 portable toilets will be rented and placed at the Ballfield, the Town Hall Park and Veterans Park. Motion approved 4 - 0.

Zoning Permit Fees

A resolution on the new Zoning Permit fees to be effective June 1, 1991, will be ready for the next town meeting.

Water Hook-up Fee

On a motion by Don E. Stanley that an Ordinance #91-2 be on file demanding water hook-up fees paid before connection to the water system. Motion seconded by David A. Jarinko and approved 4 - 0.



~~Peter A. Bott~~
~~XXXXXX XXXXXXXXXX~~

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

Phone 301 - 287 - 6173

WORKSHOP MEETING

- 4 -

APRIL 23, 1991

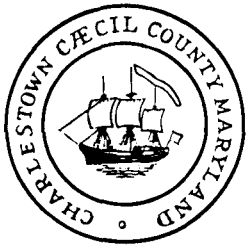
Accounts Payable

Rosalyn R. Bott made a motion to pay bills (regarding due dates),
seconded by David A. Jarinko and passed 4 - 0.

Being no further business, the meeting adjourned at 9 P.M.

Respectfully submitted,

Doris Berry, Town Clerk



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

Phone 301 - 287 - 6173

~~XXXXXXXXXXXXXXXXXXXX~~
~~XXXXXXXXXXXXXXXXXXXX~~

REGULAR MEETING

MAY 14, 1991

The regular meeting of the Board of Town Commissioners was called to order at 7:30 P.M. by President Russell U. Farrell, Jr., on May 14, 1991. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Robert Fisher, Town Administrator; Janet Spangler; Richard Gestewitz; Ruth Ann Breuninger, Richard W. Simes, Nancy Simes, Ruth Young, Members of Coulter's Point Civic Association; Charles Roosa, Helen McMullen, Gloria Starling, George Travers and Cathy Travers, Members of the 4th of July Parade Committee; and Jim Martin.

Coulter's Point Civic Association

Members of Coulter's Point Civic Association (mostly water front property owners on Cecil Street and property owners on Long Beach Drive) approximately 25 members, are interested in receiving sewer and water service from the Town of Charlestown without annexation. The system could be installed and the upkeep being all at Coulter's Point Civic Association owners expense. The Civic Association would like to use the sewage and water at the same rate as town residents and to be billed yearly instead of quarterly.

An estimated cost of \$300.00 usage of water and \$450.00 with sewage was suggested. If approved, an agreement for usage and time of non-payment, etc. would have to be established. Coulter's Point Civic Association will have a meeting next Sunday at 2:00 P.M. at the Charlestown Elementary School.

July 4, 1991 Parade

Elkton will host a 4th of July parade for Cecil County which is expected to be a yearly event with the various towns taking turns as host. Each town has been requested to take part and sponser a float. Charlestown's Float Committee is Charles Roosa, Chairman; Helen McMullen, Gloria Starling, George Travers and Cathy Travers. The Committee hopes to have the Fire Company car featuring a Queen, the Boy Scouts, Cub Scouts, and a float with one section supporting "Desert Sand" and the other section of "Colonial Times". The approximate cost is \$2,000.00 for materials, etc. The Board members agreed the idea is great but money is low. At this point, Robert Fisher, Town Administrator, donated his personal contribution of \$25.00, and James Martin donated \$250.00. After some more discussion on

REGULAR MEETING

- 2 -

MAY 14, 1991

the cost, the Committee thought the cost could be lowered. David A. Jarinko motioned to approve the plans, seconded by Don E. Stanley and approved 4 - 0. A motion by Don E. Stanley to approve a donation of \$750.00 was seconded by Gophery H. Richardson and approved 4 - 0.

Richard Gestewitz

Richard Gestewitz made a complaint concerning dogs running loose and the S.P.C.A. not being called in. He also made a degrading remark to the Town on the appearance of the fence the Fire Company installed and suggested that the Fire Company chicken dinners be boycotted.

Janet Spangler

Janet Spangler questioned Ordinance #75-2 concerning "high grass, trash, etc." and said the Fire Company's grass at the rear of the building was high causing Allen Reinhart to fall and be injured. There was no parent complaint or inquiry as to the injury. Don E. Stanley, also President of the Fire Company, said the grass would be cut Wednesday.

Minutes - April 23, 1991

Gophery H. Richardson made a motion that the minutes of April 23rd be approved. Don E. Stanley seconded the motion. Motion approved 4 - 0.

Ball Field

R. H. Johnson Company will be in Thursday to complete the work. A sign "No Skateboards", etc. should be posted shortly.

Water Construction Loan

Suggestions for the water construction loan could be to borrow from a CD and to open a separate checking water account.

Water System - Ground Breaking Ceremony

Invitations will be sent as plans for the Ground Breaking Ceremony of the Charlestown Water System are being formed. Among those invited are: Governor Schaeffer, Senator Walter Baker, Senator Barbara Mikulski, Delegate Ronald Guns, Departments of Water Resources, FmHA, etc. Refreshments will be available. We will need 2 silver shovels. On a vote of 3 - 1, a generic invitation will be sent to the Department of Public Works. Senator Bill Amoss will be a guest speaker.

Bill Amoss

Russell Farrell, President of Charlestown Commissioners, will have a

REGULAR MEETING

- 3 -

MAY 14, 1991

plaque made for Bill Amoss with thanks from the town for all he has done making it possible for the town to get a Municipal Water System.

Budget 1991-92

The 1991-92 Budget will be considered at the next meeting.

Charlestown Tax Rate

Rosalyn R. Bott made a motion to keep Charlestown's tax rate at \$.85 per \$100. of assessment. Don E. Stanley seconded the motion which was approved 4 - 0.

Resolution #91-2

David A. Jarinko made a motion to pass Resolution #91-2 which concerns fees to be charged for Zoning Permits. Don E. Stanley seconded the motion. Motion approved 4 - 0. A copy of Resolution #91-2 is attached to these minutes.

Accounts Payable

A motion by Don E. Stanley to pay all bills was seconded by David A. Jarinko and passed 4 - 0.

Being no further business, the meeting adjourned at 11:10 P.M.

Respectfully submitted,

Doris Berry, Toen Clerk

RESOLUTION #91-2

A RESOLUTION of the Commissioners of the Town of Charlestown, Maryland ("Town"), establishing the fees to be charged for Zoning Permits pursuant to Section 200-42 of the codified Charlestown Zoning Ordinance.

WHEREAS, the Charlestown Zoning Ordinance, Section 200-42, requires the Town Commissioners to establish, by RESOLUTION, a schedule of fees, charges and expenses for zoning certificates ("Zoning Permits"), and

WHEREAS, the Commissioners have received a recommendation of the Planning Commission,

THEREFORE, it is hereby resolved that the costs of filing for a Zoning Permit shall be as follows:

Minor Zoning Permit:

Before Work Starts: \$ 5.00
After Work Starts: \$25.00

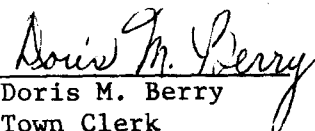
Major Zoning Permit:

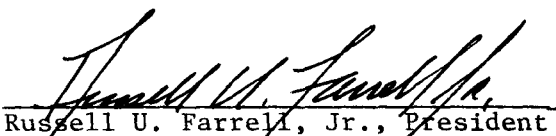
Before Work Starts: \$ 25.00
After Work Starts: \$125.00


The determination of the applicable fee shall be made by the Zoning Administrator at the time of application. This fee schedule shall become effective 20 days after approval and shall be displayed in clear view within the Town Hall.

APPROVED AND PASSED this 14 day of May, 1991.

ATTEST:

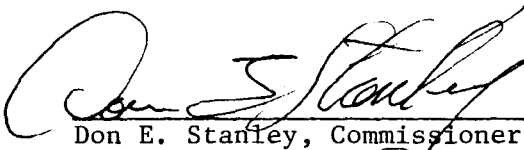

Doris M. Berry
Town Clerk

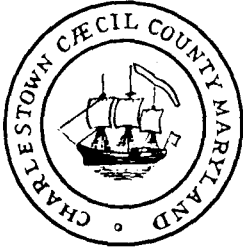

Russell U. Farrell, Jr., President


David A. Jarinko, Vice-President


Rosalyn R. Bott, Treasurer


Gophery H. Richardson, Commissioner


Don E. Stanley, Commissioner



~~Prer A. Bary~~
~~XXXX XXXXXXXX~~

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

Phone 301-287-6173

WORKSHOP MEETING

MAY 28, 1991

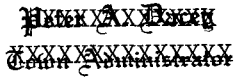
The Workshop meeting of the Board of Town Commissioners held on May 28, 1991 was called to order by President Russell U. Farrell Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Don E. Stanley and Gophery Richardson. Commissioner David A. Jarinko was out of town on business. Also attending: Robert Fisher, Town Administrator; Pete D'Adamo, Town Engineer; Ruth Young, President Coulters Point Association; Olga Ganderton, Betty Good, Joy Gwillim, News-Journal Reporter; Frances Thompson, Helen McMullen, George and Cathy Travers and Mary Farrell. Janet Spangler.

Trash Refuse - Bid Opening

President Russell Farrell announced that we received one bid for Trash Removal. President Farrell ask if anyone else had a bid to be submitted being no other bids President Farrell opened the bid from Schuman's Refuse. The bid read \$13 per month for once a week pick-up and \$16 for twice a week pick-up. President Farrell ask the Commissioners if they wanted to continue the garbage contract with Schuman's Refuse. Commissioner Stanley made a motion to terminate the garbage collection in Charlestown. Gophery Richardson seconded the motion and the motion was defeated with 2 - 2 vote. The issue was tabled until the next scheduled meeting.

Pete D'Adamo - Water System

Pete D'Adamo, Town Engineer; said he wanted to update the Commissioners on the progress of the water system. Pete stated the contractor is putting the line in on Route #7 and Louisa Lane and they will be starting this week on Water Street. The Tank work has started and the contractor stated there could be a cost increase due to the sloppy soil condition. Based on the current schedule it appears that the project will not be operational until March of '92. The contractor submitted his first pay request totaling \$147,183.01 but there is a 10% retainer fee so the amount due is \$133,094.71. Pete said he has reviewed the pay request with the contractor and find the request is satisfactory. He said the Board has to sign off and then it goes to Roger Persons FmHA for approval and then the Town has 10 days to pay the contractor. Rosalyn Bott made a motion to authorize payment to Paul's Utility for \$133,094.71 and Don Stanley seconded the motion. The motion was approved 4 - 0. Pete stated there is a possibility of substituting a well near the tank site versus the Ward property. They did an analysis and if the well is successful there would be an approximate \$17,000 construction savings and \$190 savings for electric on operating cost.



Phone 301-287-6173

- 2 -

MAY 28, 1991

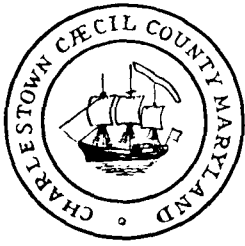
Pete said they are waiting for approval from the State before bringing the well issue back to the Town Board.

Don Stanley stated he was upset about the bickering involving the money for the parade float. The parade committee said that they would like the Town to honor their commitment to provide the funds for the float. They stated the committee is working for the Town and putting a lot of effort in to a float to represent Charlestown. After some discussion Rosalyn Bott made a motion to pay the 1991 Charlestown Parade Committee \$750 on Wednesday. Don Stanley seconded the motion and it was approved 4 - 0.

Francis Thompson, a town resident, stated that she has an on going problem with Commissioner Gophery Richardson that started November 18, 1990, when he cut a willow tree that bordered her property but was located on Town Property. Mrs. Thompson stated that Commissioner Richardson was cutting again last weekend and she would like the Town to do something about it. Commissioner Richardson stated that the home owner always maintains the town property that is adjacent to his/her property. Mrs. Thompson told Commissioner Richardson that she wants him to leave them alone and stop cutting along their property. After a long discussion President Farrell said he did not know if they could resolve this problem but they would look in to it.

Ruth Young, President Coulter Point Civic Association, told the Board that the Association held a meeting on May 19 and they would like to have service for Town sewage at the out of Town rate. The Board said they were willing to service Coulter's Point if they agree to the terms addressed in our water ordinance. Mrs. Young said the Association will have their attorney draw up the necessary papers.

Betty Good, a resident from Charlestown Manor ask the Board if they had considered the annexation petition from the Edgewater Avenue residents. After some discussion Commissioner Stanley suggested strongly that the Board should help out these residents who are interested in annexing. President Farrell stated that Mark Connors is also interested in annexation. After some discussion the Board decided to discuss this matter at the next meeting.



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

Phone 301-287-6173

WORKSHOP MEETING

- 3 -

MAY 28, 1991

Minutes - Approval May 14, 1991

Commissioner Stanley made a motion to approve the minutes of May 14, 1991. Commissioner Richardson seconded the motion and it passed 4 - 0.

Water Ordinance

The Commissioners decided they wanted to see a retyped copy of the Water Ordinance before voting to accept it.

Athletic Complex

Commissioner Stanley stated the tennis courts were heavily used this weekend. Don also said the Board should tell R.H. Johnson they have so many days to complete the project or we will contact another firm to finish up the job. Bob Fisher said he will get a cost estimate on putting the mesh up around the tennis courts.

Parking

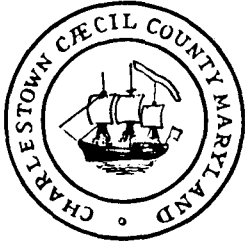
The Town received several complaints from residents on Water Street who were overrun last weekend with campers, boat trailers and cars blocking their driveways and taking over their parking spaces. The Board said they will look in to putting up no parking signs.

Charlestown Redistricting

President Farrell stated that they received official notification that the State upheld the court's ruling on the redistricting appeal and the children will be attending Perryville Middle and Perryville High School in the Fall.

Sewage Hook-Up Fees

President Russell Farrell talk to the Board about raising sewage hook-up fees to \$2000 in Town and \$2500 out of Town. Commissioner Stanley and Commissioner Richardson said they would like to wait until a later date to make up their minds. Commissioner Bott agreed the sewage hook-up fees should go up. The issue will be brought up at the next meeting.



Town Commissioners of Charlestown
Post Office Box 154
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Phone 301 - 287 - 6173

WORKSHOP MEETING

- 4 -

MAY 28, 1991

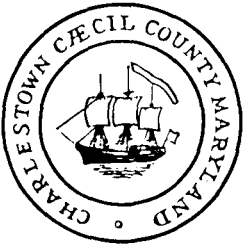
Budget 91' - 92'

The Budget for 91' - 92' was presented for approval and after some discussion Don Stanley made a motion to approve the Budget for fiscal year 91' - 92'. Rosalyn Bott seconded the motion and it was approved 4 - 0.

Being no further business, the meeting adjourned at 9:45 P.M.

Respectfully submitted,

JoAnn Speck, Town Clerk



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

Phone 301-287-6173

REGULAR MEETING

JUNE 11, 1991

The regular meeting of the Board of Town Commissioners was called to order at 7:30 P.M. by President Russell U. Farrell, Jr., on June 11, 1991. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Robert Fisher, Town Administrator; Barry Belford, Director Cecil County Board of Public Works; Joyce Gwillim, Reporter News-Journal; Jim DeCoursey, Reporter Cecil Whig; Darlene McCall, Jim Martin, and a list of visitors, including Coulter's Point Civic Association.

Coulter's Point Civic Association

There was a lengthy discussion with the Coulter's Point Civic Association concerning a petition for annexation in order to obtain water and sewer. There would probably be problems getting the paper easements or right-of-ways since the majority of residents do not want to be annexed to the Town. Residents who do want sewage would have to pay the development costs besides out-of-town rates and waive their rights to fight annexation if it would be a later requirement. The Board of Commissioners, at this time, are not interested in annexation. No motion was made.

Charlestown Manor

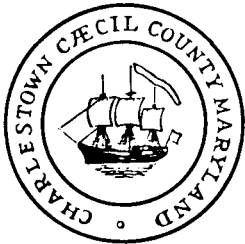
Some of the Home Owners on Edgewater Drive, Charlestown Manor, are also interested in obtaining water and sewage without annexation or agreeing to annexing at a later date if required by the Town after obtaining the services.

On a motion by David A. Jarinko to reject Charlestown Manor annexation on the listed petition was seconded by Rosalyn R. Bott and approved 4 - 1.

Barry Belford, Director of Cecil County Public Works reported that the County has a sewage project that will serve Charlestown Manor.

Mark Connor (Annexation)

Don E. Stanley motioned to reject the proposed annexation by Mark Connor (a proposal of 2 years ago on an area surrounding Charlestown Manor Beach) was seconded by Rosalyn R. Bott and approved 5 - 0.



~~Peter A. Barry~~

~~Town Administrator~~

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

Phone 301-287-6173

REGULAR MEETING

JUNE 11, 1991

- 2 -

Parking - Water Street

Charles Brinkman made a complaint about the parking of automobiles, etc. on Water Street and not being able to use his driveway. There is no County proposal and a Charlestown Parking Ordinance will be in effect shortly. Parking on Water Street will be by residential parking rule only and on the river side of the road.

Boat Slips

Boat slips are filled although not all are useable. Some individuals like to keep a space available for when improvements will be made next year.

Athletic Complex

Three bids are to be solicited for tennis and volley ball and soccer nets, also a walking track. Mitco will put in Diamond Tex that is needed. A "No Parking" sign will be put on the fence. A shed is badly needed for storing equipment.

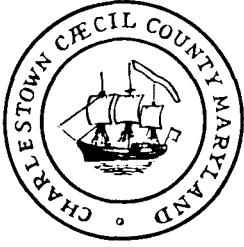
Schuman's Refuse Contract

Schuman's Refuse contract comes up for renewal July 1st. The rates would be \$9.00 per household a month if the whole town participates with the Town doing the billing. \$13.00 a month per household if the whole town is not available.

Rosalyn R. Bott made a motion to franchise the garbage contract at \$13.00 a month per household, seconded by David A. Jarinko and passed 3-1 with 1 abstaining.

Water Tank

"Blue Ice" and "Newport Blue" (wording and design) is the colors agreed upon for the Water Tank.



~~Peter A. Ducey~~
~~XXXXXXXXXXXXXX~~
~~Town Administrator~~

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

Phone 301-287-6173

REGULAR MEETING

JUNE 11, 1991

- 3 -

Resolution #91-3

Resolution #91-3, effective June 11, 1991, establishing Sewer Connection charges for all persons who connect to public sewer as set forth in the Sewer Use Ordinance. Sewage connection charge for users within Town limits will be \$2,000.00 per unit and \$2,500.00 to users outside of Town limits.

Ordinance #91-3

Don E. Stanley motioned to accept Ordinance #91-3 as amended at the Workshop Meeting, seconded by Rosalyn R. Bott and approved unanimously. The following 3 changes to the ordinance are:

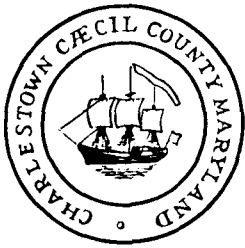
- (1) Delete 12-103(c) #9 and #10
- (2) 12-205(B) Add after "it shall be closed in a manner satisfactory to the Commissioners" - Wells shall be closed at owner's expense and this closure shall comply with all State regulation and if the Town should find the closure does not comply with the regulation, the Town has the right to reclose the well and bill the Owner for appropriate costs.
- (3) 12-301(B) Meters installed with Town regulations.

Resolution #91-4

David A. Jarinko motioned for a Stormwater Management application for a grant on a project feasibility and planning study for \$10,000.00, and commit \$5,000.00 of general revenue funds to satisfy matching requirement of the grant.

School Redistricting

Keith Baynes, Town Attorney, received a letter that the State Board of Education has upheld the local Board of Education on the redistricting of schools. The cost to residents of Charlestown if they appeal to Circuit Court would cost \$500.00 or more.



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

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REGULAR MEETING

JUNE 11, 1991

- 4 -

Denis Richardson - Public Works Agreement

The Board reviewed the Public Works Agreement between Denis Richardson and the Town. After some discussion, the Town requested a few changes. The agreement has been forwarded to Keith Baynes, Town Attorney, for his review and comments.

Accounts Payable

A motion by Rosalyn R. Bott to pay all bills, was seconded by David A. Jarinko and approved 4 - 0.

The business meeting adjourned 11:30 P.M.

Respectfully Submitted

Doris Berry
Town Clerk

Name

Address

J. M. Ant Box 327 North town Manor
 J. V. Simes 82 Cecile Rd. Charlestown

Nancy Simes 82 Cecil Rd. Charlestown.

Ruth Lewis 342 Cathur Ave. Charlestown

Paul Lewis " "

~~Dr. D. D. Ann~~ Boeninger 60 Cecil Rd. - Charlestown

Ruth Young 249 Lombard Rd, Rising Sun, Md 21911

Betty J. Hood 108 Edgewater Ave, Charlestown 21914-0163

Alga Henderson 15 Edgewater, Charlestown, 21914-0178

Janet Spangler

Chuck Brinkmann 623 Water St, Charlestown, MD

Marian Hays 9 Hercules Ave Charlestown Manor

John Pennetta Edgewater " "

Harold Hale 17. Penna ave " "

Joseph Jacchi 68 Edg, 2 Water " "

WE, RESIDENTS OF EDGEWATER AVE, CHARLESTOWN MANOR,
REQUEST WATER AND SEWER FROM THE TOWN OF CHARLESTOWN, MD.,
by ANNEXATION to the TOWN OF CHARLESTOWN, MD.

	NAME	ADDRESS
RV both	Lea H. Mains	101 Edgewater Ave
RV both	Cecilia M. Mains	101 Edgewater Ave.
RV both	Wanda L. Culbert	117 Edgewater Ave.
RV both	Walter M. Hutchinson	111 Edgewater Ave.
RV both	Olga Sanderton	75 Edgewater Ave.
RV both	Art Sanderton	90 Edgewater Ave.
NR	Theresa Sanderton	90 Edgewater Ave.
NR	Mrs Fay Corman	103 Edgewater Ave.
RV	Betty J. Hood	108 Edgewater Ave.
RV	R. H. Fulmer	83 Edgewater Ave
NR	Ed D. Hall	Pennsylvania Ave CONTIGUOUS with # 90 EDGEWATER AVE.

Fireworks fly in Charlestown over new annexation proposal

By Jim DeCoursey

Whig Staff Writer

The Fourth of July is almost two weeks away.

But it seemed to be a lot closer as the fireworks of "No to annexation!" exploded in the midst of the Charlestown Board of Commissioner's meeting Tuesday night.

"Just stay out of the Manor," said Joe Jacoby of Edgewater Avenue in Charlestown Manor, who staunchly opposed a proposal by some residents last month to be annexed to obtain town water and sewage.

"We don't want Charlestown (Board of Commissioners) involved in the county's project to provide sewage for Charlestown Manor," said Patrick Gilhooley, designated speaker for the Manor residents against annexation. "We are still heavily committed to county installation."

Saying that Charlestown Manor has a lot of "unique qualities," Gilhooley emphasized the majority of Manor residents oppose intervention by the Charlestown board.

Countering Gilhooley's comments, commission president Russell U. Farrell said, "Charlestown is not interested in annexing the Manor, and there is no interest now or in the future to provide (municipal) water service to the Manor (through annexation)."

Backing up Farrell, commissioner Rosayn Bott said the town is not in favor of annexation, supplying water and sewer or taking over the county's grant for the sewer project.

"I don't think (the Manor) will ever be annexed by Charlestown, but there is no doubt it will be annexed by North East in the next 10 to 15 years," Farrell said.

Then why are some individuals coming down to the Manor and trying to get support for annexation? asked Jacoby. "We want to be a peaceful community. We don't want to be bothered by individuals or the commissioners."

Town intervention in the county's project for the Manor could set the project back more than 45 days, he added.

Barry Belford, director of Cecil County Department of Public Works said he turned out for Tuesday's meeting to see if Manor residents

were even interested in the town taking over the county's current project.

Speaking of a "freelance" proposal by Charlestown town administrator Bob Fisher to take over the county's project and save more than \$25,000, Belford said, "Fisher's figure are way off."

"The Cecil County Commissioners are not in the least bit interested in turning the project over to the town," he said. The county has already obtained, easements from residents, and permits from the railroad. State and federal permits have already been filed, and the county plans to advertise for bids in July.

"For the town to take over the project, wetlands permits would have to be filed, and that could mean even more delays. Not to mention getting the easements and other permits," Belford said. "There are no savings visible. If they are there, I would like to know where they are."

In other Charlestown business, the board of commissioners:

■ Heard from H. Norman Wilson Jr., an Elkton attorney, who said his clients at Pat's, Lee's and Charlestown marinas were opposed to the town setting a municipal water rate schedule based on units, instead of usage. Wilson presented his concerns only minutes before the commissioners talked with Russell Tatman of Tatman & Lee, the engineering firm designing the town water system, about setting a municipal water rate schedule. Tatman briefly went over establishing a rate schedule based on usage for both commercial and non-commercial consumers.

Annex talk stirs up 'targets'

By R. EDWARD TURNER

Special to the News Journal

CHARLESTOWN, Md. — About 50 people crowded Charlestown's tiny town hall last night.

Most were from the neighboring community of Charlestown Manor, there to object to being annexed by the town, although town commissioners said they had no plans to annex the area.

The group was also concerned that the town may try to replace the county as their provider of sewer service. Apparently, both concerns were raised by the activity of the town's administrator who, according to a town official, resurrected discussions of annexation without the consent of the commissioners.

Annexation was voted down by a majority of Manor residents last year. Residents who wanted to be annexed cited lower costs for town than for county sewer service.

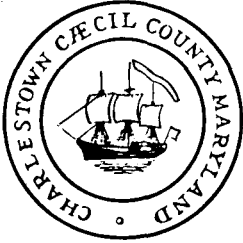
Last night, Patrick Gilhooley said, "We were aware of the cost differential from day one." He said manor residents are also concerned that a proposal for extending town water service to the area would come with an annexation clause, and that the town's interference in the county's sewer service plans would delay construction.

Board President Russ Farrell replied, "In my opinion, Charlestown will never annex Charlestown Manor, and in my opinion, you will be annexed by North East within 10 years."

Manor resident Joseph Jacobi, turning toward administrator Bob Fisher, added, "From what I understand, it's not the commissioners [trying to get us annexed], but one individual."

Retorted commissioner Rosalyn Bott, "This board runs this town — if someone comes to you representing Charlestown and they're not on the board, you don't have to listen to them."

Farrell said commissioners only want to discuss negotiating with the county on providing sewer service.



~~XXXXXXXXXXXX~~

~~XXXXXXXXXXXX~~

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

Phone 301-287-6173

WORKSHOP MEETING

JUNE 25, 1991

The Workshop meeting of the Board of Town Commissioners held on June 25, 1991 was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: David A. Jarinko, Gophery H. Richardson, Rosalyn R. Bott and Don E. Stanley. Also attending: Robert Fisher, Town Administrator; Russ Tatman, Town Engineer; Attorney Norman Wilson, Ruth Young, Coulters Point Civic Association; Pat Gilhooley, Representative Charlestown Manor; Ed Turner, Reporter News Journal; Dave Langley, WSER; Jim DeCoursey, Reporter Cecil Whig; and a list of visitors. (Sign-in sheet attached to these minutes.)

Public Hearing - Stormwater Management

President Russell Farrell announced the Public Hearing for Stormwater Management Analysis and ask if anyone had any comments. Being no comments, Bob Fisher, Town Administrator; briefly explained that the town was putting in for a \$15,000 grant for Stormwater Management Analysis and that Tatman & Lee Associates have put in a proposal to recommend what needs to be done for the project. No other comments the Public Hearing was closed. David Jarinko made a motion to accept the Storm Drainage Analysis plan as proposed by Tatman & Lee and seconded by Rosalyn R. Bott. The motion passed, all approved.

Charlestown Manor Residents

Pat Gilhooley, Representative for Charlestown Manor, stated that a majority turned down annexation before and most of those people do not want Charlestown involved or in anyway to delay the sewer project that is being handled by the County. Mr. Gilhooley said they just want the project to move ahead. As for water, the codicil was not acceptable to them. He said they wanted to protect the unique qualities of Charlestown Manor. Russell Farrell stated they would be taking a look at the figures for the sewer project later in the evening. Rosalyn Bott stated she was against annexation and giving Charlestown Manor sewer or water. After some discussion David Jarinko ask Barry Belford, DPW, if the County was interested in turning the sewer project over to the Town and he said the County Commissioners had not even considered turning the project over to the Town. He said he came to the meeting to look at the figures the Town has and see if there was a major savings and to see if the Charlestown Manor people were interested. If there was interest and a cost savings the County would probably consider giving the project to the Town.

Marina's - Water Rates

Norman Wilson, Attorney; representing Pat's Lee's and Charlestown Marina stated that the Marina's heard the Board was going to discuss water rates tonight and they wanted the Board to know that the Marina's are against the 8 slip units as provided for in the Ordinance. He also said the Marina's bulk use is in the summer and they hope the Board would consider a fair rate when deciding on a rate for the Marina's. David Jarinko stated that he would withdrawal from the issue, being an avid boater, it may create a conflict of interest. Russell Farrell stated that he would take Mr. Wilson's suggestions under advisement.

Water System - Russ Tatman - Town Engineer

Russ Tatman passed out a Progress Report that is attached to these minutes. Russ reported there are several change orders that need the approval of the Board. After review Rosalyn Bott made a motion to approve change order #1 and Gophery Richardson seconded the motion and it was approved 5 - 0. David Jarinko made a motion to approve change order #5 and Rosalyn Bott seconded. Motion was approved 5 - 0. Pay request #2 is \$335,341.12. Rosalyn Bott made a motion to approve authorization for payment of \$335,341.12 and Gophery Richardson seconded the motion and it was approved 5 - 0. Payment must be made in 10 days.

Russ Tatman stated he has been the consulting engineer for at least 20 other Towns, helping them to set up a rate structure. Russ recommended (1.) Reserve/Replacement fund for hook-up fees. (2.) Debt service should be equally shared by the consumer unit. (3.) O & M should be shared equally by all users based on usage by gallons. Concerning a consumer unit Russ advised they should consider items 1-6 in the Water Ordinance and recommends they should delete Item #8. He also suggested basing the consumer rate to the usage and set up a system that is equal to all users. Russ stated that he gave a proposal to Coulter's Point Association and ask the Board if they thought there was a conflict. The Board said there was no conflict.

Athletic Complex

Bob Fisher said he talk to Corrin & Gatch and they said they would put in a 6 ft. wide track versus a 4 ft. wide track for \$7,000. Tom Squires bid was \$8400 and Mike McGuirk is going to submit a bid. Bob said R.H. Johnson is supposed to be coming back to finish the ballfield soon.

Public Works Agreement - Denis Richardson

After discussion and review Don Stanley made a motion to approve the Public Works Agreement with Denis Richardson and The Town of Charlestown. David Jarinko seconded the motion and it was approved 4 - 1 abstaining. Gophery Richardson Abstained.

Minutes - Approval - May 28 & June 11

Rosalyn Bott made a motion to approve the minutes of May 28 and Gophery Richardson seconded the motion and it was approved 5 - 0. Rosalyn Bott made a motion to approve the minutes of June 11 with corrections. Don Stanley seconded and the motion was approved 5 - 0.

Workshop Meeting

June 25, 1991

Pg. 3

Accounts Payable

Commissioner David Jarinko made a motion to pay the bills and Don Stanley seconded the motion and it was approved 5 - 0.

Meeting Adjourned 9:50 P.M.

Respectfully Submitted,

JoAnn Speck

Sign In.

Richard Simes

Nancy Simes.

Ruth Young

Janet Pangler

Shirley Scott

Marion Grace

Mildred Pennington

Roberta Steele

Robert ~~Steele~~

Betty Daynes.

Edna M.

Agnes Hunt

Harold Hale

Mildred Letts

Gladys Pender

Carroll Scott

F. A. Schuch

Wm. G. Warren

Leo Spaul

Mr. & Mrs. Richard W. Evans

Debbie Schreffler

Paulette Gaudin Urban

Fran KARMES

ROGER A KARMES

Patrick D. Gilmore

Joseph Jacob

John Pennington

Gertie Messer

Leonard Neumann

Janet Longacre for "charlestown
manha"

Edgar Tracy

Henry Wickham

Michael Curtis

Barbara Neumann

Dave Langley, WSER Radio

John D. Newton

Tatman & Lee Associates, Inc.



Consulting Engineers
1200 Philadelphia Pike
Wilmington, DE 19809
Phone: 302/791-0700

July 3, 1991

CONSTRUCTION PROGRESS MTG. #2

PROJECT: Town of Charlestown
Water System

CONTRACT: W-90-1

DATE: June 25, 1991

ATTENDEES:

Tom Watson
Karen M. Wicks-Beggs
Nand Sachdeva
Ta-Shon Yu
Randy Strock
Roselyn Bott
Robert Fisher
Jim D'Orazio
Russ Tatman

Paul's Utility Co., Inc.
FmHA
Maryland Department of Environment
Maryland Department of Environment
R. L. Strock
Town of Charlestown
Town of Charlestown ✓
Tatman & Lee Associates
Tatman & Lee Associates

1. All attendees had received copy of Construction Progress Meeting Minutes #1, dated June 12, 1991. There were no comments or discussions concerning those Minutes.
2. The Contractor advised that work was still on schedule. Mr. Randy Strock did note that the pre-cast vault for the water tower would not be made until the end of July. He felt, however, this would not cause a delay in schedule and would not impact the completion date projected for the water tower.
3. The Contractor is still reviewing the difficulties they encountered concerning the construction of the foundation for the water tower. They have not made a determination if they are going to file a claim.
4. Mr. Fisher reported that the "tide land permit" for the stream crossing should be issued in approximately 2 weeks. The Contractor stated that this would not be problem for their projected construction schedule.
5. The Contractor requested to know the Town's wishes concerning the proposed modifications to the well location. Advised Contractor that this would be discussed at the Town Meeting scheduled for this evening and he would be advised by the Engineer on June 26, 1991. (Town Commissioners at their public meeting were in agreement with the relocation and testing of the wells. Town Commissioners authorized Engineer to proceed with preparation of the necessary change order for this work.)


CONSTRUCTION PROGRESS MTG. #2

July 3, 1991

Page 2

6. The Contractor reported that he had been advised informally by the State Highway Inspector that all borings under the State Highway for water laterals had to be "jacked and bored" in a casing. The Engineer stated that he would investigate and advise the Contractor.
7. Mr. Sachdeva raised a question about the lack of hard hats at the construction site. The Engineer pointed out that construction safety was the total responsibility of the Contractor. The Contractor acknowledged this responsibility and stated that he would review this matter with his foreman.
8. Ms. Wicks-Beggs stated that Farmers Home Administration had not made a determination concerning Engineer's letter dated June 17, 1991 concerning additional paving to meet the needs of the water project.
9. The next Progress Meeting is scheduled for July 23, 1991 at 3:00 PM at the Town Hall.

These minutes of the meeting have been prepared by Tatman & Lee Associates, Inc. We believe they accurately reflect the discussions of the meeting. Any additions, deletions or corrections to these minutes should be forwarded to the Engineer, in writing, on or before June 21, 1991. If no comments are received, the minutes as presented above shall be considered accepted as conclusive and final.


D. Russell Tatman, P.E.
President

cc: Meeting Attendees
Russ Farrell
Schnabel Engineering Associates
532-010

This PUBLIC WORKS AGREEMENT entered into this day of
 , 1991, by and between the TOWN OF CHARLESTOWN
(hereinafter referred to as the Town) and DENIS RICHARDSON
(hereinafter referred to as Richardson).

WHEREAS Richardson is desirous of installing and maintaining
a twelve (12') foot wide access road between tax map parcel #429
and property owned by the railroad; and,

WHEREAS Richardson has or will be entering into an agreement
with the owners of tax map parcel #429 for the equal maintenance
of Caroline Street currently being maintained by the owners of tax
map parcel #429; and,

WHEREAS Richardson is desirous of obtaining water and sewer
services for his residence property known as (insert street
address) and shown as tax map parcel #417; and,

WHEREAS these services are not currently available or
constructed for said property; and,

WHEREAS Richardson has agreed to pay and be fully responsible
for all costs and expenses for the installation, connection and
maintenance of all pipes, mains, valves, hydrants and equipment
necessary to provide said water and sewer services to his above
mentioned property.

NOW, THEREFORE, in consideration of the benefits each party
will receive by reason of the above mentioned services, the
undersigned parties, their heirs, successors and assigns, hereby
agree as follows:

1. Richardson shall maintain a twelve (12') foot wide
crusher run access road between the driveway on tax map parcel
#429 and property owned by the railroad. Richardson agrees to
fully assume and releases the Town from all liability for the
maintenance, repair and snow removal for said access road.

2. Richardson acknowledges that the Town has the right to
open Caroline Street at any time and that the costs for opening
said road would be reasonable and be apportioned among the various
surrounding property owners.

3. Richardson is permitted to connect to the sewer line
currently serving Ogle Street. In making this connection,
Richardson shall install such grinder or other pumps and equipment
upon his property as may be required. All construction and the
installation (including point of connection, location, size, type,
material and depth) of all pipes, valves, pumps, manhole access,
and all other equipment, must comply with all Federal, State, Town
and local codes and specifications and be approved and inspected
by the Town and it's engineer.

4. When the Town installs and supplies water service to tax map parcel #429, Richardson shall be permitted to extend and connect said water service to his above mentioned property. All construction and the installation (including point of connection, location, size, type, material and depth) of all pipes, mains, valves, pumps, hydrants, manhole access, and all other equipment, must comply with all Federal, State, Town and local codes and specifications and be approved and inspected by the Town and it's engineer.

5. Richardson shall be responsible for all costs and expenses associated with the installation, extension and connection of said water and sewer service and further agrees to repair, modify (as may from time to time be necessary to comply with all codes and specifications) and maintain in good working order, at his own cost and expense, all necessary extensions, connections and equipment, whether they be upon his above lands and any intervening lands, until such time as said service is formally accepted and taken over by the Town.

6. The Town shall not be responsible for a failure to deliver or provide said water or sewer service from time to time from any cause beyond its control.

7. In the event Richardson is unable for any reason to obtain all necessary permits and approvals, this agreement, in its entirety, shall be declared null and void.

8. This public works agreement shall have the force and effect of a covenant running to and with the above land of Richardson and shall bind the parties, their heirs, successors and assigns.

9. This Agreement shall be recorded among the Land Records for Cecil County at Richardson's expense.

10. This agreement contains the final and entire understanding of the parties. There are no representations, terms, conditions, statements or promises, oral or written, other than those expressly set forth herein.

WITNESS, the hands and seals of the parties the day and year first above written.

WITNESS:

The Town of Charlestown

By: _____

Denis Richardson

COULTER'S POINT CIVIC ASSOCIATION

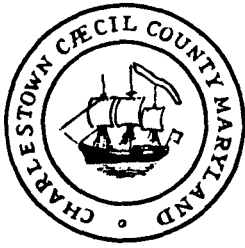
The Coulter's Point Civic Association was formed on June 23, 1991 for the purpose of obtaining public water and sewer capabilities for the 31 property owners located on Longbeach Drive and Cecil Parkway (Road). The By-Laws have been adopted and the following officers who will serve for two years were elected:

President: Ruth Young, 249 Lombard Rd, Rising Sun, MD 21911
(301) 658-3577

Vice President: Richard Simes, 1508 Robin Road, Coatesville, PA 19320
(215) 384-3213

Secretary: Ruth Ann Breuninger, P.O. Box 361, Charlestown, MD 21914
(301) 287-6236

Treasurer: Nancy Simes (see Richard Simes)



~~XXXXXX~~

~~XXXXXX~~

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

Phone 301-287-6173

REGULAR MEETING

JULY 9, 1991

The regular meeting of the Board of Town Commissioners was held on July 9, 1991, in the Charlestown Fire Department Hall together with the Cecil County Commissioners and the Heads of all Cecil County Departments. Other Town Commissioners present were Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Robert Fisher, Town Administrator and Keith Baynes, Town Attorney; Members of Coulter's Point Civic Association, Residents of Charlestown Manor. A list of others attending are attached to these minutes.

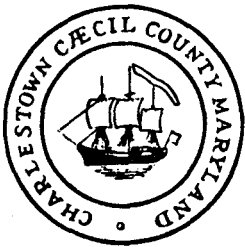
Russell U. Farrell, Jr., President, called the meeting to order at approximately 7:45 P.M. introducing W. Edwin Cole, Jr., President of the County Commissioners, A. Marie Cleek and Grayson Abbott, County Commissioners. As the County Commissioners were introduced, they had a few opening remarks. President Cole said they plan to take the government to all the Towns and spoke of the disaster in Perryville. Marie Cleek spoke of the 4th of July parade and of the floats and also the redistricting of the schools. Grayson Abbott mentioned the Commissioners appreciation for so many coming out for the meeting and that he had been a former Town Administrator of Charlestown.

Lewis Jackson, Treasurer, remarked that they were holding the tax rate. Rodney Kennedy, Sheriff of Cecil County, referring to several complaints, said the number of deputies have not kept up with the population increase. New deputies have been hired but their training will take several months.

Al Wein has been Director of Planning for 3 months. He would like to meet with the Towns on the Comprehensive Plan, to establish a council consisting of the heads of government of all Towns.

Barry Belford, Director of Public Works, spoke of maintenance of roads, bridges, utilities, sewer and water systems. Ralph Ritter complained about the manhole that is raised high above the ground on his property. Mr. Belford will inspect the problem.

Stephanie Garrity, Department of Aging, reported some seniors are in need of maintaining their own homes, transportation is available for those unable to drive or do not have their own cars. Home delivered meals are available for those in need and the senior centers have luncheons. The State covers $\frac{1}{2}$ with the Federal government $\frac{1}{4}$ and County $\frac{1}{4}$ cost of approximately \$780,000.



~~Pat Conway~~
~~David Mahaney~~

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REGULAR MEETING

JULY 9, 1991

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Roger Venezia, Department of Tourism, to also promote growth and new businesses, create new jobs, etc.

Pat Conway, Rosemary Culley and David Mahaney were not able to attend the meeting as they were working in Perryville helping with the disaster.

Coulter's Point Civic Association

The Officers of Coulter's Point Civic Association are:

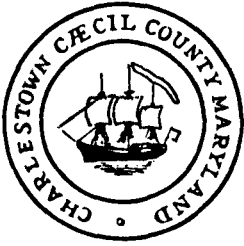
Ruth Young-----President
Richard Simes-----Vice-President
Nancy Simes-----Treasurer
Ruth Breuninger-----Secretary

Ruth Young was unable to be present for this meeting. Residents of the waterfront properties at Coulter's Point complained of not receiving hardly any services for their tax dollars. They would like more police visibility because of the 3-wheelers, etc., SPCA (large number of dogs running loose) and Senaca Point Sewer Plant (Odor is unbearable). Help is needed to correct the problems. Seniors are on fixed income and the general conditions of the area is bad.

The Association would like the Charlestown Commissioners to delete "Annexation" to receive water and sewer services" on Ordinance #91-3 and asked the Town to run the lines and take over the maintenance once the line is installed.

The Association would like to recover the portion of the grant money that was initially scheduled for the Holloway Beach area. The Holloway Beach area did not respond in time to receive a portion of the grant and Marie Cleek announced that the County will install the sewer system in Charlestown Manor and that the decision was firm.

The County Commissioners thanked everyone for attending the meeting and turned the meeting over to the Town Commissioners.



~~Peter A. Berry~~
~~Town Commissioner~~

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REGULAR MEETING

JULY 9, 1991

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Holloway Beach Survey

A motion by David A. Jarinko authorizing signature of approval of an in-town Holloway Beach survey by Tatman & Lee Association for \$1,450.00 was seconded by Don E. Stanley and approved 4 - 0.

Water Rate

It was estimated that a yearly flat rate for water would be \$300.00.

Charlestown Fire Company

Charlestown Fire Company would like the existing town lease they now hold entered into the easement for the property at Calvert/Caroline Street, also easement requests are for free water hook-ups and in-house water for both properties.

Accounts Payable

R. H. Johnson - Bill

Don E. Stanley made a motion to hold R. H. Johnson's bill for work to be completed. Motion seconded by Rosalyn R. Bott and approved 4 - 0.

Rosalyn R. Bott's motion to pay all bills was seconded by David A. Jarinko and passed 4 - 0.

Don E. Stanley

Don E. Stanley announced he is expecting to leave Charlestown within the next two weeks to further his education in West Virginia for the next two years.

Meeting adjourned 9:30 P.M.

Respectfully submitted

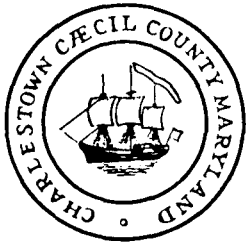
Doris Berry, Town Clerk

7/9/91

James W. Monger Jr.
 Jay Burkin
 Debra Hatchell
 Selma Cain
 Lois Benjamin
 Marian Hove
 Lawrence Spae
 Nancy Gandy
 Nancy Bowles
 Grace Smith
 Ralph Ruppel
 J. W. Martin
 William E. Warren
 Francis N. Schock
 Huey E. Rockman
 Betty J. Wood
 Olga Handerton
 Gloria Starling
 Patrick D. Licholter
 Joseph Wood
 Francis & Mary Kline
 John Bonce
 Peter M. Williams
 Raymond Justice
 Ginger Moore
 Clifford Moore
 William W. Ruff
 Kathy R. Ruff
 Barry G. Bedford
 Keith A. Baynes

7/9/91

Richard Simes 22 Cecil Rd., Charlestown (Coulter Point)
Nancy Simes 1508 Robin Rd. Coatesville, Pa.
DR. RUTH ANN BREUNINGEL - 60 CECIL RD PO Box #14 CHARLESTOWN (COULTER'S POINT)
Eloise D. Sigle 12 Cecil Road Charlestown
Charles K. Sigle 12 Cecil Road "
Darlan Williams 24 Cecil Road "
Evelyn Williams 24 Cecil Road "
Gloria Starling 801 Bladen St Charlestown
Patrick D. Gilmore P.O. 369 Culstn MD 21914
Joseph Jacob 68 Edgewood Ave
Francis & Mary Klina 57 SHORE DR.
Jeffrey Moore 40 Lane Ct, (10th and 11th) Littleton, CO 80121
JOHN E GONCE, 740 FREDERICK ST, CHARLESTOWN
Olga Handerton - 75 Edgewater PO Box 178, 21914
Betty J. Wood - 108 Edgewater Ave, PO Box 168 21914
Herschel Armon 230 Caroline St. Charlestown
Daniel Lewis 701 Caroline St. Charles Town
Byron E. Smith 50 Cecil Rd Chtr 1021
Rosa L. Foy 50 Cecil Rd Charlestown MD



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

JULY 23, 1991

The Workshop meeting of the Board of Town Commissioners held on July 23, 1991 was called to order at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: David A. Jarinko, Rosalyn R. Bott, Don E. Stanley and Gophery Richardson. Also attending: Robert Fisher, Town Administrator; Pete D'Adamo, Town Engineer; Ed Turner, Reporter News Journal; Dave Langley, WSER; Francis and Andrew Thompson, Jay Emory, Attorney; William and Kathleen Roff, Hershel Armour, Gloria Starling and Janet Spangler.

Water System

Pete D'Adamo, Town Engineer told the Board the water project was running fairly smooth and 50% of the water mains have been installed. Pete said Paul's Utility indicated the water service could be available sooner than they expected. The sewage main break on Cecil Street was the only major problem this month. The water tower foundation is finished and P.D.M. the subcontractor for erecting the tower is on sight and ready to start the actual steel work. There is also a subcontractor getting ready to start the boring under the Railroad track. The well drillers are supposed to be on sight tomorrow. Pete said he had Change Order #1 involving the extension of the water line on Louisa Lane and Change Order #2 to change the pipe from PVC to Iron Pipe with no added cost. Don Stanley made a motion to approve Change Order #1 and Change Order #2. David Jarinko seconded the motion and it was approved 5 - 0. Change Order #3 involves testing a new well close to the tank with a credit of \$2200. To drill the new well will cost \$3200 incurring a cost increase of \$1000. Don Stanley made a motion to approve Change Order #3 and Rosalyn Bott seconded the motion. The motion was approved 5 - 0. Pete stated partial payment #3 is being presented tonight for \$215,987.57. Don Stanley made a motion to pay Paul's Utility \$215,987.57. David Jarinko seconded the motion and it passed 5 - 0.

Waterfront Projects

Russell told Pete D'Adamo, Town Engineer; that he thought the top priority for the waterfront projects are to correct the traction problem and the silting in at the Boat Ramp. The next in line is to put the wooden extension on the end of the stone pier. Pete stated he had contacted a contractor to come down and look at the projects on July 31 and give us a cost estimate for fixing up the Town Boat Pier versus building a new pier.

Gophery Richardson - Peer Review

Because of Commissioner Gophery Richardson's July 15th inappropriate actions and President Farrell's executive order of the same day relieving him of all appointed assignments and responsibilities pending a peer review, that peer review was held in open session at this evenings meeting.

President Farrell initiated the review by capsuling Commissioner Richardson's inappropriate actions on July 15 and requested an affirmation of his executive order relieving Commissioner Richardson of his appointed assignments.

Commissioner Richardson responded by disagreeing with the appropriateness of the charges and their validity. Commissioner Richardson's Attorney; Jay Emrey, requested the Board not proceed on this matter until such time as they have had an opportunity to review the action and its legal consequences. President Farrell thanked Mr. Emrey for his input and the Board then proceeded with a motion for censure made by Commissioner David Jarinko and seconded by Commissioner Rosalyn Bott and unanimously approved by the four presiding Commissioners. The result being Commissioner Gophery Richardson was formally censured for his improper and inappropriate actions and is stripped and removed from all appointed assignments and responsibilities for the duration of his term. (Censure attached to minutes)

Water - Bond Ordinance

Steve Director, Bond Counsel, sent back the Bond Ordinance for approval. The Bond Ordinance pledges our good faith to cover the \$953,000 loan debt for the water system. Tonight will be the first official reading of the ordinance. The next reading and request for adoption will be at the next regular meeting. The Bond Ordinance has been approved by FmHA and our attorney's are reviewing it for the Town. Bob Fisher stated we will probably be out of money by the next payment to Paul's Utility. The closing of the Loan will probably be on September 16 with the approval of the Bond Ordinance.

Mark Connor

Bob Fisher told the Board that Mark Connor is interested in having the water line run to Edgewater Avenue in Charlestown Manor and he is working with some residents there who are interested in getting water. Bob said Mr. Connor is willing to sign an agreement with the Town for water services.

Coulters Point Association

Bob Fisher ask the Board to look over the agreement between the Town and Coulters Point Association. Rosalyn Bott stated that each individual property owner will have to sign the agreement. The Board will discuss this matter further at the next meeting.

Workshop Meeting

July 23, 1991

Pg. 3

Maryland Environmental Trust

President Russell Farrell stated the Maryland Environmental Trust has submitted to the Town an amendment to the deed of easement. The amendment makes sure the liability for any environmental damage caused by installing the water lines will be assumed by the Town not the Environmental Trust. Dave Jarinko made a motion to adopt the amendment to the deed of easement. Don Stanley seconded the motion and it was approved 5 - 0.

Stormwater Management

Bob Fisher said he will have the stormwater management report by the next meeting. The Board agreed they will have to wait for the feasibility study before they can analyze the water problem concerning Gary Tudor and Ella Patchell.

Minutes - June 25 and July 11

David Jarinko made a motion to accept the minutes of June 25 and July 11. Don Stanley seconded the motion and it was approved 5 - 0.

R.H. Johnson

Don Stanley stated R. H. Johnson admitted the basketball court lines are off about five foot and they still need to reseed. They have agreed to fix the lines and reseed if they receive half of the monies owed to them. Don Stanley made a motion to send R. H. Johnson an agreement giving them 30 days to complete the project and payment will be made. Rosalyn Bott seconded the motion and it was approved 5 - 0.

Town Boat Dock & Pier

Rosalyn Bott told the Board she has had numerous complaints about kids causing problems at the Town Ramp and the Town Boat Dock. It was stated the kids are throwing rocks from the Town Boat Dock and hitting some of the boats docked at the Charlestown Marina. The Board agreed to have the deputies look into these and other problems.

Don Stanley - Resignation

Don Stanley stated he was regrettably resigning from the Board effective July 28 due to educational opportunities in West Virginia. The Board members stated they were sorry to lose him but they wished him all the best.

Being no further business, the meeting adjourned 9:00 O.M.

Respectfully Submitted,

JoAnn Speck, Town Clerk



ENGINEERS REPORT #2

THE TOWN OF CHARLESTOWN

WATER SYSTEM

CONTRACT W-90-1

JULY 23, 1991

Prepared By: Peter C. D'Adamo, P.E., Tatman & Lee Associates, Inc.

Prepared For: Town Commissioners of Charlestown

A. CONSTRUCTION PROGRESS:

1. Water Distribution System: The Contractor is proceeding on schedule with respect to the installation of the water mains. Crews are presently working on Riverview and Rte. 267. The only significant problem encountered to date was the breakage of the Town's existing force main resulting in a sewage spill from the County's 24 inch force main.
2. Elevated Water Tower: The Contractor has completed the foundation work and PDM is on site to begin erection of the water tower. This work is proceeding on schedule.
3. Other Work: No other subcontractor work is proceeding at the present time.
4. Change Orders: The following Change Orders are pending:

- Change Order #1 - Louisa Lane Water Main Extension - Farmers Home Administration is presently reviewing this Change Order.

Total Cost = \$20,345.56

- Change Order #2 - No cost Change Order for use of ductile iron pipe in lieu of PVC. This Change Order requires signature by Russ Farrell.
- Change Order #3 - Well Relocation Change Order - Change Order requires signature by Russ Farrell.

Engineers Report #2
July 23, 1991
Page 2

- Change Order #4 - Street Paving Change Order - Farmers Home Administration is presently reviewing letter submitted by Tatman & Lee Associates.

Total Estimated Cost = \$63,718.00

5. Contractor's Partial Payment Estimates:

- Estimate #1 \$133,084.71
- Estimate #2 \$355,341.12
- Estimate #3 \$215,987.57

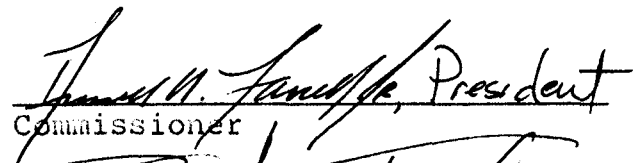
P. W. O'Adair

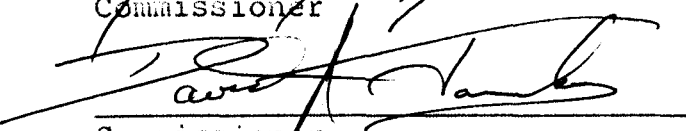
CENSURE ACTION

WHEREAS the Town Commissioners of Charlestown have found that Commissioner Gophrey H. Richardson, on the morning of July 15, 1991, exercised conduct which was inappropriate, improper, and outside the scope of his lawful authority by cutting trees, shrubs and other vegetation, with his own personal equipment, on property owned by the Town directly in front of the Andrew Thompson residence, said trees, shrubs and other vegetation being cultivated and maintained by the Thompsons with the consent and knowledge of the Town; and,

WHEREAS this is the second similar incident of the cutting of trees, shrubs and other vegetation on property owned by the Town and cultivated and maintained by the Thompsons by Commissioner Richardson;

NOW WITNESSETH: the undersigned Commissioners, this 23rd day of July, 1991, having formally found Commissioner Gophrey H. Richardson's conduct of July 15, 1991, inappropriate, improper and outside the scope of his lawful authority, hereby give notice of this formal censure and the removal and extinguishment of all APPOINTED responsibilities and authority.


Commissioner


Commissioner


Commissioner


Commissioner

Heidi Russell

Cecil White

Joy Durham

Nancy Gorman

WV Limes

Nancy Limes

Ruth Ann Breuninger Counter's Post Office Assn

Suzanne Thomas Charleston Fire Co

Ronnie Dorick Charleston Fire Co

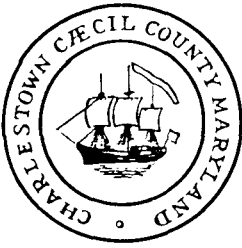
Mike Wanda Grise

Helen McPhallen CARAR

William W. Hoff

Jane Douglas

John W. Hoff



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

Phone 301-287-6173

REGULAR MEETING

AUGUST 13, 1991

The regular meeting of the Board of Town Commissioners held on August 13, 1991, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were Rosalyn R. Bott, David A. Jarinko and Gophery H. Richardson. Also attending: Robert Fisher, Town Administrator; Helen McMullen, Alice Neel, Debbie Gilbert, Mary Farrell, Janet Spangler, Ronnie Daniels, Chief, Charlestown Fire Company, George Travers, Charlestown Fire Company, Frances Thompson, Wanda and Michael Grieve, William Roff, Marie and Dick Evans; Richard and Nancy Simes, and Ruth Breuniger of Coulter's Point Civic Association. A partial list is attached to these minutes.

William W. Roff

On a motion by David A. Jarinko and seconded by Rosalyn R. Bott, William W. Roff was appointed to fill the unexpired term of Don E. Stanley. Motion passed 3 - 0 with one (Gophery H. Richardson) abstaining. Mr. Roff's term will expire January, 1992.

Oath of Office

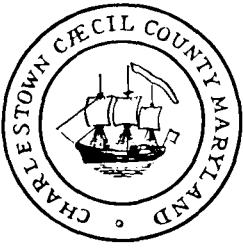
Doris Berry, Town Clerk, administered the Oath of Office to William W. Roff. Mr. Roff extended his thanks to the Commissioners and said he would serve the town to the best of his ability.

Helen McMullen - Redistricting of Schools

Helen McMullen, a committee member of the School Against Redistricting, presented the Town with a check for \$1,150.00 for the appeal brief incurred during the problems of the school redistricting. Mrs. McMullen and Russell Farrell will meet August 27 at 3:30 P.M. at the Cecil County Court House to donate the balance of their account, approximately \$235.00 to the North East Library for purchase of historic books. Mrs. McMullen also extended her and fellow members thanks to the Commissioners and everyone who helped.

Ruth Breuniger - Coulter's Point Civic Association

Ruth Breuniger, Coulter's Point Civic Association, filling in for Ruth Young had questions referring to the water system. It concerned mostly size of pipe, valves, which were mostly questions that the Engineers



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REGULAR MEETING

AUGUST 13, 1991

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would be required to answer. Commissioners feel there should be 2 agreements between (1) the Town and Coulter's Point Civic Association and (2) between the Town and the individual Property Owners, stating also conditions required for those who would like to join perhaps two years later, etc. and also a decision of the maintenance of the water lines. Cost will be approximately \$2,145. per family plus appropriate hook-up fees and Engineer costs.

A motion by David A. Jarinko was for the Town to take over maintenance of the water line once it is installed to our engineers specifications. Motion was seconded by Gophery H. Richardson and passed 4 - 0.

A motion by David A. Jarinko that Coulter's Point sewer maintenance will come under our existing sewer agreement with the County, providing Town Engineers give their approval of the lines. Motion seconded by Rosalyn R. Bott and approved 4 - 0.

Bond Ordinance

The Bond Ordinance authorizes the Town to sell general obligation bonds on the open market to finance our portion of the water system. There was no objections from any of the Attorneys reviewing the Bond Ordinance. FmHA will be the only bidder.

A motion by Rosalyn R. Bott to accept the ordinance was seconded by David A. Jarinko and approved 4 - 0.

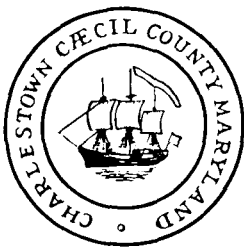
Loan Resolution

A motion by Rosalyn R. Bott to agree to a Loan Resolution authorizing the signing of \$953,000. and acceptance of a \$1,516,000. grant at the time of closing of bond on September 19th. Motion seconded by Gophery H. Richardson and approved 5 - 0.

Barry Belford - Cecil County

Since there is no defined sewer or water service to surrounding areas, Barry Belford recommended that the area that was to be annexed a couple of years ago be considered as our water service area and the area of Holloway Beach be extended for sewer and water into that area.

Russell Farrell suggested, if we wish to enter into water and sewer agreement with the County, let our proposal with respect to the area be served. There will be no mandatory procedures. Services shall be on a requested basis to Charlestown. A formal written agreement may be made later.



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REGULAR MEETING

AUGUST 13, 1991

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Stormwater Management

Regulatory changes made in National Flood Insurance in 1986 and 1989 must be in the Floodplain Management Ordinance of all participating communities. All Maryland communities must incorporate these changes as soon as possible. Charlestown has until November 7, 1991, to adopt Model Ordinance.

North East High School Band - Program

Rosalyn R. Bott made a motion to support the North East High School Band program by placing a $\frac{1}{4}$ page ad in the Marching Band Program. Motion seconded by William Roff and passed 4 - 0.

Accounts Payable

Rosalyn R. Bott made a motion and seconded by David A. Jarinko to pay the bills. Motion passed 3 - 0 with one (Gophery H. Richardson) abstaining.

Chesapeake Road - Speed Bumps

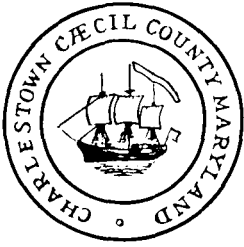
Several residents of Chesapeake Road have suggested that "speed bumps" be installed on Chesapeake Road because of speeding vehicles, 3-wheelers, etc. For the present, President Farrell will check with Deputy Joseph Letts on more police protection in that area.

Charlestown Fire Company

On a motion by Rosalyn R. Bott that the Charlestown Fire Company right-of-way easement be accepted. Motion seconded by William W. Roff and passed 4 - 0. A copy is attached to these minutes.

Richard Evans

Richard Evans has property for sale which includes a garage on a town street. An Ordinance states at transfer of ownership, property located on town streets must be removed. Mr. and Mrs. Evans have been notified.



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REGULAR MEETING

AUGUST 13, 1991

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Larry Walker - Town Pier Dredging

Town Pier approximately 100' x 150' wide, slips approximately 12' x 25' at present. Larry Walker, Tatman & Lee Associates, explained the possibility of hydraulic dredging which would cost \$10 to \$20 cubic yard, the dredging material cheaper to move to the spoil site than the mechanical dredging, but more changes would have to be made and repermitting done. Mechanical dredging is approximately \$25.00 per cubic yard; dredging and moving to spoil site. Everything is just about in place for the mechanical dredging. Our plans and bids should be out by September or we may lose our funds. The Corps of Engineers are not happy with the possibility of changing in mid-stream.

Water Tower

The lettering on the water tower (2 shades of blue) for 2 "Charlestown" and 2 "Town Seals" will cost \$13,860. (\$6,930 per side). Seal will be visible from Bay - South.

Paving Contractor - Individual Driveways

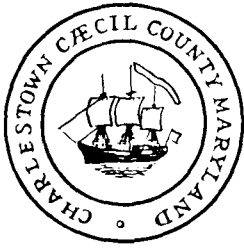
Paving Contractor, Gorun & Gatch will be available for individual driveways when they do the paving of town streets. Property owners must call the Contractor and get a zoning permit.

Mark Connor - Charlestown Manor

Mark Connor, Charlestown Manor, has agreed to the \$32,000.00 cost of getting town water and extending it approximately 1,000 feet down Edge-water Avenue. The cost to Mr. Connor would be \$15,000.00 and to the other 10 residents \$1,700.00 each plus out-of-town rates. Terms and conditions to comply with Ordinance as to single family homes and annexation if required, etc.

Mike Cupeto

If Mike Cupeto loses his zoning decision appeal, he would like permission to pave or gravel town street in front of his house for parking. Edge of road to his front porch is approximately 25' or 30' deep, 80' or 100' wide. To be carried on Agenda.



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REGULAR MEETING

AUGUST 13, 1991

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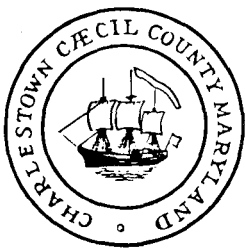
Charlestown Cemetery

There have been inquiries concerning maintenance of cemetery markers coming under the perpetual care given by the cemetery. The understanding is that the perpetual care relates only to the care of the grounds and that the cost of repairs to the stones or markers are the owners expense.

Being no further business, the meeting adjourned at 10:00 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



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WORKSHOP MEETING

AUGUST 27, 1991

The Workshop meeting of the Board of Town Commissioners held on August 27, 1991 was called to order at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: David A. Jarkinko, Rosalyn R. Bott, Gophery H. Richardson and William R. Roff. Others attending: Joy Gwillim, News Journal; Robert Fisher, Town Administrator; Pete D'Adamo, Town Engineer; Dave Langley, WSER; and Janet Spangler.

Water System - Progress Report

Pete D'Adamo addressed the Board with the water progress report #3. (Report attached to these minutes.) Pete reported the water mains are currently being installed along 267 on Cecil Street. The project is moving a little slower due to tie ins and connections. Dennis North from the State Highway, was pleased with how the project was going. The water tower is going up quick and they hope to have the tower erected in September. The contractor has submitted a claim in reference to the problems incurred at the tank site, they had to do extensive dewatering. Pete has reviewed the claim and he thinks they had the necessary information to investigate the problem and they did not so Pete feels they do not have a valid claim. Commissioner David Jarinko made a motion to accept the opinion of Tatman & Lee to decline payment for the dewatering at the tank site. Rosalyn Bott seconded the motion and it was passed 5 - 0.

The town production wells have been drilled near the tank site and they anticipate the pump test will be on Thursday. At that time the water will be sent to the lab for water quality analyses. Change Order #4 - Rosalyn Bott made a motion to approve Change Order #4 that \$1727.22 be the cap to install Trap Prime and vent at the tank. Commissioner William Roff seconded the motion and it was approved 5 - 0. David Jarinko made a motion to approve payment estimate #4 and associated engineering cost and the interest. Rosalyn Bott seconded the motion and it was approved 5 - 0. After a brief discussion William Roff made a motion to take the money we have in savings to pay Paul's Utility. Rosalyn Bott seconded the motion and it was approved 5 - 0.

Waterfront Projects

Pete D'Adamo told the Board he is still in the process of developing the design for the waterfront projects and he will report back to the Board some time in September.

August 27, 1991

Charlestown Manor & Coulters Point

Charlestown Manor - Pete D'Adamo reported that the plan is to run the water line to the edge of Town property and to install a fire hydrant. Pete said he understood the Town was going to enter in to an agreement with Mark Connors. The Board told Pete they were going to enter in to an agreement with Mark Connors. Pete said he has to get a sketch out to Dennis North from the State Highway to get his approval for the fire hydrant. Pete also said they need to get an easement from Malcom and Gloria Starling. Mr. & Mrs. Starling would like a waiver for the water hook - up fee of \$200. The cost to be picked up by Mark Connors.

Coulters Point - Pete stated that Coulters Point had a meeting prior to the Town meeting and he said he basically got a feel of the concerns of the people. Pete said they talked about a gravity system and a grinder pump system for those people who cannot tie into the gravity line and an all grinder pump system pressure/low pressure force main tying into the town system. Both options involve locating the main in the existing roadways that are there now. Pete said by next week he is going to have the plan for them to review. The association will also be discussing the cost factors and design with Paul's Utility. Robert Fisher said Coulters Point needs 3 more easements concerning the water project. Pete said they are still surveying the Holloway Beach area and at this time the lines look pretty good.

Peg Lewis & John Lewis Jr. - Water Runoff Problems

Peg & John Lewis addressed the Town Board concerning the water runoff from other property's that is causing damage to Mrs. Lewis's property and house. Peg & John ask the Board what the Town could do to help alleviate the problem. President Russell Farrell stated that the Town is in the process of having a feasibility study to see what can be done to help solve the existing water problems throughout the Town. Russell Farrell said at this time we are under Cecil County's Stormwater management. After some discussion the Board suggested that Mrs. Lewis call Brian Bollender from the County and see if he could offer some assistance.

Sherri King - Complaints

Sherri King addressed the Board and reported she is having problems with the management of the Break-Thyme Pub. Ms. King said there was a noise problem and a problem with bar patrons wandering on to her property and sleeping in her parked vehicles. Ms. King also said she thought the bar has a sewage problem and she thinks they might not be hooked up to the sewage system.

In other matters Ms. King stated there was a problem in her area with dogs running loose and creating a nuisance. After a lot of discussion the Board suggested she call the Cecil County Liquor Board and explain the problems with the Bar and if there is people trespassing on her property call the police. President Farrell said he will try and have the SPCA beef up their patrol in her area. There was also a complaint about junk cars in the Holloway Beach area.

August 27, 1991

Mike & Gloria Starling - Easement

Russell Farrell said there was an easement there to be signed by the Town and Malcolm and Gloria Starling with the Boards approval. Commissioner William Roff made a motion to approve an easement with Malcolm and Gloria Starling to grant them free water hook-up and the Starling's will grant the Town an easement to put the water line across their property with a pass through to Mark Connor picking up the costs. Commissioner Gophery Richardson seconded the motion and it passed 5 - 0.

Loan Closing

The loan closing will be held on September 23, 1991 at 1:30 P.M. at the Charlestown Town Hall.

Public Meeting - Water

Russell Farrell stated the water meeting has been tentatively scheduled for September 25 at 7:00 - 9:00 P.M. at the Charlestown Elementary School.

Service Areas

The Board discussed tentative areas they would like to service with water and sewer. The Board had no objection to the plan that was presented but they need some more detail from Darlene McCall.

Athletic Complex

Robert Fisher told the Board R.H. Johnson only seeded the bare spots and changed the lines at the tennis courts. The check for half of the money was sent before we realized there was a problem with the sealer at the courts. Mr. Fisher said we he talked to the R.H. Johnson he said there was no problem because the job is guaranteed for a year. The Board concurred we need to get the contractor back to reseed and finish up the job in a reasonable length of time.

Mr. Fisher told the Board the Contractor is dumping dirt at the ballfield which should be spread by the latter part of this week.

Shoreline - Erosion Control

Robert Fisher told the Board the end of Colonial Drive looks like a washed out gulley. Mr. Fisher stated the whole area needs shoreline stabilization. Russell Farrell said they need to determine how many feet the Town is going to be responsible for and how many property owners are willing to enter in to some kind of working agreement with the Town. Mr. Farrell stated he would like to know how many feet we are talking about by the next Town meeting.

Workshop Meeting

- 4 -

August 27, 1991

Approval of August 27 & September 10 Minutes

Commissioner Rosalyn R. Bott made a motion to approve the minutes of August 27 & September 10 minutes. David Jarinko seconded the motion and the motion passed - four and one abstaining. Commissioner Richardson abstained.

Appointed Responsibilities

President Russell Farrell passed out the new assignment of responsibilities to the Commissioners. (Assignment attached to these minutes.)

Government - Municipalities

Russell Farrell presented to the Commissioners excerpts from the Maryland Municipal Official Guide outlining responsibilities between Staff and Council. There was discussion back and forth on what is expected from both sides and how to handle problems that arise from time to time.

Bill Amoss - Bus Route - Crossing #40

President Russell Farrell stated he and some of the Charlestown Redistricting Committee met with Senator Bill Amoss and Bob Keil, State Highway Administration; at the intersection of Route #7 and Route #40 to discuss the unsafe conditions for students being bussed from Charlestown to Perryville and exiting on to Route #40. There was a discussion about putting in an acceleration lane for the busses.

Kate Herron - Wedding - Stone Wharf

Rosalyn Bott told the Board that Kate Herron would like to use the Stone Wharf for her wedding on October 5. After a brief discussion Rosalyn Bott made a motion to let Kate Herron and Huey Mentz use the Town Point for their wedding.

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

Respectfully Submitted,

JoAnn Speck

TOWN COMMISSIONERS

ASSIGNMENT OF RESPONSIBILITIES - 1991

RUSSELL U. FARRELL, JR.

President
Budget
Model Ordinances
Water
Administration and Finance
Town Buildings
Police
Sewage
Parking Alternate
Waterfront Grants Alternate
Animal Control Alternate

DAVID A. JARINKO

Vice-President
Budget
Model Ordinances
Water Alternate
Zoning
Leases
Waterfront Grants
Streets & Lights
Police Alternate
Town Grounds Alternate
Trees Alternate

ROSALYN R. BOTT

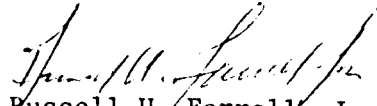
Treasurer
Budget
Model Ordinances
Water Alternate
Parking
Parks & Recreation
Town Grounds
Zoning Alternate
Snow Removal Alternate
Town Building Alternate

WILLIAM W. ROFF

Budget
Model Ordinances
Water Alternate
Trees
Snow Removal
Animal Control
Sewage Alternate
Lease Alternate
Parks & Recreation Alternate
Town Administration Alternate

GOPHERY H. RICHARDSON

No Assigned Responsibilities


Russell U. Farrell, Jr.
President
Charlestown Board of Commissioners

MEMORANDUM FOR RECORD : IMPACTS OF ADDITIONAL USERS
ON WATER RATES

It has become apparent that many people are confused about the impacts of added users on the annual cost per user for water and how this relates to the "original" 362 benefitted users of the system. I have tried to provide a summary of the impacts of both new In-Town, and Out-of-Town users in this memorandum, and have also provided a more detailed discussion as a separate enclosure for those who are interested. As with all such presentations, I have made a few assumptions :

- The Tatman & Lee figures from 20 August are correct,
- Out of Town users will pay 100 % of all extension costs.

I have broken the factors down for both added In-Town, and Out of Town users, and looked at 20, 30, 50 and 100 added users in each case. In the short run (next 2 years) the best guess is for about 30 Out of Town users and 15 new In-Town, and these combined results are presented last. Neither the 50 or 100 additional user figures are considered realistic for the near future, but are included to give some idea of how costs change for different levels of users. While each added user lowers costs overall, because the numbers are based on percentages, the savings decreases slightly with each added user.

The 2 major cost categories are "debt service", which is shared equally among all users, In-Town or out, and Operating and Maintenance (O&M) costs. For O&M costs, Out of Town users pay twice what In-Town users pay. This is how the sewer billing works, and comes out to about 1-1/2 times the In-Town rate for Out of Town users. The O&M costs can also be divided into fixed and variable costs. At the 20 August work shop, Tatman & Lee said the fixed were in the 45,000 - 50,000 range, with the variable costs making up the rest. For this analysis, I used \$45,000 for fixed since this provides the lowest overall savings (worse case look at the numbers). The following chart sums up the situation for additional Out of Town users. The costs and savings shown are for each of the "original" 362 benefitted In-Town users, and Total Savings is the Total Savings per year for these 362 users :

	362 users	--- added out of town users ---			
		+20	+30	+50	+100
Debt cost/user	143.27	135.77	132.31	125.88	112.26
O&M Costs/user	158.39	144.63	138.72	128.40	108.98
Total Cost/user	301.66	280.40	271.03	254.28	221.24
Savings/user	--	21.26	30.63	47.38	80.42
Total Savings		7696.12	11088.06	17151.56	29112.04

This chart is for additional In-Town Users :


	362	----- ADDED In-Town Users -----			
	users	+20	+30	+50	+100
Debt cost/user	143.27	135.77	132.31	125.88	112.26
O&M Costs/user	158.39	152.09	149.18	143.77	132.26
Total Cost/user	301.66	287.86	281.49	269.65	244.52
Savings/user	--	13.80	20.17	32.01	57.14
Total Savings		4995.60	7301.54	11587.62	20684.68

Clearly, additional users, both In and Out of Town help lower the user fees, but the Out of Town users, because they pay twice the O&M costs, help the most if no additional debt is taken on by the town.

There are 2 things to remember :

1. The savings in O&M costs apply to Non-Benefitted users as well as Benefitted users, but the debt service contributions are not counted for the Non-Benefitted users, and
 2. the savings also apply to the out of town users.
- For the case of 30 out of town users, the In Town costs go from \$301.66 down to \$271.03, and the Out of Town rates go from \$460.05 down to \$409.75, since they pay the same debt service and twice the O&M.

For the combined case of 15 added In-Town users and 30 "Other" users, the cost for In Town users goes from \$301.66 down to \$262.67, for a savings per original In Town user of \$38.99 and a "Total Savings" of 14114.38. This is probably a realistic estimate of what the rates will be in two years if the cost estimates provided to us are accurate. Given past cost estimates, there is a good chance that they are slightly high, and the actual costs will be even lower.


Russ Farrell,
President

The following provides the details on the Water Rate Memorandum, 27 August, 1991.

1. Debt Service :

Tatman & Lee have provided the figures of
\$51,864 debt service for 362 benefitted users,
\$11,268.97 for 6 Non-Benefitted users.

The debt service analysis is limited to Benefitted users, although an equivalent reduction could be figured for the Non-Benefitted users if it is legal.

For each level of user,

Debt Service Per User = $\$51864 / (\text{number of users})$.

Since the Commission decided that water rates would be structured similar to sewer rates, the following rule was applied : Debt Service is shared equally among all users and Out-of-Town users pay twice the O&M costs as In-Town users. The Chart here then applies equally as the number of users increase, without regard to whether these added users are In or Out of Town.

	Orig.	Number of Added Users -----			
	Users	+20	+30	+50	+100
Debt Service/user	143.27	135.77	132.31	125.88	112.26
Savings/Orig. User	--	7.50	10.96	17.39	31.01
Total Sav.(362 Users)		2715.00	3967.52	6295.18	11225.62

To apply an equal amount to each of the 6 Non-Benefitted users would not change these values greatly. For example, the \$10.96 reduction for each benefitted user would change to a \$10.79 reduction for all users, benefitted and otherwise. These reductions apply also to the Out of Town users, and so the total savings to all users is somewhat more than is shown here, but this analysis is concentrating on In-Town user savings only. It should not be difficult to extend this to also calculate those values. Notice that adding 30 additional users, which is about what is expected for out of town users in the short run, saves the original 362 In-Town users almost \$4000 per year just in debt service charges. This represents a sizeable savings that GOES DIRECTLY TO THE USERS IN LOWER RATES.

2. Operating and Maintenance Costs :

This factor is somewhat more complicated. The savings vary by increased In and Out of Town users in different ways, consist of 2 different cost factors, and there is an apparent inconsistency in the original Tatman and Lee numbers that needs to be mentioned because it impacts the calculations.

The inconsistency is only apparent, but needs to be mentioned to keep questions from coming up. The original Tatman and Lee Billing numbers state that the total O&M costs are \$58500, and then says that the costs per user are \$158.39 for all 368(362 benefitted and 6 non-benefitted) users, for a total of \$58287.52. Given that \$52287.52 rounds to \$58500,

and given that these are only estimates, the number \$58287.52 will be used here since it is tied directly to the number of users.

The cost factors used here come from the fact that there are both fixed and variable O&M costs. The fixed costs include salary and benefits for the system operator and any O&M costs that do not change with water use such as painting the tower. The variable costs are those that actually change with the amount of water used, such as the chemicals, supplies and electricity. During the 20 August meeting, Pete D'Adamo estimated that the fixed were between \$45,000 and \$50,000. Because of how the numbers work, the higher the fixed costs, the higher the savings per user. So as to not overstate the savings, I have used \$45,000 as the fixed costs, and \$13,287.52 as the variable costs.

a. Variable Costs :

The variable costs currently represent \$36.10 per user, from $(\$13287.52/368)$. Of all of the cost factors, this is the one with the least impact. By increasing the amount of these variable costs, and hence lowering the fixed costs, is how we get the worse case cost analysis done here.

IN-TOWN USERS :

The variable costs do not change with additional In-Town users since these costs represent the actual average direct costs incurred per original, that is, In-Town user. Increased In-Town users do not provide a cost savings in this category.

OUT-OF-TOWN USERS :

Out of Town users pay twice the O&M costs as In-Town users, so they will pay \$72.20 per user for this cost factor. Since the actual costs average \$36.10, there is a potential cost reduction to all users of this amount. For example, for 30 Out-of-Town users, there is a total of \$1083 that may be used to lower everyone rates. The cost reduction is calculated as follows :

$$(\$1083)/(368 + 60) = \$2.53.$$

This savings would be applied to all In-Town users, both Benefitted and Non-Benefitted. Since Out-of-Town users pay twice the O&M costs, they would get twice the dollar, but the same percentage, reduction, \$5.06 per user. The above calculation is divided by 368 + 60, instead of 368 + 30, since the savings is per apparent user, and each out of town user represents 2 apparent users. Dividing by 368 + 30 would overstate the savings and cause us to come up short. The following chart breaks this out for each of the previously discussed levels of added out of town users.

	Orig. Users	+20	+30	+50	+100
Variable Costs/user	36.11	34.34	33.58	32.25	29.75
Savings/user	--	1.77	2.53	3.86	6.36
Total Savings(362 Users)	--	640.74	915.86	1397.32	2302.32
Total savings(368 users)	--	651.36	931.04	1420.48	2340.48

The cost savings per user are not large in and of themselves, but are one more factor to be considered in the overall calculations. For the 'expected case' of 30 out of town users, the total savings to in town residents for this factor is less than \$1000. The equation used to calculate the variable costs/user is :

Variable Costs/User = (Income)/(# of apparent users),
 where
 Income = (13287.52 + (13287.52/368)*(# of Out of Town users))
 and
 # of Apparent Users = 368 + 2*(Number of Out of Town Users).

b. Fixed Costs :

The fixed costs include wages and benefits for the plant operator and plant maintenance not dependent on the amount of water used (painting). Here we used an estimate of \$45,000, which includes around \$30,000 for labor and benefits, which may be somewhat high. Any percentage changes in these values will apply equally to all of the calculated values.

IN TOWN USERS :

For In Town users, the benefits are derived by dividing \$45,000 by an increased number of users. Currently, we have

$\$45,000/368 = \122.28 per user.

For 20 additional In-Town users, this becomes

$\$45,000/388 = \115.98 per user.

This is a straight calculation, and leads to the following chart :

	Orig. Users	---- +20	Added In Town Users +30	--- +50	--- +100
Cost/user	122.28	115.98	113.07	107.66	96.15
Savings/User	--	6.30	9.21	14.62	26.13
Total Sav.(362 users)	--	2280.60	3334.02	5292.44	9459.06
Total Sav.(368 users)	--	2318.40	3389.28	5380.16	9615.84

This represents all cost savings for added In-Town users since there are no variable costs that apply here. These savings are slightly less than those for debt service for the same number of added users.

OUT OF TOWN USERS :

The savings to the original users are higher for these added users because the out of town users pay twice the O&M costs. Since the \$45,000 is fixed, at least up to some large number of users, only what is divided into it changes. For added out of town users, this number changes by 2 for each added user since they pay twice as much. That is, from a cost point of view, each out of town user looks like 2 in town users. For example, for 20 added Out of Town users we have :

$\$45,000/(368 + 40) = \110.29 per apparent user.

This is a slightly higher per original user savings (\$11.99 vs \$6.30) than we had with 20 additional In Town users, as

the following chart indicates :

	Orig. Users	-- Added +20	Out Of Town +30	Users +50	-- +100
Cost/user	122.28	110.29	105.14	96.15	79.23
Savings/User	--	11.99	17.14	26.13	43.05
Total Sav.(362 users)	--	4340.38	6204.68	9459.06	15584.10
Total Sav.(368 users)	--	4412.32	6307.52	9615.84	15842.40

Notice that the savings here are relatively large compared to the other costs. Also, notice that the savings for 100 new users is not twice the savings of 50 new users. The same is true above for added In-Town users, debt service and variable cost savings. The savings changes more as a percent of new users instead of the raw number, so there are fewer savings, if only slightly, for each added user.

c. Total O&M Cost Savings :

The total savings are just a sum of the previous charts as appropriate. For In Town Users, the previous chart is used, since there are no variable cost savings, with one change - the cost per user includes the average \$36.10 in variable costs. The savings/user and Total savings are the same :

	Orig. Users	---- Added +20	In Town +30	Users +50	---- +100
Cost/user	158.39	152.09	149.18	143.77	132.26
Savings/User	--	6.30	9.21	14.62	26.13
Total Sav.(362 users)	--	2280.60	3334.02	5292.44	9459.06
Total Sav.(368 users)	--	2318.40	3389.28	5380.16	9615.84

For additional Out Of Town Users, the following applies :

	Orig. Users	-- Added +20	Out Of Town +30	Users +50	-- +100
Cost/user	158.39	144.63	138.72	128.40	108.98
Savings/User	--	13.76	19.67	29.99	49.41
Total Sav.(362 user)	--	4981.12	7120.54	10856.38	17886.42
Total Sav.(368 user)	--	5063.68	7238.56	11036.32	18182.88
(Out Of Town O&M :	316.78	289.26	277.44	256.80	217.96)

In terms of savings to the original 368 (362) users, each Out of Town user lowers O&M costs about twice as much as each added In-Town user, as would be expected with the Out of Town users paying twice the O&M costs.

3. Total Savings :

a. Additional In Town Users :

For each added In Town User, the following chart summarizes all of the previous information, only applies to the Benefitted users because of the debt service discussion earlier, and is repeated in the original summary :

TOTAL EXPECTED SAVINGS FOR ADDED IN TOWN USERS

	Orig.	Added In Town Users			
	Users	+20	+30	+50	+100
Cost/user	301.66	287.86	281.49	269.65	244.52
Savings/User	--	13.80	20.17	32.01	57.14
Total Sav.(362 users)	--	4995.60	7301.54	11587.62	20684.68

This represents the basic cost reductions for each of the original 362 benefitted users for the case where all additional users are In Town only. While these savings are not as great as for the same number of Out of Town users, they do indicate that the original users can expect a meaningful reduction in the water rate as new homes are built in the future.

b. Additional Out Of Town Users :

Again, the following chart is only a summary of what has been provided above. The total O&M chart is added to the Debt Service chart to provide the overall summary. This chart also only deals with the 362 original benefitted users, and is the case where all added users are Out Of Town, with no added In Town users.

TOTAL EXPECTED SAVINGS FOR ADDED OUT OF TOWN USERS

	Orig.	Added In Town Users			
	Users	+20	+30	+50	+100
Cost/user	301.66	280.40	271.03	254.28	221.24
Savings/User	--	21.26	30.63	47.38	80.42
Total Sav.(362 users)	--	7696.12	11088.06	17151.56	29112.04

Given that we have on-going discussions that represent about 30 added Out-Of-Town users, this \$31/user cost savings, which will leave over \$11000 in the pockets of the town residents, most closely represents what we can expect immediately after the system goes on line.

Notice that this discussion did not include any discussion of hook-up fees or how they may be used to lower the long term maintenance of the system. All of these areas need to be investigated in more detail.

4. Combined In and Out Of Town Users :

Since the combination of values here is infinite, only a brief discussion is given, along with an example of how to calculate different values. The example used is 15 added In Town Users, and 30 Out of Town Users.

a. Debt Service :

For Debt Service, only the total number of benefitted users are needed. Here, it would be

$$362 + 15 + 30 = 407 \text{ total users.}$$

Debt Service cost per user is then,

$$\$51864/407 = \$127.43.$$

This gives a cost savings to the original 362 users of \$15.84 each, or a total of \$5734.08.

b. Variable Costs :

Since there are no savings for added In Town users, and we have a base of 383 In Town users (368 + 15), the calculation goes as follows :

$$\text{potential total savings} = 30 * \$36.11 = \$1083.30.$$

This becomes a cost savings by using the following formula :

$$(\$1083.30)/(383 + 60) = \$2.45 \text{ per user.}$$

This represents an average variable cost of \$33.66 per user, or a total cost savings for the original 362 of \$886.90. Note that because we have 383 In Town users, the savings per user has gone down from what we had before, \$2.53. Also, both Benefitted and Non-Benefitted users gain from the O&M cost savings, which is why a 368 user base is used instead of 362 in the calculations.

c. Fixed Costs :

The fixed costs are \$45,000. The apparent number of users are $368 + 15 + 60 = 443$. The cost per user is :

$$\$45,000/443 = \$101.58,$$

which represents a savings of \$20.70 per original user.

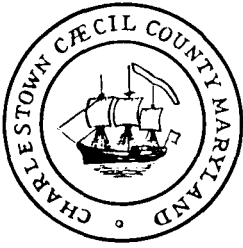
d. Total Costs :

Add together the Variable and Fixed O&M costs and the debt service cost to get the total cost per user, here :

$$\$101.58 + \$33.66 + \$127.43 = \$262.67 \text{ In Town, and}$$

$$\$203.16 + \$67.32 + \$127.43 = \$397.91 \text{ Out of Town.}$$

These values are substantially below the original estimates of \$301.66 In Town and \$460.05 Out of Town, and have the Out of Town users paying 151% of the In-Town rate. The savings to the original 362 In Town users, \$38.99 each and \$14,114.38 total is money that home owners do not have to part with, as opposed to money paid to the town that we would do something else with. This is just one example of how added In and Out of Town users could impact the rate structure.



~~John A. Barry~~
~~XXXXXX~~
~~XXXXXX~~
~~XXXXXX~~

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

Phone 301 - 287 - 6173

REGULAR MEETING

SEPTEMBER 10, 1991

The regular meeting of the Board of Town Commissioners held on September 10, 1991, was called to order at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Commissioner David A. Jarinko was absent. Also attending were: Robert Fisher, Town Administrator; Janet Spangler and Darlene McCall, Chairman, Planning and Zoning Commission.

Water Rate

A fee structure - Water Rate Resolution #91-5 will guarantee FmHA that we will have the funds to pay bills.

A motion by Rosalyn R. Bott to adopt Resolution #91-5 was seconded by William W. Roff and approved 3 - 0.

Water Meeting - September 25, 1991

A water meeting will be held on September 25, 1991, at the Charlestown Elementary School at 7 P.M. Residents will have 45 days to pay their hook-up fee when water to their property is available. Other items to be discussed will be (1) rate, (2) scheduling, and (3) options for connections.

Louisa Lane Ext.

Mrs. Bennie Scott Freeman is selling property on Rt. #7 and Louisa Lane Extended to Steve Porter. John Scott's barn, left of Louisa Lane is believed to be an encroachment on town street. Must be rectified before signing of any deeds as street lines are not positive.

Frank Lee

The Town is obligated to provide water service to Frank Lee and Mr. Rodeheaver's property on Canvasback Lane. The cost of building an 8" line and Fire Plug to serve these properties from Baltimore Street would be approximately \$11,000. The cost of running the line from Woodland Terrace through Ralph Ritter's property would be \$6,500. saving \$4,500. The grant will pay the entire cost. The Commissioners agreed with this providing there is a signed agreement between Frank Lee and the Town.

Regular Meeting
September 10, 1991

- 2 -

McMullen, Zartler Properties

Deeds should be checked as to a 9' right-a-way to William McMullen's property for the water line. William McMullen may have an easement through Zartler's.

Church and Parsonage Hook-ups

Discussion on the hook-ups for the Church and Parsonage. It was decided that the Church will be one hook-up for free and the Parsonage should have their own hook-up and will be charged.

Water Tower - Floors

The cost to install a floor in the Water Tower would be \$25,000. to \$30,000. No motion was made - denied.

Pier - Ramp at Market St.

Where water silt fence angles out for wider channel, a 30 ft. pier could run along to hold boats waiting for ramp to be free. There would be access to both sides of present ramp.

Tudor Property

A letter to Leonard Wilson concerning the problems on Gary Tudor property, telling them they should comply by Stormwater Management provision as was required when house was built. They probably will need to hire a surveyor and have a ditch designed and approved by the Cecil Soil Conservation District.

Robert & Rebecca Phillips

Interrogatories have been answered. Case is still open.

R. H. Johnson - Ballfield

R. H. Johnson has been notified that the Town is not satisfied with the Tennis Courts and Seeding at the Ball Field.

Richard Evans

A letter to Richard Evans stating that any property located on Town property or street must be removed at the exchange of ownership of property.

Regular Meeting
September 10, 1991

- 3 -

LGIT

Commissioner Gophery H. Richardson requested the Local Government Insurance Trust to represent him at the suit pending with Mr. & Mrs. Andrew Thompson. LGIT will need the Town's authorization to act. The Town Board is not authorizing LGIT to act.

Hotel & Boat Slip Tax

Cecil County Commissioners are authorizing a 3% tax on Hotel rooms and Boat Slips. Town Commissioners agree.

G. Hull's Property

A letter to George Hull on Conestoga Street notifying them that the burning of their garbage is not permissible.

Charlestown Comprehensive Plan

Darlene McCall, Chairman of the Planning and Zoning Commission has suggested Peter Williams be asked to head a group of approximately 10 people to do an update on the Charlestown Comprehensive Plan.

Don Stanley - Plaque

It has been suggested that a letter and plaque be sent to Don Stanley as a past Commissioner.

Also general letters of proclamation for the 4th of July parade be given to Helen McMullen, George Travers, Charles Roosa, and Gloria Starling.

Budget - 4th July Parade

The 4th of July Parade had \$103.77 overrun according to Gloria Starling. On a motion by Gophery H. Richardson and seconded by William W. Roff that the Town pick-up the cost of the overrun and send it to Gloria Starling. Motion passed 3 - 0.

General Code Publishers

It was agreed to pay General Code Publishers the 3rd part of our bill concerning the Subdivision Plan.

Regular Meeting
September 10, 1991

- 4 -

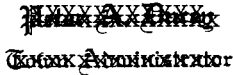
Accounts Payable

William W. Roff made a motion that all bills be paid. Motion was seconded by Gophery H. Richardson and passed 3 - 0.

Being no further business, the meeting adjourned 9:00 P.M.

Respectfully Submitted,

Doris Berry



Phone 301-287-6173

SEPTEMBER 24, 1991

Pete D'Adamo - Water Progress Report

The new wells have been drilled and the yield from the wells is excellent. The water quality analyses is not back form the lab at this time.

Waterfront Projects - Pete said he has submitted to the various agencies plans for review and comment and he hasn't received much response at this point in time. Pete said the state suggested stairs at the Stone Wharf for boat tie-ups & at the pier it was suggested we put in finger piers. The Board said they will take the suggestions under advisement. Pete said we intend to advertise by the end of the week for the waterfront projects and they intend to have a pre-bid meeting and bid opening and then come back to the Board with recommendations. Also Andy Hannas, DNR; said the Town has to amend their wetland license before they can proceed.

September 24, 1991

Darlene McCall

Darlene McCall, Planning and Zoning Chairman; told the Board that Gary Bott has resigned from the Planning and Zoning Board she would like to recommend two possible candidates to fill the vacancy. Darlene said she is recommending Hershel Armour and Chuck Brinkman, stating they are both good candidates. After some discussion David Jarinko made a motion to appoint Hershel Armour to fill the vacancy on the Planning and Zoning Board starting October 2. William Roff seconded the motion and it passed 4 with 1 abstaining. (Rosalyn Bott abstained.)

Water Meeting

The public water meeting will be held on September 25 at 7-9 P.M. at the Charlestown Elementary School.

Loan Closing

The loan closing for the bond is tentatively scheduled for October 9 at 9:00 A.M. at the Charlestown Town Hall.

Water Ordinance #91-5

The Water Ordinance #91-3 is being replaced with Ordinance #91-5 due to some corrections and additions. Russell Farrell said after much conversation between he and Keith Baynes and Steve Director, Bond Counsel, the water ordinance has been revised and is now changed to Ordinance #91-5 with approval of the Board. Rosalyn Bott made a motion to pass Ordinance #91-5 with the pending amendments. William Roff seconded the motion and it passed 5 - 0.

Bob & Becky Phillips - Litigation

Commissioner David Jarinko stated Keith Baynes, Town Attorney; and Leonard Wilson, Attorney for Bob & Becky Phillips, were discussing a court date at this time. Keith Baynes advised the Town to proceed with the water project on schedule.

County Sewer Service Agreement

President Russell Farrell told the Board he has been negotiating an agreement with the County on our bulk sewage rates for some time. President Farrell stated he thought at this time he can get these rates per thousand gallons: 2.01 1st. yr., 2.57 2nd yr., 2.65 3rd yr., 2.86 4th yr. and 3.11 5th yr. Russell Farrell said he thinks these rates are about as good as we can get. With the Board's concurrence President Farrell said he will proceed with the negotiations.

Coulters Point Agreement

The Board reviewed the Service Agreement that Coulters Point submitted to the Town. After review and discussion the Board agreed that there needed to be some language changes and they would have David Jarinko talk to Keith Baynes, Town Attorney about the changes the Board had discussed at the meeting.

Workshop Meeting

- 3 -

September 24, 1991

Cemetery Ordinance - Additions

Commissioner Bott told the Board that she believes that Ordinance #88-4 should have some additions. After some discussion the Board agreed to vote on the changes after they have been formally written up.

Approval of August 27 and September 10 Minutes

Rosalyn Bott made a motion to approve the minutes of August 27 and September 10 minutes. William Roff seconded the motion and it was approved 5 - 0.

Being no further business, the meeting was adjourned at 9:05 P.M.

Respectfully Submitted,

JoAnn Speck

ORDINANCE 91-5

An ORDINANCE providing for the amendment of the Charlestown Water Ordinance, #91-3, to correct minor typographical errors and provide additional clarification.

SECTION II

The Following changes are made :

(A) All references to "Section 25-309", of the Charter of the Town of Charlestown, are changed to read "Section 309" of the Charter of the Town of Charlestown.

(B) All references to "Section 25-309(a)", of the Charter of the Town of Charlestown, are changed to read "Section 309(a)" of the Charter of the Town of Charlestown.

(C) All references to "Section 25-309(b)", of the Charter of the Town of Charlestown, are changed to read "Section 309(b)" of the Charter of the Town of Charlestown.

(D) All references to "Section 25-309(c)", of the Charter of the Town of Charlestown, are changed to read "Section 309(c)" of the Charter of the Town of Charlestown.

(E) CHANGE the fifth and last paragraph of Section I, the Preamble, to read :

"WHEREAS, all requirements of Section 309 of the Charter of the Town of Charlestown with regard to this ORDINANCE have been met; then, therefore, the following ORDINANCE is enacted, which supersedes all previous Charlestown Water Ordinances in their entirety and supersedes those portions of all Water and Sewer Ordinances pertaining to a Municipal Water Service in their entirety."

(F) In Section II, Chapter 12, Article 1, paragraph 12-102(b), line 5, change "single family dwelling" to "single family detached dwelling".

(G) To Section II, Chapter 12, Article 1, paragraph 12-103, ADD the following definitions :

(d) "Benefited User" shall mean a dwelling unit or non-commercial user capable of being adequately supplied by a 3/4 inch service connection.

(e) "Non-Benefited User" shall mean a commercial establishment or any other user requiring a service connection larger than 3/4 inches in order to be adequately supplied.

(H) In Section II, Chapter 12, Article 1, paragraph 12-103, make the following subparagraph lettering changes to accommodate the added

definitions above :

1. CHANGE "(d) "Person" " to "(f) "Person" ", and
2. CHANGE "(e) "Quarter Annum Period" " to
"(g) "Quarter Annum Period" " , and
3. CHANGE "(f) "Town" " to "(h) "Town" ", and
4. CHANGE "(g) "Water System" " to "(i) "Water System" ".
12-201

(I) In Section II, Chapter 12, Article 2, paragraph (a),

CHANGE

"(a) Whenever the Town shall have extended or caused to have
extended"

to

"(a) Whenever the Town shall have constructed or extended or
caused to have constructed or extended".
12-201

(J) In Section II, Chapter 12, Article 2, paragraph (a), line 5,

CHANGE

" within 45 days of such extension."

to

" within 45 days of public notification of such construction
or extension."

(K) REPLACE Section II, Chapter 12, Article 3, paragraphs 12-302,
12-303 and 12-304 as written with :

"12-302 WATER CHARGES:

- (a) The Town shall from time to time establish by a Resolution of the Town Commissioners to be known as "The Water System Fee Schedule Resolution" (the "Resolution") such service rates, water consumption charges, usage charges, connection fees, and such other fees and charges as it deems necessary for connecting to the town municipal water system and for water supplied including but not limited to the cost of acquiring, designing, constructing, improving, repairing, maintaining and operating such water system and impose such penalties for delinquent payment of charges as it deems proper.
- (b) In the event a bill for water service is not paid within thirty (30) days from the date of issue, said water services may be disconnected to said premises. In the case of rental premises, the landlord shall be responsible for the unpaid bill of a tenant moving off the premises with a balance due the Town. When water is shut off, there shall be a service

charge when it is turned on again. Unless otherwise provided in the Resolution, this service charge shall be for twenty-five dollars (\$25.00).

(c) The procedure for passing the Resolution setting fee schedules shall be :

- (1) The Resolution must first be introduced and read aloud at a regular Town meeting prior to the holding of a public hearing to receive public comment on the Resolution.
- (2) A notice of the public hearing will be advertised at least once in one newspaper of general circulation in the Town prior to said hearing. The public hearing may not be held the night of the introduction referenced in paragraph 1.
- (3) The Resolution will be considered for adoption, with or without amendment, at a regular meeting subsequent to holding the public hearing. Such regular meeting may be held the same day as the public hearing.
- (4) The rates will become effective 20 days after adoption of the Resolution, unless a greater time period is specified in the Resolution.

12-303 SEPARATE CHARGES FOR SUBSEQUENT WATER SYSTEM EXPANSION AND IMPROVEMENT:

- (a) A separate charge may be established from time to time by the Resolution pursuant to Section 12-302 to pay for further expansion and improvements, including the cost of designing and construction of same or acquiring property for easements for same, to the Town municipal water system.
- (b) Prior to expending any of the funds from these separate charges for such expansions and improvements, the Commissioners will assure that the proceeds of these separate charges are sufficient to service the debt for previous projects as well as such new projects. At all times the proceeds of these separate charges will be sufficient to service the debt.

12-304 DIRECT BILLING FOR WATER AND MAJOR IMPROVEMENT FEES:

All bills for such fees and charges established pursuant to Sections 12-302 and 12-303 hereof, shall be billed directly by the Town Clerk to the recorded owner of each property to which services are provided. Said bills shall be a lien upon said property enforceable and collectable as provided in Sections 1012 and 501(b)(31) of the Charter of the Town of Charlestown."

SECTION III

This ORDINANCE shall become effective at the expiration of twenty (20) calendar days following approval by the Town Commissioners of Charlestown.

SECTION IV

The text of this ORDINANCE or a fair summary thereof, shall be published twice in the Cecil Whig, a newspaper having general circulation in the municipality after the ORDINANCE's approval by the Town Commissioners of Charlestown.

APPROVED and PASSED this 24th day of September, 1991.

The Town Commissioners of Charlestown

Doris Berry
Doris Berry, Town Clerk

BY: Russell U. Farrell, Jr.
Russell U. Farrell, Jr., President

David A. Jarinko
David A. Jarinko, Vice-President

Rosalyn R. Bott
Rosalyn R. Bott, Treasurer

Gopher H. Richardson
Gopher H. Richardson, Commissioner

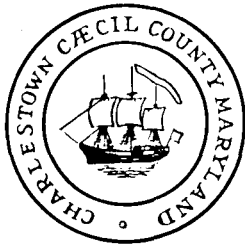
William W. Robb
William W. Robb, Commissioner

ATTEST :

Doris Berry

THIS IS A TRUE COPY

Doris M. Berry
Doris M. Berry, Notary Public
My Commission Expires 11-1-95



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

Phone 301 - 287 - 6173

REGULAR MEETING

OCTOBER 8, 1991

The regular meeting of the Board of Town Commissioners held on October 8, 1991, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and William W. Roff. Also attending: Janet Spangler, Keith Baynes, Town Attorney; Norman Wilson, Attorney, with Bob Bender and Tom Brittingham of Lee's Marina; Joy Gwillim, News-Journal Reporter; Sally Kilby, Cecil Whig Reporter; Dwight Thomey, Attorney with residents of Coulter's Point Civic Association. A list of residents of Coulter's Point attending the meeting is attached to these minutes.

David A. Jarinko, Vice-President

President Russell U. Farrell, Jr., ask if anyone present wish to address the Board before he went on with the Agenda. Vice-President David A. Jarinko responded with a brief statement announcing that he was immediately taking a temporary self-imposed leave of absence from Town business until such time as the current Board decides who is in charge, the elected Officials or the Administrative Assistant, Robert Fisher. David A. Jarinko then left the meeting. No comments were made. A copy of David A. Jarinko's statement is attached to these minutes.

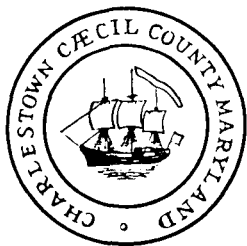
Doris Berry, Town Clerk

The minutes of February, 1977 read "to hire Mary Wright and move Doris Berry to replace Doris Good who is leaving June 1, 1977".

To correct the procedure, a motion was made by Rosalyn R. Bott appointing Doris Berry as Town Clerk. Motion was seconded by William W. Roff and passed 3 - 0.

Water System Closing

All documents will need signatures by the Commissioners that we had a Bond Bid (Notice of Sale). Town Hall office was open September 16th to receive bids. Receipt of Bond Bid was received only from Farmers Home Administration. Rosalyn R. Bott made a motion to approve the award to Farmers Home Administration. Motion seconded by Gophery H. Richardson and approved 3 - 0.



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

REGULAR MEETING

OCTOBER 8, 1991

- 2 -

Hook-Up Fees

Accepting Hook-up fees for the Water System will probably start within the next 2 or 3 weeks.

Coulter's Point Civic Association - D. Thomey

Coulter's Point Civic Association has formed an Agreement with concerns that include service to sewer lines with permission by the County Commissioners to inspect the lines, the same as the Town agreement with the County. Property Owners of Coulter's Point will sign easements. They would also like to have the amount of dollars obligated for their hook-up fees. In the case of future annexation to Charlestown, it is not sure how binding that it will be when there is always the possibility of change of property owners, etc.

Right-Of-Way Agreement

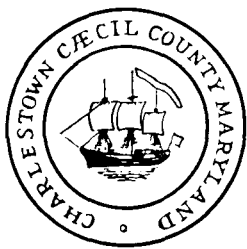
William W. Roff made a motion authorizing Russell U. Farrell, Jr., President, to sign the Right-Of-Way agreement with Coulter's Point Civic Association that was discussed tonight along with the County's approval of the sections necessary. Motion seconded by Rosalyn R. Bott. Motion passed all in favor.

Water Service to Property not Contiguous with Town Streets

Smith's Landing, Inner Lots #16 and #17. Meters will be placed on Caroline Street. William McMullen's meter would be placed on Town line. He would need to obtain an easement from other property owners to go to his property. In similar situations, this is a need to be discussed with the Engineers.

Robert and Rebecca Phillips

Court date for Robert and Rebecca Phillips case concerning unimproved road beds (paper streets) will be November 14, 1991, at 10:00 A.M. Keith Baynes, Town Attorney will handle.



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

REGULAR MEETING

OCTOBER 8, 1991

- 3 -

Floodplain Management Ordinance

Mr. Jim Joyce, Department of Natural Resources, has recommended the Board to review a proposed Floodplain Ordinance. By November 7, the Town must either enact that Ordinance or revise the present Ordinance. This will be continued until the next meeting. The Ordinance does state that a permit is required for any development in the floodplain.

Waterfront Projects

Bid opening for work at the Waterfront Projects including the Stone Wharf, Boat Ramp and Approach, Dredging and Timber Jetties, and the Town Pier, will be October 18, 1991, at 1:00 P.M. at Town Hall.

Critical Area Law

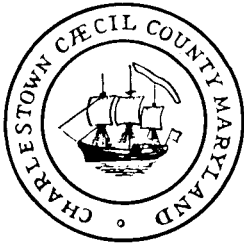
The Critical Area Law requires that our local program be reviewed and revised every 4 years. Charlestown's date is June 13, 1992. Within 30 days of this date the Town must submit all information required to the Commission.

Water System Fee Schedule - Resolution #91-5

Water System Fee schedule, Resolution #91-5 to reintroduce an ordinance providing for the amendment of the Charlestown Water Ordinance #91-3 to correct minor typographical errors and provide additional clarification. A copy of Resolution #91-5 is attached to these minutes.

Norman Wilson - Lee's Marina - Lease

Under the terms of Lee's Marina lease, a mutually acceptable value of the land must be reached by the Marina and the Town. For January 1, 1992, Lease calls for assessment of July 1, 1991, of \$214,300. (locked in for 10 years). New appraisal July 1, 1992 for 3 building lots \$300,000. If the Town and Lee's Marina cannot agree on appraisal, the Court will appoint an Appraiser as of July 1, 1991.



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

Phone 301-287-6173

REGULAR MEETING

OCTOBER 8, 1991

- 4 -

Rebecca Burton Roark, Rodney Collins

A letter from Rebecca Roark and Rodney Collins concerning installation of water meters on property lines. According to her letter, Cecil County's policy states "if a residence is located an unreasonable distance from available service of water and sewer and if the residence was posing no health or environmental hazard then that property would be exempt from hooking up and have no obligation to pay for such services". Being 480' and 350' from Route 7, they consider that distance to be unreasonable and ask for exemptions. To be continued until the next meeting.

Town Minutes - September 24, 1991

A motion by Rosalyn R. Bott to approve the town minutes of September 24, 1991, was seconded by William W. Roff and approved 3 - 0.

Accounts Payable

William W. Roff made a motion to pay all bills with the exception of R. H. Johnson Company. Motion seconded by Rosalyn R. Bott and approved 3 - 0. The work of R. H. Johnson Company is to be completed to the satisfaction of Town Commissioners before final payment is made.

Being no further business, the meeting adjourned at 10:30 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

October 8, 1991

To: Charlestown Commissioners
From: David A. Tarinko

I have been a Commissioner since 1980. At no time has the board been thrown into more turmoil and internal dissent than in the last 4 months. The cause and focus of this conflict and disunity has centered around our administrative assistant's increasing efforts to dominate the commissioners. In the last 4 months the working relationship with Mr. Fisher has, in my opinion, deteriorated into one of distrust, lack of confidence and a serious disruption of communications with certain commissioners as well as members of the governing board and fire company. It has now become increasingly difficult for me and Commissioner Bott to effectively perform our elected duties. Our relationship with Mr. Fisher has totally broken down resulting in a seriously stressed relationship between commissioners.

Therefore, since it has now become almost impossible for me to function effectively in my elected capacity as a result of Mr. Fisher's continuing insubordination, I find it necessary to take a temporary self-imposed leave of absence from town business until such time as this board decides to address the issue of who is in charge, the elected officials or the non-elected, non-resident, partime, hired administrative assistant.

With Regret!

David A. Tarinko

Sally Kilby, Cecil Whig
Ruth Young - Controller P. C. in Assoc.
Dwight Thomas - Controller P. C. in Assoc.
Richard Lines

Nancy Simms.

Hessa Forsythe
Boyer & Son

Janet Sprague

Joy Dunham - News Journal

Connie Weddell

RESOLUTION #91-5A
THE WATER SYSTEM FEE SCHEDULE RESOLUTION

A RESOLUTION of the Commissioners of The Town of Charlestown, Maryland (Town) establishing the customer fees for a Municipal Water System.

WHEREAS, Section II, Paragraph 12-302 of Charlestown Ordinance 91-5 (The Water Ordinance) establishes the procedure for passing a resolution setting fee schedules, and

WHEREAS, RESOLUTION 91-5 was not enacted in strict compliance with the provisions of the Water Ordinance, and

WHEREAS, A fee structure is required to generate sufficient income to service the debt, operate and maintain the Municipal Water System currently under construction and to establish a reserve for emergencies, and

WHEREAS, the Town consulting engineer has proposed the following rate structure :

PROJECTED INCOME :

Cost per Consumer Unit:	Benefited User (362)	Total Income
1.00	1.00	1.00
2.00	2.00	2.00
3.00	3.00	3.00
4.00	4.00	4.00
5.00	5.00	5.00
6.00	6.00	6.00
7.00	7.00	7.00
8.00	8.00	8.00
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95.00	95.00	95.00
96.00	96.00	96.00
97.00	97.00	97.00
98.00	98.00	98.00
99.00	99.00	99.00
100.00	100.00	100.00

Debt Service	\$143.27
Operation & Maintenance (150 gal/day/cu	\$158.39
@ 2.63/1000 gals.)	\$301.66
	\$109,200.92

Cost per Consumer Unit: Non-Benefited User (6) Total Income

Debt Service	\$1,878.16
Operation & Maintenance (same)	<u>\$158.39</u>
	\$2,036.55
	\$12,219.30

GRAND TOTAL : \$121,420.22

PROJECTED EXPENDITURES :

Debt Service	\$51,864.00
Estimated Operating & Maintenance	\$58,500.00
Reserve	\$11,056.22

GRAND TOTAL : \$121,420.22

WHEREAS, \$73,600 has been established as the desired Initial Reserve: The connection fee for In-Town Consumer Units will be \$200.00, and \$400.00 for Out-Of-Town customers.

THEREFORE BE it resolved that the Town Commissioners hereby establish the water and connection fee rates as listed above.

SECTION II

The FIRST reading of this RESOLUTION was held 8 October, 1991, during the regularly scheduled meeting of the Town Commissioners.

A public hearing will be held to receive public comment prior to adoption.

This RESOLUTION will become effective 20 days after adoption.

SECTION III

APPROVED AND PASSED this _____ day of _____, 1991.

ATTEST:

Doris M. Berry, Town Clerk

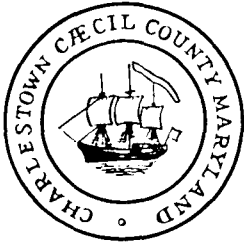
Russell U. Farrell, Jr., President

David A. Jarinko, Vice-President

Rosalyn R. Bott, Treasurer

Gophery H. Richardson, Commissioner

William W. Roff, Commissioner



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

Phone 301-287-6173

WORKSHOP MEETING

OCTOBER 22, 1991

The Workshop meeting of the Board of Town Commissioners held on October 22, 1991 was called to order at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: David A. Jarinko, Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Also attending: Pete D'Adamo, Town Engineer; Darlene McCall, Planning & Zoning Chairman; Robert Fisher, Town Administrator; Ruth Young, Ruth Ann Brenninger, Mr. & Mrs. Forsythe, Mr. & Mrs. Simes, Margaret Miller, Janet Spangler, Sally Kelley, Cecil Whig Reporter; and Dave Langley, WSER Radio Station.

Water System - Pete D'Adamo

Pete D'Adamo, Town Engineer; reported that the distribution system is about 90% complete and the contractor has a crew working on installing the sewer line for the water tank on Frederick Street. They have started painting the water tower on the outside and they anticipate the painting to be finished in three weeks. The new wells have acceptable levels of iron and magnesium. Electrical sub-contractors are doing some work inside the tower and some residents could possibly have water by mid or late December. Pete said the first three change orders have formally been approved by FmHA. Pete said he was submitting pay request #6 from Paul's Utility for \$163,909.59. (President Russell Farrell ask Commissioner David Jarinko if he was formally back at the table and Commissioner Jarinko stated he was formally back at the table.) Gophery Richardson made a motion to approve partial payment to Paul's Utility for \$163,909.59. William Roff seconded the motion and it was approved 5 - 0. After a brief discussion the Board gave their approval for the 3rd well.

Water Rate's - The Board discussed the possibility of appealing to Farmers Home to change as much as they can the benefited vs. non benefited to meet the conditions that exist and set a commercial rate.

Water Services - The Board discussed how to treat single property's with two separate dwellings, apartments and land locked houses that don't front where there is a water main. After some discussion David Jarinko made a motion to supply all apartments or individual houses with an individual meter. Gophery Richardson seconded the motion and it was approved 5 - 0.

Landlocked Houses - The Board discussed who was responsible for running the line to house's that are landlocked and whose property does not front on a Town street. Pete told the Board the money is in the contract if the Board so elects to run the line to the individuals property line.

October 22, 1991

After some discussion Commissioner Richardson made a motion that the Town was willing to provide funding for the water line from the Town right of way up to their property line provided they take the responsibility to get the necessary easements and make the necessary modifications to their easements and they take over maintenance responsibility for 100% of the line on their side or wherever the meter pit is installed which will be installed on their property. Rosalyn Bott seconded the motion and it was approved 5 - 0.

Inspection - Pete told the Board that the on spot engineer can only inspect the water line up to the residents house.

Surveying - Monuments - Pete D'Adamo told the Board that surveying is to verify not to establish and that they can only make assumptions regarding setting the monuments in the Holloway Beach area. Pete said that his firm needs some direction from the Board. After some discussion the Board agreed to refer this matter to Keith Baynes, Town Attorney.

Lettering of Water Tank - Pete informed the Board that FmHA will not provide funding for lettering of the water tank. After some discussion William Roff made a motion that the Town will pick up the cost of \$2600 to put Charlestown in Block Lettering on the side of the water tank facing Turkey Point. Rosalyn Bott seconded the motion and it passed 5 - 0.

Charlestown Place & Woodland Terrace - There was discussion that there might be a possible sewer problem at Charlestown Place and Woodland Terrace. Rosalyn Bott made a motion to have equipment brought in to see if there is a sewage leak. William Roff seconded the motion and it was approved 5 - 0.

Waterfront Projects

Pete said the Town received four bids for the waterfront project and the apparent low bidder is Crandell at \$222,200. After a lot of discussion David Jarinko made a motion to award the bid even with a \$4500 overage to Crandell at \$222,200. William Roff seconded the motion and it was approved 5 - 0.

Darlene McCall - Trinity Woods

Darlene addressed the Board concerning Trinity Woods a proposed 80-90 house subdivision on Rt. #7 outside of Town. The developer, Larry Porter, requested water service for concessions on zoning. The Board suggested they have their attorney approach the Town with an agreement.

Coulters Point Association

Ruth Young presented the Town with a new agreement for the Town's approval. President Farrell said he will get back with them after the Town's attorney has a chance to look over the agreement.

Workshop Meeting

October 22, 1991

Larry Bradley - LGIT Risk Manager

Larry Bradley, from LGIT would like to meet with the Board in the near future. Commissioner Jarinko suggested that the Historic Commission, Board of Appeals, Planning & Zoning and our Attorney should also attend the meeting.

Athletic Complex

R. H. Johnson's technical representative is supposed to be coming to look over the tennis courts and ballfield. The Board decided to hold off on the walking track for now.

Parking - Louisa Lane

Robert Fisher told the Board that he checked out the complaint from Mrs. Hall concerning the parking problem on Louisa Lane Extended and Mr. Fisher said he thinks it is just one neighbor against another neighbor. The Board decided to inform the Sheriffs Department of the situation and have them check it out.

Sewage Hook-up Rebates

The County has notified the Town that they are willing to refund the sewage fees that were inappropriately collected from some town residents. The individuals will have to provide proof of payment to the County before a refund can be issued.

Floodplain Ordinance #91-7

After discussion concerning the Floodplain Ordinance Rosalyn Bott made a motion to accept Ordinance #91-7. William Roff seconded the motion and it passed 5 - 0.

Howard Hall

Russell Farrell told the Board that Howard Hall is appealing the Board of Appeals decision to Circuit Court.

Halloween

The Board set the time for Halloween - October 31, 6 - 8 P.M.

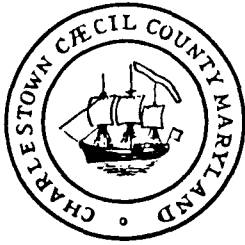
Chris Starling

Chris Starling approached the Board with a request that the Town designate an area for skateboards. The Board said they will have to discuss this request with our Risk Manager, Larry Bradley at an upcoming meeting.

The regular meeting adjourned at 9:55 P.M. and went into executive session at 10:10 P.M.

Respectfully Submitted,

JoAnn Speck, Town Clerk



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

Phone 301-287-6173

MINUTES - EXECUTIVE SESSION

22 OCTOBER, 1991

On the evening of 22 October, 1991, the Charlestown Board of Commissioners convened in Executive Session to discuss 2 personnel matters, at the conclusion of the regularly scheduled meeting. All Commissioners, JoAnn Speck, Ass't. Clerk; and Mr. Robert Fisher, Town Administration; were present.

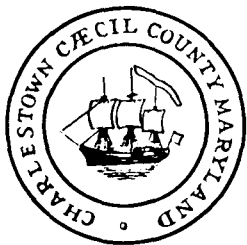
The first item was a discussion of additional clerical help for the Town Hall. Mrs. Speck reminded the board that she wished to reduce her workload considerably, and asked if we had taken action on the applications received to date. After some discussion, it was decided that President Farrell and Commissioner Roff would review the applications, interview the candidates and present the board with their recommendations. After this discussion, Mrs. Speck retired from the session.

The second item was a discussion of the Town Administrator's position. President Farrell requested that the Board provide a vote of confidence/no-confidence on the current Administrator so as to facilitate his decision on how to proceed in resolving the conflicts within the Town government. After much discussion, during which Mr. Fisher was an active participant, the Board recommended, by a 3-1 vote, that Mr. Fisher be terminated. Mr. Richardson being the only vote in favor of retaining Mr. Fisher, and the President abstaining. President Farrell then asked Mr. Fisher if he wished to resign, and Mr. Fisher declined. President Farrell then informed Mr. Fisher that his services were no longer desired by Charlestown, requested Mr. Fisher surrender his Town Hall Key, requested he clean out his personal effects either this evening or someday this week during normal business hours, and informed Mr. Fisher that his termination would take effect as soon as practical by WILMAPCO. Commissioner Jarinko was requested to immediately begin advertising for a replacement.

There being no further business, the meeting adjourned.

Respectfully Submitted,

Russell Farrell, President



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

Phone 301 - 287 - 6173

REGULAR MEETING

NOVEMBER 12, 1991

The regular meeting of the Board of Town Commissioners held on November 12, 1991, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: David A. Jarinko, Gophery H. Richardson and William W. Roff. Commissioner Rosalyn R. Bott was absent due to a business Trip for the United States Post Office. Also attending: Keith Baynes, Town Attorney. A list of other guests attending the meeting is attached to these minutes.

Janet Gleisner, Circuit Rider

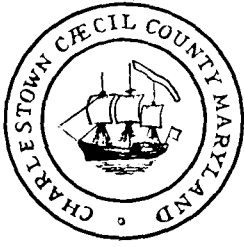
Janet Gleisner, Circuit Rider, discussed with the Commissioners the amended copy of the Floodplain Ordinance. The ordinance requires a permit for all development, with certain minimum standards for construction within the floodplain. Actual start of construction or improvement must be within 180 days of issuance of permit. The Critical Area Ordinance is very similar. Both ordinances will be discussed at the next Town meeting.

Robert Fisher

Robert Fisher asked the Commissioners to give him an official explanation for his termination and also wanted to read to all residents present some of the letters and/or notes that went to and from Vice-President David A. Jarinko. President Farrell said the Board doesn't discuss personal matters in public and that an explanation for his termination was reported by letter to Wilmapco who sponsors the Circuit Rider program. Robert Fisher has alienated 2 Town Commissioners and also the head of the Town Planning and Zoning Commission and plans to sue the Town. He confirmed that he complained to Charlestown's Commissioner Rosalyn R. Bott's Postal District Supervisor about her job performances. Robert Fisher's official termination is November 15, 1991, through Wilmapco.

Wilmer Woodhull

Mr. Woodhull had a few questions concerning where his water hook-up would be and the width of Water Street. Mr. Woodhull said he had



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Town Commissioners of Charlestown
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Phone 301-287-6173

REGULAR MEETING

- 2 -

NOVEMBER 12, 1991

actually gotten his questions answered before the start of the meeting.

Cpl. Joseph Letts - Cecil County Sheriff's Department

Corporal Joseph Letts as Patrol Coordinator between the Sheriff's Department and the Town of Charlestown gave his report of activity for March through October, 1991. It included the number of shifts filled, number of criminal complaints and arrests, etc.

Coulter's Point

Mr. B. Forsythe, Vice-President of Coulter's Point Association, discussed the Agreement between the Town and the Association concerning the sewage hook-up fees. The main change in the agreement concerns Page 3, paragraph 4. It states that any fees to be paid to Cecil County for connecting to Cecil County Sewer System would be paid from said hook-up fees by the Town of Charlestown. This is incorrect, the hook-up fees will be paid by the individual home owners.

Robert Lubking - Fire Company Lot

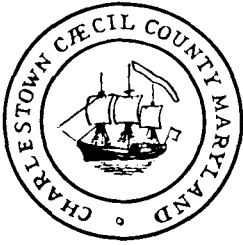
Mr. Lubking complained that the Fire Company lot on Calvert Street between Frederick and Carolint Streets is a dump, where the Contractors are leaving piles of dirt and miscellaneous pieces of scrap, etc. Contractors will be notified.

Minutes - October 8, 1991

Rosalyn R. Bott made a motion that the minutes of October 8, 1991, be approved. David A. Jarinko seconded the motion. Motion approved 3 - 1.

Waterfront Projects

David A. Jarinko motioned to sign the Waterfront Projects Agreement. Motion was seconded by William W. Roff and approved 3 - 1.



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REGULAR MEETING

- 3 -

NOVEMBER 12, 1991

Fourth of July, 1992 Parade

A letter from the County Commissioners on the possibility of a 4th of July, 1992, parade with Elkton hosting was received. They would like a response from all Town's by November 27, 1991.

Rebecca Roark

In response to Rebecca Roark's letter concerning hook-up to the Town sewage system. She and her brother, Rodney Collins, must hook-up. All fees were paid.

Accounts Payable

William W. Roff made a motion that the Accounts Payable, as amended, be approved for payment. Motion was seconded by David A. Jarinko and passed 3 - 1.

LGIT - Local Government Insurance Trust

Local Government Insurance Trust would like to have a Risk Management Seminar in Charlestown. Suggestions to invite Planning and Zoning Commission, Historic District Commissions along with the Town Commissioners. A date to be set.

Being no further business, the meeting adjourned at 8:45 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

Meeting Nov. 11, 1991

Nancy S. 22

P. J. 22

Margaret Bodan 11/11

J. A. M. 22

R. T. H. 22

James H. 22

Frederic C. Phillips

Robert C. Phillips
Thomas H. 22

James Spangler

Colby Kiley, Cecil White

Robert L. 22

Joe R. 22
James Thompson

E. R. 22

Nessa Forester

Byron C. Smith V. P. (CPCA) 11/12/91

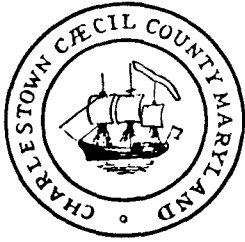
Colby Kiley 22

Darlene McCall

Edgar L. McCall

Robert L. 22

Ralph H. Ritter



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WORKSHOP MEETING

NOVEMBER 26, 1991

The Workshop meeting of the Board of Town Commissioners held on November 26, 1991 was called to order at 7:35 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: David A. Jarinko, Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Also attending: Pete D'Adamo, Town Engineer; Janet Gleisner, Maryland Office of Planning; Mike Pugh, Joy Gwillim, News Journal Reporter; Meredith Lubking, Dave Langley, WSER; Mr. & Mrs. Simes, Dorothea Keller, Robert Fisher, Janet Spangler, Mike Pointer and John Hale.

Dorothea Keller - New Part-time Clerk

Commissioner William Roff officially introduced Dorothea Keller, the new part-time clerk to the Board, stating she would be coming on board next week to help out with the increasing workload.

Pete D'Adamo - Water System

Pete D'Adamo, Town Engineer; stated the water main have been completed and they are now installing the services which are 20% complete at this point. Pete stated that he submitted new plans to the soil conservation Department concerning the Fire Company Lot. The constractor will be stabilizing the area and adding more silt fencing and then the lot will be graded and seeded. The painting is almost completed and then the tower will be ready for filling. Dr. Groot, from the State, recommended we drill a third well for a back-up. The contractor said the residents should have water by February. The State has approved all eight change orders and we are pretty sure about the funding. Pete said he was submitting change order #9 for \$1,050 for the additional silt fencing and Partial payment #7 for \$150,428.78. Rosalyn Bott made a motion to approve Change Order #9 and Partialy Payment #7 for \$150,428.78. William Roff seconded the motion and it was approved 5 - 0.

Waterfront Projects

Pete stated Crandell will be on sit tomorrow to start on the waterfront projects. Pete also said the \$5,000 additional grant for the project was approved.

Street Mapping

Pete said Ed Coopers, from Tatman & Lee, met with Keith and he laid everything out and they went over the assumptions and they are waiting to hear form Keith to get his feedback.

Workshop Meeting

November 26, 1991

Paul's Utility - Hook-up

Russell Farrell Stated he wanted to clarify that the \$7.50 per foot charged by the contractor covers the total cost for opening and closing the ditch and taking the line up to the house and putting it through the wall and then the plumber will be responsible for hooking the water into the house.

Janet Gleisner - Maryland Planning Office

Janet Gleisner came to talk with the Board to discuss the changes that have been made to the Floodplain Ordinance #91-7. President Farrell stated that #91-7a supercedes #91-7. After a lot of discussion about the changes, deletions and additions, Rosalyn Bott made a motion to adopt #91-7a as discussed. David Jarinko seconded the motion and it passed 5 - 0.

PSC/ES Contract Services - Water System

Mike Pugh told the Board that he has worked with PSC on a consulting basis on numerous occasions and he wanted to introduce Mike Pointer and John Hale, representatives from PSC. John Hale told the Board that they wanted to talk to the Board about the services that they have to offer to the Town. Mr. Hale said they needed to find out what type of services the Town was interested in before they could give us a proposal. After a lot of discussion the Board suggested they give us a proposal with a breakdown of all the services they can provide the Town and submit the proposal to Pete D'Adamo, Town Engineer.

Approval of Minutes - October 22 and November 12

David Jarinko made a motion to approve the regular and executive session minutes of October 22. William Roff seconded the motion and the motion passed 4 - 1. William Roff made a motion to approve the minutes of November 12. David Jarinko seconded the motion and it passed 4 - 1. (Rosalyn Bott abstained as she was out of town on November 12.)

Coulter's Point

Commissioner David Jarinko stated he had talked to Ned Forsythe, from Coulter's Point Civic Association, and he said they had not contacted the County yet.

Robert Fisher

Russell Farrell told the Board that Keith Baynes, Town Attorney; advised that the Board and Town employees refrain from discussing any Town business with Robert Fisher due to pending litigation.

Riverview & Cooper Avenue's

Russell Farrell said he had been informed by the engineer that there is a problem with the street lines on Cooper Avenue and Riverview Avenue and they needed some instruction from the Board. After some discussion the Board gave the engineer the go ahead to do the best they can with the situation.

November 26, 1991

Hook-up Fees - Water

The Board discussed setting an extended time that residents on fixed incomes, might have to pay their water hook-up fee. The Board agreed that two years seemed like a reasonable length of time to pay off the hook-up fee. After some discussion Rosalyn Bott made a motion to offer those individuals who get the County tax credit be allowed to extend the payment for the hook-up fee up to two years. Gophery Richardson seconded the motion and it was approved 5 - 0.

Market Street - MML Dinner

Russell Farrell, Rosalyn Bott, David Jarinko and William Roff all said there were favorable comments concerning the MML dinner at the Market Street cafe. They said the food was very good and the dining facility was very nice.

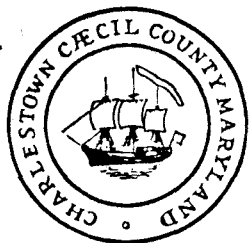
Phillips Case

Russell Farrell stated the town will appeal the decision handed down by Judge Rollins concerning the Phillip's regarding town streets.

Being no further business, the meeting adjourned at 9:55 P.M.

Respectfully submitted,

JoAnn Speck, Town Clerk



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

Phone 301-287-6173

REGULAR MEETING

DECEMBER 10, 1991

The December 10, 1991, meeting of the Board of Town Commissioners was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Commissioner David A. Jarinko was absent. Others attending were: Dorothea Keller, Margaret Miller, Ruth Ann Brenninger, Candy Strimel, Janet Spangler, Robert Fisher, Mr. & Mrs. Richard Simes, Mr. & Mrs. Robert Lubking and Keith Baynes, Town Attorney.

Charlestown Board of Appeals - Nelson H. McCall

On a motion by Rosalyn R. Bott, Nelson Howard McCall was reappointed for a three (3) year term as Chairman of the Board of Appeals. Motion was seconded by William W. Roff and approved 3 - 1 with Gophery H. Richardson objecting. Commissioner Richardson objected to the family of McCall's heading the various Commissions; Heis McCall heading the Historic District Commission, Darlene McCall, Chairing the Planning and Zoning Commission, and Nelson H. McCall, heading the Board of Appeals.

Charlestown Civic Association

Janet Spangler and Candy Strimel, members of the Charlestown Civic Association and on behalf of the Association asked the Commissioners to consider purchasing Christmas decorations for the Town. After some discussion and suggestions, Commissioner Bott asked Mrs. Spangler if she and Mrs. Strimel would take charge of the decorations. They agreed. The Association also asked for consideration to borrow voting machines from the County for the Town Election because of a controversy 2 years ago when several ballots were disqualified because of extra markings on the ballots. The voting machines would be rentable for \$150.00 a day. Voting machines will be considered at another time, to do it now, would mean cancelling the election until a later date as it has already been advertised as to location, etc. Another suggestion was a Bulletin Board to be erected outside of Town Hall to hold notices of various department meetings, and minutes of Town Commissioners meetings, etc. Don Stanley had made a motion on October 23, 1990, and it was seconded by Rosalyn R. Bott to have a Bulletin Board placed outside of Town Hall but the motion never materialized. A motion by William W. Roff for the Bulletin Board to be placed outside of Town Hall was seconded by Rosalyn R. Bott and approved 4 - 0.

The Civic Association also informed the Board that they would like to help with the 250th Anniversary of the Town next year but would like to receive credit for their help since it is the Town's birthday and the money received should be used strictly for the town.

Town Minutes - November 26, 1991

Rosalyn R. Bott made a motion to approve the Town Minutes of November 26, 1991. Motion seconded by William W. Roff and passed 4 - 0.

Ordinance #91-8

William W. Roff motion to approve Ordinance #91-8 -"Charlestown Cemetery Funds Management". Motion seconded by Rosalyn R. Bott, to be advertised as required. Motion passed All in Favor.

Historic District Commission

A motion by Rosalyn R. Bott that Diane Letts and Ruth Wright be re-appointed for a three (3) year term to the Historic District Commission was seconded by William W. Roff and approved 4 - 0.

Accounts Payable - Current

Rosalyn R. Bott made a motion to approve all current bills, seconded by William W. Roff and passed 4 - 0.

Accounts Payable

Two bills, for Paul's Utility and Tatman & Lee Associates due December 30, 1991, was approved 4 - 0 on a motion by William W. Roff and seconded by Gophery H. Richardson.

Fair Green Park - Grant

A grant the Town received for the Fair Green Park has a balance of approximately \$324.00, which must be used immediately and must be used in connection with an article listed on the application.

Voters Registration List - Deletions

Rosalyn R. Bott motioned to approve the deletions on the Voters Registration list, seconded by William W. Roff. Motion approved 4 - 0.

Accounts Payable - Utility

A bill of \$500.00 for a Utility software package for the computer was approved on a motion by Rosalyn R. Bott and seconded by William W. Roff, 4 - 0.

Charlestown Town Taxes - 1992

A lower tax rate of $2\frac{1}{2}$ cents per \$100. of assessed property tax around April was proposed by President Russell U. Farrell, Jr., with perhaps another $2\frac{1}{2}$ cents guaranteed by July 1, 1992. This would make a 5 cent decrease per \$100. assessed value for 1992, the Town being in fairly good financial shape.

On a motion by Gophery H. Richardson to shorten town taxes by 5 cents per \$100. assessed property tax for 1992 was seconded by William W. Roff and approved 4 - 0.

Charlestown Streets

President Russell U. Farrell, Jr., suggested to the Board of Commissioners a proposal to improve Charlestown Streets by borrowing money from the Sanitation-Sewage Account and that the loan could be repaid on a 15 year basis from the gasoline tax money the Town receives from the State. The proposal was discussed among the Commissioners in more detail.

Gophery H. Richardson made a motion to borrow \$150,000. from the Sanitation-Sewage Account and repay over 15 years with highway funds plus interest. Motion was seconded by Rosalyn R. Bott and approved 4 - 0.

Sanitation-Sewage Billing

A motion by William W. Roff that the sewage billing not change for at least 2 years, then connect over to the metered system for the water and sewage billing together. Motion seconded by Rosalyn R. Bott and approved 4 - 0.

Sewage Hook-Up Fees - County

Barry Belford, Director of Public Works for Cecil County has reported that the County will charge their own hook-up fee. Town residents will not pay county hook-up fee. Coulter's Point hook-up fees are still questionable.

Waterfront Projects

Waterfront projects will be getting started within the next 2 weeks.

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

Respectfully Submitted,

Doris Berry, Town Clerk

ACCOUNTS PAYABLE

DECEMBER 10, 1991

GENERAL ACCOUNT

C & P Telephone - Town Hall	250.20
A T & T - Town Hall	186.00
Mac's Shacks - 3 portable Toilets	165.00
Keith Baynes, Esq. - Petition to appoint appraiser (J P Lee)	227.50
conversation & correspondence with Michael Smigiel, Esq.	
Hilyard's - Cleaning and parts	170.00
Echols Enterprises - Service	16.00
North East Florist, Inc. - Flowers for MML Dinner	22.50
Cecil Whig - Adv. Town Administrator, Public Notice Election	205.85
Project #53015, Inv. #8984 - Waterfront Tatman & Lee Assoc.	1,575.00
Tatman & Lee Assoc., Inc. - Inv. 8800 - Waterfront	21,735.00
Conowingo Power Co. - T. Hall	101.85
Garage	16.74
Boat House	11.07
Wyn C. Twitchell - Final Cutting Cemetery	115.00
CJ's Market - Cleaning supplies, Sodas	14.15
Total	<u>24,811.86</u>

Alger Oil Co. paid \$91.16 \$8.69 disc.

SPECIAL ACCOUNT

CJ's Market - Gasoline	69.47
Conowingo Power Co. - Street Lighting	932.65
Russell's Sunoco - T/W	5.00
Russell's Auto Parts - Oil Filter, etc.	29.95
Stancills, Inc. - Washed con. Sand	26.86
Maryland Materials - #8 Stone	47.88
Total	<u>1,111.81</u>

SANITATION-SEWAGE ACCOUNT

Conowingo Power Company - Sta. #1	118.05	399.61
Sta. #3	246.85	
Lift Station	9.67	
Rt. #7	<u>25.04</u>	
General Electric capital Corp. - Loan		5,254.48
First National Bank of N.E. - Loan #16435		
Prin.	250.00	614.00
Int.	<u>364.00</u> approx.	
Total		<u>6,268.09</u>

ACCOUNTS PAYABLE
DECEMBER 10, 1991

- 2 -

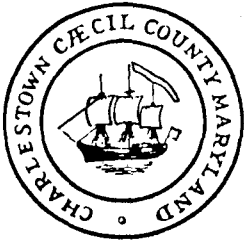
WATER ACCOUNT

Morris, James, Hitchens & Williams (Steve Director)	255.18
Final statement for costs advanced.	
Keith Baynes	1,087.50
Review various agreements by Coulter's Point Civic Assn.	
Conferences with Dwight Thomey and Town Officials	
Conferences, correspondence, etc. matter of Phillips & Town.	
Amtrak	3,163.16
Labor Services associated with installation of iron water pipe	
Louisa Lane.	
Tatman & Lee Assoc.	
Project #532011 Inv. #8704 Sept. 29 - Oct. 26 '91	8,030.65
Tatman & Lee Assoc.	
Project #532010 Inv. #8798 Sept. 29 - Oct. 26 '91	3,500.00
Tatman & Lee Assoc.	
Project 532014 Inv. #8812 Sept. 29 - Oct. 26 '91	263.12
Total	<u>16,299.61</u>

Bills to be forwarded the end of December, 1991

Tatman & Lee Assoc.	1,575.00
Inv. #8984 - Waterfront Project	
Pauls' Utility	198,838.50
Total	<u>200,413.50</u>

Cecil County Deputies



Town Commissioners of Charlestown
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Phone 301 - 287 - 6173

SEMI-REGULAR MEETING

DECEMBER 30, 1991

The semi-regular meeting of the Board of Town Commissioners held on December 30, 1991, with Peter D'Adamo of Tatman & Lee Associates, Town Engineers, was called to order at 7:00 P.M. by President Russell U. Farrell, Jr., taking the place of the water portion of the non-scheduled December 24, 1991 meeting. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and William W. Roff.

Peter D'Adamo - General Information

Pete D'Adamo had general information concerning the Water System to discuss with the Town Commissioners: All main lines have been completed 100%. Approximately 150 meters are complete. The sub-contractor is working in the base of the water tower correcting problems, pouring concrete slab, finishing painting and aiming for water being ready in mid-February to early March.

Some of the Change Orders requested:

1. Fire Department

A request from the Fire Company to reverse the fire hydrant on Bladen Street. At the present, the hose going over the guard rail could become damaged. The hydrant comes off of a spur or a short line from the main and if it were reversed it would be closer to the guard rail so the short extension piece wouldn't likely be damaged. The State's concern was to be able to cut the grass between the guard rail and the hydrant. Change Order \$1,550.00.

2. Marina's & Commercial Water Hook-Up Fees

Possible hook-up fee services required for the Marina's were discussed and also the Commercial areas. A need for a 1" line seems to be in order:

William W. Roff motioned to authorize the Contractor to place 1" meters as appropriate in service at \$595. per installation and \$9.25 a ft. Motion was seconded by Rosalyn R. Bott and approved 4 - 0.

More discussions on size of meters needed for the various business establishments.

Commercial Hook-Up Fees	3/4" - copper line	\$	200.00
	1" " "		550.00
	2" " "		1,325.00

Rosalyn R. Bott made a motion that the following size meters be used 3/4", 1", and 2" lines and that the prices are acceptable to keeping Engineers calculations to meet standards. Motion seconded by William W. Roff and approved 4 - 0.

3. Meter Covers

Meter Covers are not rated for traffic situations. A contract charge for frame covers for 3/4" meters will be an additional \$125.00 each for approximately 10 meters.

William W. Roff motioned to accept price and instruct Contractor to proceed to install covers as on a needed basis at these prices.

Motion seconded by David A. Jarinko and approved 4 - 0.

4. Sewage Hook-Up - Frederick Street

Three homes on the upper end of Frederick Street, near the water tank site, that had a private 3 hook-up sewer line, are being hooked into an additional 8" sewer line from their homes to a drain in that area at a cost to the Town of \$2,646.00.

5. Additional Well

An additional supply well is needed and one the Town should definitely consider. Cost would be \$35,010. including drilling a well, electrical work, electric control panel, well pump, etc. One area could be behind the tennis court on the same property as the other well, in the direction of Alice Miller's property but inside of fence. The other area perhaps on Ogle Street. A decision was made to wait and put through a change order first, for cost purposes.

6. Maryland Department of Transportation

Maryland Department of Transportation requirement of 3" plastic sleeves be placed on copper services in roadway Rts. #7 and #267 was not known as a requirement (not in their bid or permit). It was appealed to the Highway Department but they will not waive the requirement of the 3" sleeve. Price of an additional \$15,000.00 or second price of \$15.00 per foot. David A. Jarinko motioned to authorize plastic sleeve required by State if and only if there is no other way around it. Motion seconded by William W. Roff and approved 4 - 0.

7. Meter Reading Service

Meter reading service would require a magic wand, giving visual display on top of meter setting (part of bid package).

\$6,335.00 Interogator - same as magic wand, but data is stored into the device and loads into software package

775.00 Master Charge Stand - can be used with billing system-stored in device

5,060.00 RMS software - fully automatic program

If it is bought for us, change order and get approval.

Tatman & Lee Associates - Retainer

Rosalyn R. Bott made a motion to renew the Retainer Agreement between the Town and Tatman & Lee Associates, Inc. for \$1.00 per year. Motion seconded by David A. Jarinko and passed 4 - 0.

SEMI-REGULAR MEETING
DECEMBER 30, 1991

- 3 -

Waterfront Projects

William W. Roff made a motion to approve payment #1 to Edwin and John Crandell for \$14,148.00. Motion seconded by David A. Jarinko and approved 4 - 0. (dredge spoil site ready, etc.)

Street Monumentations

Ed Kuipers and Keith Baynes would like an evening meeting with Town Commissioners concerning how street stakings were laid out, prepared and agreed on all assumptions. A workshop meeting to be set up so monuments can be placed.

Town Seal - Charlestown Fire Company

Fire Company members asked the Town Board for permission to use the Charlestown Town Seal on the Fire Company's new ambulance, fire trucks and all of their equipment. William W. Roff made a motion authorizing use of the Town Seal on their equipment. Motion seconded by David A. Jarinko and passed 4 - 0.

Being no further business, the meeting adjourned 9:00 P.M.

Respectfully submitted,

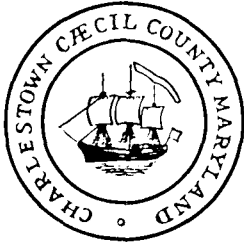
Doris Berry, Town Clerk

DELETIONS FROM BASIC VOTER LISTING

Albert, Susan Marie	124 Conestoga St.
Barrow, Ronald C	325 Caroline St.
Barrow, Ronald C Jr	325 Caroline St.
Barrow, Shirley V	325 Caroline St.
Barton, Randy	523 Calvert St.
Biddle, James E	326 Caroline St.
Blankenship, Nancy L.	16 Woodland Terrace
Bowlin, John W	412 Charlestown Place
Bryant, Pauline	130 Conestoga St
Bryant, Vernon L	130 Conestoga St
Burton, Walter L	1331 W Old Phila Rd
Cassidy, Doreen	630 Water St
Cote, Linda D	326 Caroline St
Daniel, Gerald H Jr	537 Bladen St
Doss, Rodney C	212 Cecil St
Fardelmann, Randall E	604 Calvert St
Graham, Alice	523 Calvert St
Herron, Judith A	572 Baltimore St
Kitchen, Carl	424 Calvert St
Kitchen, Janice	424 Calvert St
Magana, Wanda	124 Conestoga St
Moon, John O	235 Cecil St
Moore, Tracey L	528 Charlestown Place
Racine, Charles W III	401 Baltimore St
Scott, Lisa M	1405 W Old Phila Rd
Smith, Madeline M	337 Caroline St
Stanley, Don E	408 Chesapeake Rd
Stanley, Sara	408 Chesapeake Rd
Vandervort, Marcia	705 Water St

INPUT: 311 Cecil County
63 Charlestown Only

DELETIONS: 24 Cecil County
4 Charlestown Only



Town Commissioners of Charlestown
Post Office Box 154
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Phone 301 - 287 - 6173

SEMI-REGULAR MEETING

DECEMBER 30, 1991

The semi-regular meeting of the Board of Town Commissioners held on December 30, 1991, with Peter D'Adamo of Tatman & Lee Associates, Town Engineers, was called to order at 7:00 P.M. by President Russell U. Farrell, Jr., taking the place of the water portion of the non-scheduled December 24, 1991 meeting. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and William W. Roff.

Peter D'Adamo - General Information

Pete D'Adamo had general information concerning the Water System to discuss with the Town Commissioners: All main lines have been completed 100%. Approximately 150 meters are complete. The sub-contractor is working in the base of the water tower correcting problems, pouring concrete slab, finishing painting and aiming for water being ready in mid-February to early March.

Some of the Change Orders requested:

1. Fire Department

A request from the Fire Company to reverse the fire hydrant on Bladen Street. At the present, the hose going over the guard rail could become damaged. The hydrant comes off of a spur or a short line from the main and if it were reversed it would be closer to the guard rail so the short extension piece wouldn't likely be damaged. The State's concern was to be able to cut the grass between the guard rail and the hydrant. Change Order \$1,550.00.

2. Marina's & Commercial Water Hook-Up Fees

Possible hook-up fee services required for the Marina's were discussed and also the Commercial areas. A need for a 1" line seems to be in order:

William W. Roff motioned to authorize the Contractor to place 1" meters as appropriate in service at \$595. per installation and \$9.25 a ft. Motion was seconded by Rosalyn R. Bott and approved 4 - 0.

More discussions on size of meters needed for the various business establishments.

Commercial Hook-Up Fees	3/4" - copper line	\$	200.00
	1" " "		550.00
	2" " "		1,325.00

Rosalyn R. Bott made a motion that the following size meters be used 3/4", 1", and 2" lines and that the prices are acceptable to keeping Engineers calculations to meet standards. Motion seconded by William W. Roff and approved 4 - 0.

3. Meter Covers

Meter Covers are not rated for traffic situations. A contract charge for frame covers for 3/4" meters will be an additional \$125.00 each for approximately 10 meters.

William W. Roff motioned to accept price and instruct Contractor to proceed to install covers as on a needed basis at these prices.

Motion seconded by David A. Jarinko and approved 4 - 0.

4. Sewage Hook-Up - Frederick Street

Three homes on the upper end of Frederick Street, near the water tank site, that had a private 3 hook-up sewer line, are being hooked into an additional 8" sewer line running to a drain at the base of the water tank. This 8" line is at a cost to the Town of Charlestown covered by the water system grant.

5. Additional Well

An additional supply well is needed and one the Town should definitely consider. Cost would be \$35,010. including drilling a well, electrical work, electric control panel, well pump, etc. One area could be behind the tennis court on the same property as the other well, in the direction of Alice Miller's property but inside of fence. The other area perhaps on Ogle Street. A decision was made to wait and put through a change order first, for cost purposes.

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Tatman & Lee Associates - Retainer

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SEMI-REGULAR MEETING
DECEMBER 30, 1991

- 3 -

Waterfront Projects

William W. Roff made a motion to approve payment #1 to Edwin and John Crandell for \$14,148.00. Motion seconded by David A. Jarinko and approved 4 - 0. (dredge spoil site ready, etc.)

Street Monumentations

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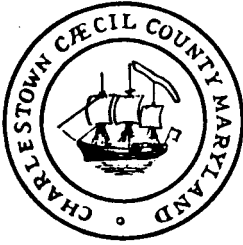
Town Seal - Charlestown Fire Company

Fire Company members asked the Town Board for permission to use the Charlestown Town Seal on the Fire Company's new ambulance, fire trucks and all of their equipment. William W. Roff made a motion authorizing use of the Town Seal on their equipment. Motion seconded by David A. Jarinko and passed 4 - 0.

Being no further business, the meeting adjourned 9:00 P.M.

Respectfully submitted,

Doris Berry, Town Clerk



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

Phone 301-287-6173

REGULAR MEETING

AUGUST 13, 1991

The regular meeting of the Board of Town Commissioners held on August 13, 1991, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were Rosalyn R. Bott, David A. Jarinko and Gophery H. Richardson. Also attending: Robert Fisher, Town Administrator; Helen McMullen, Alice Neel, Debbie Gilbert, Mary Farrell, Janet Spangler, Ronnie Daniels, Chief, Charlestown Fire Company, George Travers, Charlestown Fire Company, Frances Thompson, Wanda and Michael Grieve, William Roff, Marie and Dick Evans; Richard and Nancy Simes, and Ruth Breuniger of Coulter's Point Civic Association. A partial list is attached to these minutes.

William W. Roff

On a motion by David A. Jarinko and seconded by Rosalyn R. Bott, William W. Roff was appointed to fill the unexpired term of Don E. Stanley. Motion passed 3 - 0 with one (Gophery H. Richardson) abstaining. Mr. Roff's term will expire January, 1992.

Oath of Office

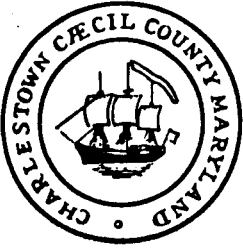
Doris Berry, Town Clerk, administered the Oath of Office to William W. Roff. Mr. Roff extended his thanks to the Commissioners and said he would serve the town to the best of his ability.

Helen McMullen - Redistricting of Schools

Helen McMullen, a committee member of the School Against Redistricting, presented the Town with a check for \$1,150.00 for the appeal brief incurred during the problems of the school redistricting. Mrs. McMullen and Russell Farrell will meet August 27 at 3:30 P.M. at the Cecil County Court House to donate the balance of their account, approximately \$235.00 to the North East Library for purchase of historic books. Mrs. McMullen also extended her and fellow members thanks to the Commissioners and everyone who helped.

Ruth Breuniger - Coulter's Point Civic Association

Ruth Breuniger, Coulter's Point Civic Association, filling in for Ruth Young had questions referring to the water system. It concerned mostly size of pipe, valves, which were mostly questions that the Engineers



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REGULAR MEETING

AUGUST 13, 1991

- 2 -

would be required to answer. Commissioners feel there should be 2 agreements between (1) the Town and Coulter's Point Civic Association and (2) between the Town and the individual Property Owners, stating also conditions required for those who would like to join perhaps two years later, etc. and also a decision of the maintenance of the water lines. Cost will be approximately \$2,145. per family plus appropriate hook-up fees and Engineer costs.

A motion by David A. Jarinko was for the Town to take over maintenance of the water line once it is installed to our engineers specifications. Motion was seconded by Gophery H. Richardson and passed 4 - 0.

A motion by David A. Jarinko that Coulter's Point sewer maintenance will come under our existing sewer agreement with the County, providing Town Engineers give their approval of the lines. Motion seconded by Rosalyn R. Bott and approved 4 - 0.

Bond Ordinance

The Bond Ordinance authorizes the Town to sell general obligation bonds on the open market to finance our portion of the water system. There was no objections from any of the Attorneys reviewing the Bond Ordinance. FmHA will be the only bidder.

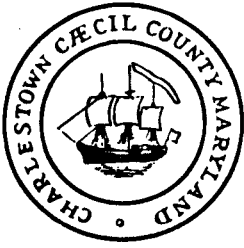
A motion by Rosalyn R. Bott to accept the ordinance was seconded by David A. Jarinko and approved 4 - 0.

Loan Resolution

A motion by Rosalyn R. Bott to agree to a Loan Resolution authorizing the signing of \$953,000. and acceptance of a \$1,516,000. grant at the time of closing of bond on September 19th. Motion seconded by Gophery H. Richardson and approved 5 - 0.

Barry Belford - Cecil County

Since there is no defined sewer or water service to surrounding areas, Barry Belford recommended that the area that was to be annexed a couple of years ago be considered as our water service area and the area of Holloway Beach be extended for sewer and water into that area. Russell Farrell suggested, if we wish to enter into water and sewer agreement with the County, let our proposal with respect to the area be served. There will be no mandatory procedures. Services shall be on a requested basis to Charlestown. A formal written agreement may be made later.



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REGULAR MEETING

AUGUST 13, 1991

- 3 -

Stormwater Management

Regulatory changes made in National Flood Insurance in 1986 and 1989 must be in the Floodplain Management Ordinance of all participating communities. All Maryland communities must incorporate these changes as soon as possible. Charlestown has until November 7, 1991, to adopt Model Ordinance.

North East High School Band - Program

Rosalyn R. Bott made a motion to support the North East High School Band program by placing a 1/4 page ad in the Marching Band Program. Motion seconded by William Roff and passed 4 - 0.

Accounts Payable

Rosalyn R. Bott made a motion and seconded by David A. Jarinko to pay the bills. Motion passed 3 - 0 with one (Gophery H. Richardson) abstaining.

Chesapeake Road - Speed Bumps

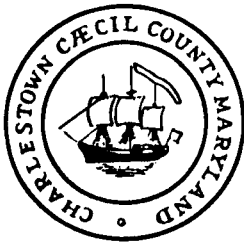
Several residents of Chesapeake Road have suggested that "speed bumps" be installed on Chesapeake Road because of speeding vehicles, 3-wheelers, etc. For the present, President Farrell will check with Deputy Joseph Letts on more police protection in that area.

Charlestown Fire Company

On a motion by Rosalyn R. Bott that the Charlestown Fire Company right-of-way easement be accepted. Motion seconded by William W. Roff and passed 4 - 0. A copy is attached to these minutes.

Richard Evans

Richard Evans has property for sale which includes a garage on a town street. An Ordinance states at transfer of ownership, property located on town streets must be removed. Mr. and Mrs. Evans have been notified.



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REGULAR MEETING

AUGUST 13, 1991

- 4 -

Larry Walker - Town Pier Dredging

Town Pier approximately 100' x 150' wide, slips approximately 12' x 25' at present. Larry Walker, Tatman & Lee Associates, explained the possibility of hydraulic dredging which would cost \$10 to \$20 cubic yard, the dredging material cheaper to move to the spoil site than the mechanical dredging, but more changes would have to be made and repermitting done. Mechanical dredging is approximately \$25.00 per cubic yard; dredging and moving to spoil site. Everything is just about in place for the mechanical dredging. Our plans and bids should be out by September or we may lose our funds. The Corps of Engineers are not happy with the possibility of changing in mid-stream.

Water Tower

The lettering on the water tower (2 shades of blue) for 2 "Charlestown" and 2 "Town Seals" will cost \$13,860. (\$6,930 per side). Seal will be visible from Bay - South.

Paving Contractor - Individual Driveways

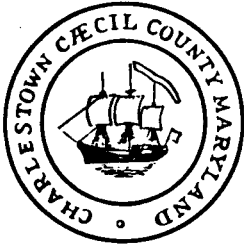
Paving Contractor, Gorun & Gatch will be available for individual driveways when they do the paving of town streets. Property owners must call the Contractor and get a zoning permit.

Mark Connor - Charlestown Manor

Mark Connor, Charlestown Manor, has agreed to the \$32,000.00 cost of getting town water and extending it approximately 1,000 feet down Edgewater Avenue. The cost to Mr. Connor would be \$15,000.00 and to the other 10 residents \$1,700.00 each plus out-of-town rates. Terms and conditions to comply with Ordinance as to single family homes and annexation if required, etc.

Mike Cupeto

If Mike Cupeto loses his zoning decision appeal, he would like permission to pave or gravel town street in front of his house for parking. Edge of road to his front porch is approximately 25' or 30' deep, 80' or 100' wide. To be carried on Agenda.



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REGULAR MEETING

AUGUST 13, 1991

- 5 -

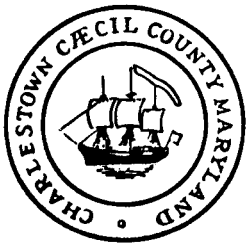
Charlestown Cemetery

There have been inquiries concerning maintenance of cemetery markers coming under the perpetual care given by the cemetery. The understanding is that the perpetual care relates only to the care of the grounds and that the cost of repairs to the stones or markers are the owners expense.

Being no further business, the meeting adjourned at 10:00 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



~~XXXXXX~~
~~XXXXXX~~
~~XXXXXX~~

Town Commissioners of Charlestown
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REGULAR MEETING

SEPTEMBER 10, 1991

The regular meeting of the Board of Town Commissioners held on September 10, 1991, was called to order at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Commissioner David A. Jarinko was absent. Also attending were: Robert Fisher, Town Administrator; Janet Spangler and Darlene McCall, Chairman, Planning and Zoning Commission.

Water Rate

A fee structure - Water Rate Resolution #91-5 will guarantee FmHA that we will have the funds to pay bills.

A motion by Rosalyn R. Bott to adopt Resolution #91-5 was seconded by William W. Roff and approved 3 - 0.

Water Meeting - September 25, 1991

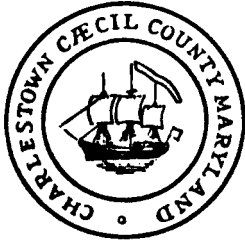
A water meeting will be held on September 25, 1991, at the Charlestown Elementary School at 7 P.M. Residents will have 45 days to pay their hook-up fee when water to their property is available. Other items to be discussed will be (1) rate, (2) scheduling, and (3) options for connections.

Louisa Lane Ext.

Mrs. Bennie Scott Freeman is selling property on Rt. #7 and Louisa Lane Extended to Steve Porter. John Scott's barn, left of Louisa Lane is believed to be an encroachment on town street. Must be rectified before signing of any deeds as street lines are not positive.

Frank Lee

The Town is obligated to provide water service to Frank Lee and Mr. Rodeheaver's property on Canvasback Lane. The cost of building an 8" line and Fire Plug to serve these properties from Baltimore Street would be approximately \$11,000. The cost of running the line from Woodland Terrace through Ralph Ritter's property would be \$6,500. saving \$4,500. The grant will pay the entire cost. The Commissioners agreed with this providing there is a signed agreement between Frank Lee and the Town.



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~~Notes & Items~~
~~XXXXXXXXXXXX~~

REGULAR MEETING
SEPTEMBER 10, 1991

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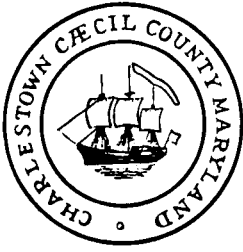
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AGENDA
SEPTEMBER 10, 1991

1. Visitors
2. Old Business: Back-up
 - a. Water System
 1. Water Rate Resolution 2a1
 2. Water Meeting
 3. Mapping of Louisa Lane
 4. Water System Bond
 - a. Bid Opening 12 PM September 16
 - b. Loan Closing 1:30 PM September 23
 5. Frank Lee
 - a. Cooperative installation 6,322.00
 - b. Canvas Back Lane line 11,875.00
 6. Hook-up for Zartler's and Bill McMullen
 7. Mapping of Louisa Lane
 8. One hook-up for Church and Parsonage
 9. Coulter's Point
 - a. Commissioned Tatman & Lee to design new sewer line
 - b. Dwight Thomey is preparing agreement for Sewer & Water
 - c. Have approximately 21 people signed up 2a8c
 10. Floors in Water Tower 2a9
 - b. Water-front Projects
 1. Drawings are being prepared
 2. Investigating putting addition 30-40 ft. pier at Boat Ramp
 - c. Gary Tudor 2c
 - d. BeckyPhillips case 2d
 - e. R. H. Johnson
3. New Business
 - a. Proposed Flood Plain Ordinance 3a
 - b. Letter to Evans, Richard
 - c. LGIT Defense of Mr. Richardson
 - d. County Letter on Boat Slip Tax and Motel Tax 3e
 - e. Storm Drain at 216 Market Street
 - f. Complaint about Skate Board Ramps
 - g. Burning Garbage 124 Conestoga Street
4. Accounts Payable



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Town Administrator

REGULAR MEETING
DECEMBER 11, 1990

The regular meeting of Board of Town Commissioners was called to order by President Russell U. Farrell Jr., on December 11, 1990 at 7:30 p.m. Other commissioners present were Rosalyn R. Bott, David A. Jarinko, Don E. Stanley, and Gophery H. Richardson. Also attending: David Mahaney and Joan Donahue, Maryland Department of Housing and Community Development; Diane and Joseph Letts; Janet Spangler, and John Spangler Jr.

David Mahaney, Joan Donahue - Maryland Department of Housing and Community Development, Indoor Plumbing Program

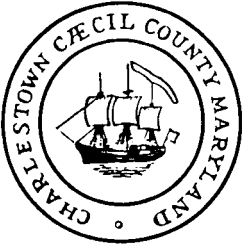
David Mahaney and Joan Donahue of the Md. Department of Housing and Community Development reported they have applications available for low interest loans for low income families in regard to the Municipal Water System - Indoor Plumbing Program. Since money is very limited at this time, they advise the applications should be filed as soon as possible and within 30 days. Some restrictions may apply - a State Inspector will check the property to see that it is structurally sound. A copy of the property deed, property tax bill, verification of income, and a good credit rating, etc. will be needed. Joan Donahue and David Mahaney are willing to meet and assist all Applicants. A notice will go out with the sewage bills.

Darlene McCall - Duck Hollow

Darlene McCall, Chairperson, Planning & Zoning Commission has review of Tatman & Lee Associates preliminary plat of Frank Lee's subdivision. Main concern is 6" water line as opposed to an 8" line. Russ Tatman said a 6" line could work providing there is a stipulation, in a public works agreement, that a loop system be across road when developed. A Public Works agreement will be drawn up by Frank Lee's attorney for approval by the Town Attorney. Discussion on fire hydrant off of Canvasback Lane in area of Rodeheaver's with an easement needed for water and sewage lines. Sewage manhole at area of Ralph Ritter's property has insufficient coverage (access area out of ground). A bond on the water and sewage (82,000 with contingencies of 12,300) does not include inspection, surveying, monument, engineering or driveways to the right-of-ways.

Minutes - November 27th, 1990

David A. Jarinko made a motion that the minutes of November 27th, 1990 be approved. Motion seconded by Don E. Stanley and passed by 4-1.



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Town Administrator

REGULAR MEETING
DECEMBER 11, 1990

-2-

Water System

When FmHA receives the draft bond documents, the bids will go out, probably as early as next week (30 day bid period).

Codification

The Public Hearing on Codification has been cancelled for December 18, 1990 and rescheduled for January 3, 1991, due to the lack of a 15 day publication requirement by the State.

Accts. Payable

David A. Jarinko made a motion that all bills be paid. Motion seconded by Don E. Stanley and approved 4-0.

Ball Field

Joseph Letts reported that a police report has been filed on the fence that was cut at the Ball field. The tennis courts are finished. The basketball court needs a couple of patches to be done again and the walk-over and final grading will be done in the spring. An Open Space Inspector will be inspecting the work within a week or two.

R. H. Johnson's billing on the ballfield will be done intermittently with the town being reimbursed by grant monies. Also reviewed were the stone wharf, town pier and stabilization of the shore line projects.

Public Hearing - Codification

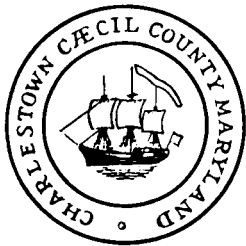
Public Hearing on Codification will be January 3, 1991.

Sewage - Billing

A discussion on the sewage billing, the current plan is every 3 months after occupancy of a new house. A suggestion that the 3 months start from date the sewage connection is in. A more definite decision will be made later.

Town Snow Removal

Commissioner G. H. Richardson reported that Charles Mars will be responsible for snow removal of the town streets this year.



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Town Administrator

REGULAR MEETING
DECEMBER 11, 1990

-3-

1991 Town Election

The Town Election to be held January 7, 1991, from 7:00 a.m. to 7:00.

Boat Ramp

Paul Kozloski, Town Administrator, reviewed with Mike Ewing, approval of wetlands permits. Army Corps of Engineers permits concerning the bad ramp construction ready in possibly 90-120 days.

Commissioners - Letter

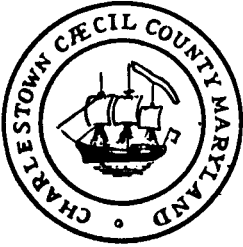
A letter to the Commissioners from the Charlestown Fire Company requesting that if the property between the fire Company and Spangler's is ever available for lease or sale, that they be given first preference.

Commissioners

Russ Farrell, President, spoke briefly to each individual Commissioner giving his comments for their help to him and the Town during the past year.

Respectfully Submitted

Doris Berry, Town Clerk



~~Bank & Boring~~

~~06/01/91 08:00:00 AM~~

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

Phone 301-287-6173

WORKSHOP MEETING

APRIL 23, 1991

The workshop meeting of the Board of Town Commissioners held on April 23, 1991, at 7:30 P.M. was called to order by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Robert Fisher, Town Administrator; Keith Baynes, Town Attorney; Russ Tatman and Pete D'Adamo, Town Engineers; Janet Spangler, Joyce Gwillim, News-Journal Reporter; and Jim DeCoursey, Reporter for the Cecil Whig.

Keith Baynes, Town Attorney

Keith Baynes, Town Attorney, told the Board of Commissioners that for the construction of the water project, the streets, avenues, right-of-ways need to be certified because the Town records are not definite.

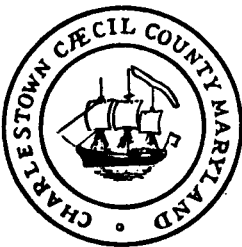
A motion by David A. Jarinko that the Town of Charlestown officially accept (if it has not done so already), the dedication of the streets, avenues, ways which are shown on a plat entitled "Charlestown Beach Estates" dated April 1919 and which is recorded among the land records of Cecil County in Plat Book S.R.A. 1A folio 128. Motion seconded by Rosalyn R. Bott and approved 4 - 0.

Tatman & Lee Associates, Inc. - Notice of Award

Don E. Stanley made a motion, "Notice to Award" contract to Paul's Utility with his knowledge that there are 3 permits plus the approval of Chesapeake Bay Critical Area Commission still outstanding. Motion seconded by Rosalyn R. Bott and passed 4 - 0. The Town is aggressively pursuing these permits from the Army Corps of Engineers, Maryland Department of Natural Resources, Non-Tidal Wetlands Division; Department of Natural Resources, Tidal Wetlands.

Notice to Proceed

After the Notice of Award, Paul's Utilities has 10 days to provide bond coverage and a certificate of insurance which is necessary for the Notice to Proceed.



Town Commissioners of Charlestown
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~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~
~~Town Administrator~~

WORKSHOP MEETING

- 2 -

APRIL 23, 1991

Water Projects - Jim D'Orazio

Jim D'Orazio of Tatman & Lee Associates, Inc. will be the contact man during the water system installation and will be available for any problems at a trailer near the location of the water tank site every day. Jim D'Orazio will hold a monthly meeting (4th Tuesday of every month) at 3 P.M. at the Town Hall for a summary report.

Ground Breaking Ceremony

Ground Breaking Ceremony for the Municipal Water System will be Sunday, June 2, 1991, at 2 P.M. at Bladen and Market Streets. A motion by Rosalyn R. Bott and seconded by Don E. Stanley to erect 2 4 x 8 signs on the outside of the cemetery fence showing Farmers Home Administration and the State supporting the water project.

Minutes - April 9, 1991

Gophery H. Richardson made a motion to approve the town minutes of April 9, 1991. Motion seconded by Don E. Stanley and passed 3 - 0.

Codification

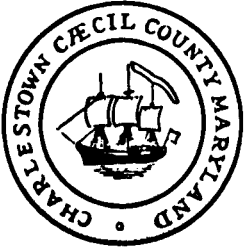
Codification books have arrived. Before being available to the Public, they will be reviewed and fees will be assigned at the next meeting.

Ward's Appeal

Commissioner Jarinko discussed the ruling given by Judge Rollins on the Charles and Marie Ward and the Town Board of Appeals dispute on renovating a house in the Historic District. Judge Rollins ordered the parties to settle the dispute themselves, however, the Board of Appeals wants a clearer ruling. A new date will be set.

Ball Field

Gophery H. Richardson motioned to approve \$12,000.00 for a 4 ft. wide



XXXXXXXXXX
XXXXXXXXXX

Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

- 3 -

APRIL 23, 1991

blacktop track on the inside perimeter of the ball field and \$1,500.00 for the walk-way between the ball field and the tennis courts. Motion seconded by David A. Jarinko and approved 4 - 0.

Tree Planting - Charlestown Elementary School

The fourth grade students of the Charlestown Elementary School will plant trees Friday, April 26, 1991, at 2 P.M. in honor of those from Charlestown who served in Desert Storm.

School Redistricting

Another appeal on the Charlestown redistricting issue will be heard by the State Board of Education in Baltimore May 21, 1991.

March of Dimes - (Birth Defects)

Commissioner Don E. Stanley, representing Charlestown, has volunteered to join other officials in greeting the participants on their "March of Dimes" (birth defects) return to the North East Park, April 27, 1991.

Portable Toilets

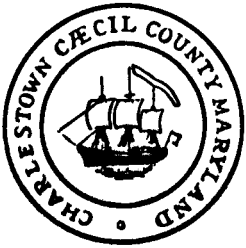
On a motion by Don E. Stanley and seconded by Rosalyn R. Bott, 3 portable toilets will be rented and placed at the Ballfield, the Town Hall Park and Veterans Park. Motion approved 4 - 0.

Zoning Permit Fees

A resolution on the new Zoning Permit fees to be effective June 1, 1991, will be ready for the next town meeting.

Water Hook-up Fee

On a motion by Don E. Stanley that an Ordinance #91-2 be on file demanding water hook-up fees paid before connection to the water system. Motion seconded by David A. Jarinko and approved 4 - 0.



~~XXXXXX~~
~~XXXXXXXXXXXX~~

Town Commissioners of Charlestown
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WORKSHOP MEETING

- 4 -

APRIL 23, 1991

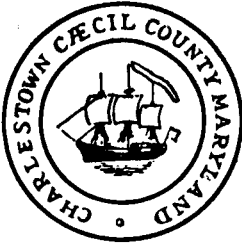
Accounts Payable

Rosalyn R. Bott made a motion to pay bills (regarding due dates),
seconded by David A. Jarinko and passed 4 - 0.

Being no further business, the meeting adjourned at 9 P.M.

Respectfully submitted,

Doris Berry, Town Clerk



Town Commissioners of Charlestown
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REGULAR MEETING

JUNE 11, 1991

The regular meeting of the Board of Town Commissioners was called to order at 7:30 P.M. by President Russell U. Farrell, Jr., on June 11, 1991. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Robert Fisher, Town Administrator; Barry Belford, Director Cecil County Board of Public Works; Joyce Gwillim, Reporter News-Journal; Jim DeCoursey, Reporter Cecil Whig; Darlene McCall, Jim Martin, and a list of visitors, including Coulter's Point Civic Association.

Coulter's Point Civic Association

There was a lengthy discussion with the Coulter's Point Civic Association concerning a petition for annexation in order to obtain water and sewer. There would probably be problems getting the paper easements or right-of-ways since the majority of residents do not want to be annexed to the Town. Residents who do want sewage would have to pay the development costs besides out-of-town rates and waive their rights to fight annexation if it would be a later requirement. The Board of Commissioners, at this time, are not interested in annexation. No motion was made.

Charlestown Manor

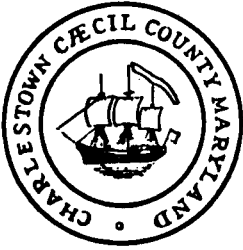
Some of the Home Owners on Edgewater Drive, Charlestown Manor, are also interested in obtaining water and sewage without annexation or agreeing to annexing at a later date if required by the Town after obtaining the services.

On a motion by David A. Jarinko to reject Charlestown Manor annexation on the listed petition was seconded by Rosalyn R. Bott and approved
4 - 1.

Barry Belford, Director of Cecil County Public Works reported that the County has a sewage project that will serve Charlestown Manor.

Mark Connor (Annexation)

Don E. Stanley motioned to reject the proposed annexation by Mark Connor (a proposal of 2 years ago on an area surrounding Charlestown Manor Beach) was seconded by Rosalyn R. Bott and approved 5 - 0.



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~~XXXXXX~~
~~XXXXXX~~

REGULAR MEETING

JUNE 11, 1991

- 2 -

Parking - Water Street

Charles Brinkman made a complaint about the parking of automobiles, etc. on Water Street and not being able to use his driveway. There is no County proposal and a Charlestown Parking Ordinance will be in effect shortly. Parking on Water Street will be by residential parking rule only and on the river side of the road.

Boat Slips

Boat slips are filled although not all are useable. Some individuals like to keep a space available for when improvements will be made next year.

Athletic Complex

Three bids are to be solicited for tennis and volley ball and soccer nets, also a walking track. Mitco will put in Diamond Tex that is needed. A "No Parking" sign will be put on the fence. A shed is badly needed for storing equipment.

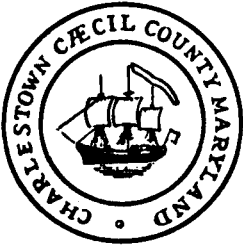
Schuman's Refuse Contract

Schuman's Refuse contract comes up for renewal July 1st. The rates would be \$9.00 per household a month if the whole town participates with the Town doing the billing. \$13.00 a month per household if the whole town is not available.

Rosalyn R. Bott made a motion to franchise the garbage contract at \$13.00 a month per household, seconded by David A. Jarinko and passed 3-1 with 1 abstaining.

Water Tank

"Blue Ice" and "Newport Blue" (wording and design) is the colors agreed upon for the Water Tank.



~~Charlestown Cecil County Maryland~~
~~Charlestown Cecil County Maryland~~

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Post Office Box 154
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REGULAR MEETING

JUNE 11, 1991

- 3 -

Resolution #91-3

Resolution #91-3, effective June 11, 1991, establishing Sewer Connection charges for all persons who connect to public sewer as set forth in the Sewer Use Ordinance. Sewage connection charge for users within Town limits will be \$2,000.00 per unit and \$2,500.00 to users outside of Town limits.

Ordinance #91-3

Don E. Stanley motioned to accept Ordinance #91-3 as amended at the Workshop Meeting, seconded by Rosalyn R. Bott and approved unanimously. The following 3 changes to the ordinance are:

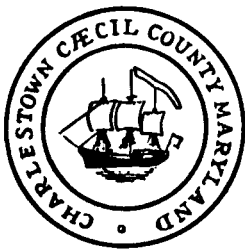
- (1) Delete 12-103(c) #9 and #10
- (2) 12-205(B) Add after "it shall be closed in a manner satisfactory to the Commissioners" - Wells shall be closed at owner's expense and this closure shall comply with all State regulation and if the Town should find the closure does not comply with the regulation, the Town has the right to reclose the well and bill the Owner for appropriate costs.
- (3) 12-301(B) Meters installed with Town regulations.

Resolution #91-4

David A. Jarinko motioned for a Stormwater Management application for a grant on a project feasibility and planning study for \$10,000.00, and commit \$5,000.00 of general revenue funds to satisfy matching requirement of the grant.

School Redistricting

Keith Baynes, Town Attorney, received a letter that the State Board of Education has upheld the local Board of Education on the redistricting of schools. The cost to residents of Charlestown if they appeal to Circuit Court would cost \$500.00 or more.



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REGULAR MEETING

JUNE 11, 1991

- 4 -

Denis Richardson - Public Works Agreement

The Board reviewed the Public Works Agreement between Denis Richardson and the Town. After some discussion, the Town requested a few changes. The agreement has been forwarded to Keith Baynes, Town Attorney, for his review and comments.

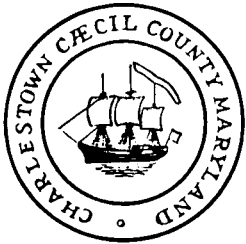
Accounts Payable

A motion by Rosalyn R. Bott to pay all bills, was seconded by David A. Jarinko and approved 4 - 0.

The business meeting adjourned 11:30 P.M.

Respectfully Submitted

Doris Berry
Town Clerk



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~~XXXXXXXXXXXXXXXXXXXX~~
~~Cecil County Administrator~~

WORKSHOP MEETING

JULY 24, 1990

The Workshop meeting of the Board of Town Commissioners held on July 24, 1990, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Also attending: Paul H. Kozloski, Town Administrator; Roby Hurley, Circuit Rider for the Chesapeake Bay Critical Areas Commission, Maryland State Office of Planning; Hershel Armour, Darlene McCall, Nancy Bowles, Janet Spangler, John Spangler, N. William Doss, Steven Vandervort, Marcia Vandervort, Charles Brinkmann, Sherri Brinkmann, Polly Binns, Cecil Whig Reporter; and R. Edward Turner, News-Journal Reporter.

Roby Hurley, Circuit Rider for the Chesapeake Bay Critical
Areas Commission

Roby Hurley discussed with the Town Board and Guests, answering questions and noting that most all of Charlestown is within the 1000 feet of the tidal areas covered by the Chesapeake Bay Critical Areas Commission.

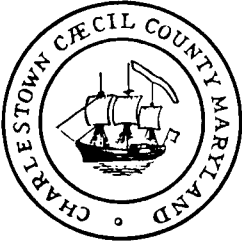
The two zones within Charlestown are "Intense Development Areas" and "Limited Development Areas". Development is guided by regulations as to Stormwater Management, Erosion Control, Wildlife Habitats and Water Quality. Applications for permits must have town approval and State Officials are available for consultation.

Roby Hurley stated that all County and Town governments have adopted the Critical Areas law into their ordinances, but if a town refuses to enforce one of the environmental rules, the State would enforce the law.

President Farrell suggested having a Public meeting at the Charlestown Elementary School so that Roby Hurley and other State Officials could answer residents questions more completely.

Water System

The applications including cost estimates, etc. have been filed for review and the Town should receive final approval around August 10th on the water system.



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WORKSHOP MEETING

JULY 24, 1990

- 2 -

Town Minutes - July 10, 1990

David A. Jarinko made a motion that the minutes of July 10, 1990, be approved. Motion seconded by Rosalyn R. Bott and passed 3 - 0.

Flag Pole

The cost amount for repair to the Flag Pole at the Wharf Site has been submitted to the Insurance Company, which was considered reasonable. The Town should hear within a week or two.

Ball Field

Mrs. Cahill of Program Open Space is not happy with the progress of the Ball Field. She will submit a letter outlining the problems with the field.

County Boca Ordinance

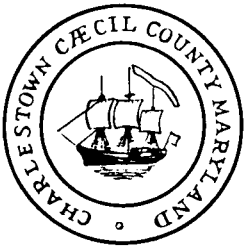
Charlestown comes under the County Boca Ordinance. The County Health Department will be notified to inspect the condition of Genevieve Patchell's home at 24 Cooper Avenue. A tenant has been reported living there with no running water or toilet facilities. Enforcement action will be taken.

Charlestown Fire Company - Parade

A motion by David A. Jarinko to ask the State Highway Department to close Rt. #267 on September 8, 1990, between 11:00 A.M. to 12:00 Noon for a Charlestown Fire Company parade was seconded by Don E. Stanley and passed 4 - 0.

Workman's Compensation

The town's Workmen's Compensation bill will be questioned since the



Town Commissioners of Charlestown
Post Office Box 154
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Phone 301 - 287 - 6173

~~Gregory J. Abbott, Jr.~~
~~XXXXXXXXXXXXXXXXXX~~
~~Town Commissioner~~

WORKSHOP MEETING

JULY 24, 1990

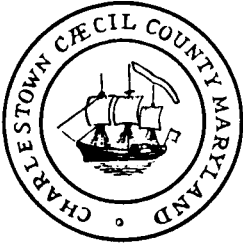
- 3 -

Commissioners only perform administrative duties.

Meeting adjourned 9:00 P.M.

Respectfully submitted,

Doris Berry
Town Clerk



Town Commissioners of Charlestown
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Phone 301-287-6173

REGULAR MEETING

JULY 10, 1990

The regular meeting of the Board of Town Commissioners held on July 10, 1990, was called to order by President Russell U. Farrell, Jr. at 7:30 P.M. Other Commissioners present were: David A. Jarinko, Rosalyn R. Bott and Gophery Richardson. Don E. Stanley was absent due to an emergency fire call. Also attending: Janet Spangler, John Spangler, Steve Vandervort, Reporter Ed Turner, News-Journal; and Reporter Polly Binns, Cecil Whig.

Minutes - June 26, 1990

Rosalyn R. Bott made a motion to approve the minutes and David A. Jarinko seconded. All approved.

Zoning Books

Commissioner David A. Jarinko suggested we have at least 10 - 15 zoning books copied so the Zoning members can each have a copy while we are waiting for the new ones from General Code. President Russell U. Farrell suggested we get that taken care of this week.

Sewer User Fee Increase

President Russell U. Farrell said there was nothing new to report regarding the sewage increase until we meet with the County.

Water System

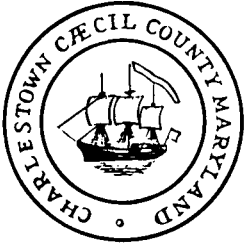
Russell Farrell told the Board we would know more about the water system after the scheduled meeting with the State and FmHA on Thursday.

Zoning Amendments

Russell Farrell stated he will have Town Administrator Paul Kozloski call General Code to see how they are moving along on the codification.

Ballfield

The Commissioners discussed the ballfield and they are somewhat dissatisfied with the condition of the field. They concur that the ballfield needs some improvements. They also agreed to leave the ball diamond gates open on a trial basis.



Town Commissioners of Charlestown
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REGULAR MEETING

- 2 -

JULY 10, 1990

Critical Area

Russell Farrell informed the Board that the State has given us a grant for \$1,000 for work on the critical area.

Emergency Parking Sign

David Jarinko told the Board that Deputy Joe Letts suggested we change our emergency parking sign to read: Fire Boat Parking Only, instead of Emergency Fire Boat Parking. The Town Board agreed that the sign should be changed. They will look in to getting a new sign this week.

Resignation - Wilmer Woodhull - Planning & Zoning

Russell Farrell announced that Wilmer Woodhull officially resigned from the Planning & Zoning Board. Russell Farrell told the Board he would like to nominate Susan Gell to fill Wilmer Woodhull's vacancy. David Jarinko made a motion to appoint Susan Gell to serve on the Planning & Zoning Board for the remainder of Wilmer Woodhull's term was seconded by Gophery Richardson. The motion passed 3-0.

Telephone

Rosalyn Bott suggested that we get a new phone to replace the one on Paul Kozloski's desk and also purchase a new adding machine. Russell Farrell told Rosalyn Bott to take care of the adding machine and he would take care of getting the phone.

Accounts Payable

David Jarinko made a motion to pay the bills and Gophery Richardson seconded. Motion passed - all approved.

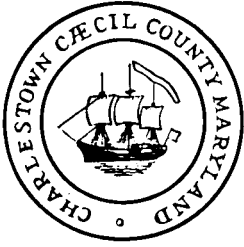
Cost of Appeals

David Jarinko suggested we use our taping system instead of the court stenographer for appeals. The Board agreed to check and see if our attorney says it is legal.

Meeting adjourned 7:50 P.M.

Respectfully submitted,

JoAnn Speck



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

Phone 301-287-6173

~~XXXXXXXXXXXXXXXXXXXX~~
~~XXXXXXXXXXXXXXXXXXXX~~
~~Town Administrator~~

WORKSHOP MEETING

AUGUST 28, 1990

The Workshop meeting of the Board of Town Commissioners was called to order at 7:30 P.M. by President Russell U. Farrell, Jr., on August 28, 1990. Other Commissioners present were: Gophery H. Richardson and Don E. Stanley. Commissioners Rosalyn R. Bott and David A. Jarinko were absent due to vacation. Also attending were: Paul H. Kozloski, Town Administrator; Polly Binns, reporter for the Cecil Whig; Joy Gwilliam, reporter for the News-Journal; Janet Spangler and Max Klessig.

Max Klessig

Mr. Klessig was inquiring if the Town would be able to help financially or in some way to straighten out the property boundaries in the 200 block of Market Street. All property appears to be wrong. Mr. Klessig was advised that each property owner would need to have survey's made of their property or perhaps refer to their attorneys.

Town Minutes - August 14, 1990

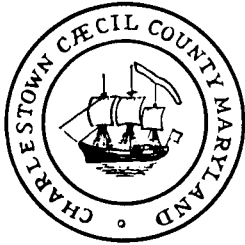
Don E. Stanley made a motion to approve the minutes of August 14, 1990. Motion seconded by Gophery H. Richardson and passed 2 - 0.

Water System

State Senators and Congressmen are working with the State and Farmers Home Administration to clear grants for a water system for Charlestown. We should hear something definite around the 4th of September, 1990.

Ball Field

The Town was notified by Charlotte Cathell, Regional Coordinator of Program Open Space that state funds for the Ball Field would be held back until the deplorable condition of the ball field was corrected. Crouse Construction, who will do the work estimated \$500 or \$600 worth of grading will be needed along with Diamatex, a water absorbent.



XXXXXXXXXXXXXXXXXXXX
Grayson L. Addon, Jr.
XXXXXXXXXXXXXXXXXXXX
Town Administrator

Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

- 2 -

AUGUST 28, 1990

Once the field is inspected and approved by Program Open Space, the rest of the funds will be released and the plans will be completed.

Parade - Charlestown Fire Company

The Charlestown Volunteer Fire Company will have a parade September 8, 1990, at 11:00 A.M., starting at the Charlestown Elementary School on Baltimore Street, (Rt. #267) continuing on Cecil Street to Market Street and up Bladen Street to Louisa Lane. On Louisa Lane to Water Street to Conestoga and Bladen Streets to the Fire Department.

1990 Census

The preliminary count in the 1990 Census report lists the Town's population as 638 with 35 or 40 vacant homes. The population has been undercounted and this could effect the town in the way of federal and state grants and loans. The Town will try to arrange a meeting with someone from the Census Bureau.

Utility Pole - Conowingo Power Co.

Mr. Nihill of Conowingo Power Company, Philadelphia Office inspected utility pole #99 and #101 at Market and Bladen Streets. He advised a light could be adjusted in 2 weeks and a new light installed on pole #101 at a cost of \$159.00 a year, which would improve the intersection.

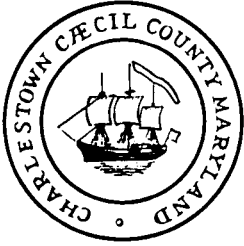
Don E. Stanley motioned for an additional light on pole #101 at the cost of \$159.00 a year. Motion seconded by Gophery H. Richardson and approved 2 - 0.

RV Park - Holloway Beach

Recreational vehicles at Holloway Beach are limited to 8' wide.

Charlestown Volunteer Fire Department - Annual Drive

There was no objection to the annual donation (budgeted for \$1,100.00) for the Charlestown Volunteer Fire Company.



Town Commissioners of Charlestown
Post Office Box 154
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Phone 301-287-6173

~~Subject: D. Williams, Jr.~~

~~From: Charlestown~~

WORKSHOP MEETING

- 3 -

AUGUST 28, 1990

North East High School - N. E. Band Crew

The North East Band Crew of the North East High School will receive continued donation as in the past.

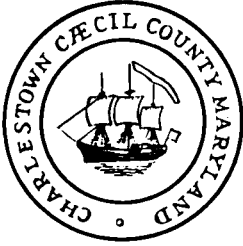
Thank You Cards

Thank You cards were received from Peter M. Williams for his plaque and from St. John's Methodist Church Sunday School for use of the Veterans Park for their picnic.

Meeting adjourned 8:00 P.M.

Respectfully submitted

Doris Berry, Town Clerk



XXXXXXXXXX
William C. Farrel
Town Administrator

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

Phone 301 - 287 - 6173

REGULAR MEETING

AUGUST 14, 1990

The regular meeting of the Board of Town Commissioners held on August 14, 1990, was called to order by President Russell U. Farrell, Jr. at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and Don E. Stanley. David A. Jarinko was out of Town. Also attending: Pete Williams, Doris Berry, Diane Letts, Janet Spangler, Reporter Polly Binns, Cecil Whig; and Joy Gwillim Reporter for the News-Journal.

Pete Williams - Plaque of Recognition

Pete Williams was presented with a plaque of recognition for his many years of dedicated service to the Town. President Russell U. Farrell stated that Pete Williams was the founding father of our planning and zoning. Pete said he was stunned and surprised and truly touched.

Approval of July 24, 1990 Minutes

Don E. Stanley made a motion to approve the minutes of July 24, 1990 and Gophery Richardson seconded. All approved.

Spanglers

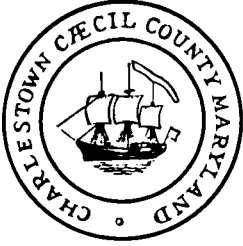
There was some discussion and Mrs. Spangler informed the Board that she was not going to proceed with installing a new sewage line as previously planned due to so many problems. Mrs. Spangler said they have installed a pumping system.

Water System

Russell U. Farrell stated that he talked to Roger Person's from FMHA and Roger said he has not received any information regarding the water system. He said he will notify Mr. Farrell as soon as he hears anything. Russell Farrell also told the Board that County Bank is very interested in loaning us money to get started with the water system.

Lee's Marina - Bob Bender

Russell U. Farrell stated Mr. Bender would like to meet with the Town Board to discuss water rates. Gophery Richardson agreed to set up a time with Mr. Bender to meet with the Commissioners.



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Phone 301 - 287 - 6173

~~Don E. Stanley~~
~~Don E. Stanley~~

REGULAR MEETING

- 2 -

AUGUST 14, 1990

Mini-Bikes - 4 Wheelers

There was a discussion about the need for an ordinance to restrict 4 wheelers and mini-bikes. Russell U. Farrell stated we have an ordinance against unauthorized vehicles so mini-bikes and 4 wheelers should be covered.

Saf-t-Coalition

Russell U. Farrell stated that they had not had time to look into this matter so it was put on hold until the next meeting.

Graveyard - Trash & Loitering

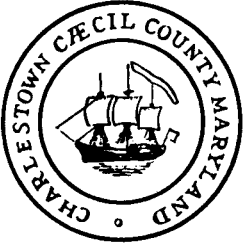
Rosalyn R. Bott told the Board there has been numerous complaints about the loitering by the graveyard fence. The mowing people are complaining about the amount of trash that is in the graveyard. Rosalyn R. Bott suggested we could post "No Parking-9:00 P.M. - 6:00 A.M." and "No Loitering" signs. There has also been complaints about all the people walking through the graveyard and past the ministers house. There was some discussion about putting up a fence behind the hedge in the graveyard to cut down on the traffic and the trash. Russell U. Farrell said they would check into getting a fence.

Carty Dennison - Parks & Recreation

Carty Dennison from Parks and Recreation addressed the Board concerning the Ballfield on Frederick Street. Carty told the Board he looked at the Ballfield and it's condition was deplorable. Carty said he received a copy of the letter that Ms. Cathell sent to the Town reprimanding them for the condition of the ballfield. Carty stated he was here first to criticize and then second to try and help. Carty suggested we lock up the ballfield for safety reasons. Then he said he would get a couple of experts to come and look the ballfield over so they could give us some recommendations to remedy our problems with the field. The Board agreed to meet with Carty and the experts and try to get the ballfield fixed as soon as possible.

Trees - Post Office

The Board discussed buying new trees to replace the ones that died outside the Post Office. Don E. Stanley made a motion to purchase the same type trees that were there. Rosalyn R. Bott seconded and the motion passed 3 - 0. Gophery H. Richardson agreed to take care of this project.



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

REGULAR MEETING

- 3 -

AUGUST 14, 1990

Richardson Subdivision

Gophery Richardson ask Russell U. Farrell if his subdivision was going to be signed. Russell U. Farrell stated he did not know the status of the subdivision until he talked with Joe Mahoney on Wednesday.

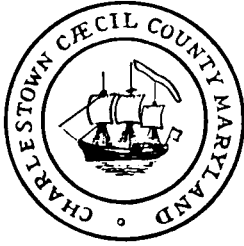
Accounts Payable

Don E. Stanley made a motion to pay the bills as amended. Rosalyn R. Bott seconded and the motion passed 2 - 0. Gophery H. Richardson abstained.

Meeting adjourned 8:45 P.M.

Respectfully Submitted,

JoAnn Speck
Town Clerk



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

Phone 301 - 287 - 6173

WORKSHOP MEETING

SEPTEMBER 25, 1990

The Workshop meeting of the Board of Town Commissioners held on September 25, 1990, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: David A. Jarinko, Rosalyn R. Bott and Gophery H. Richardson Jr. Commissioner Don E. Stanley was absent. Also attending: Darlene McCall, Chairman Planning and Zoning; Hershel Armour, Janet Spangler, Carty Dennison, Dan Dougherty, Commander V.F.W. Post 6027; Reporter Polly Binns, Cecil Whig; and Reporter Joy Gwillim, News Journal.

Dan Dougherty & Carty Dennison

Dan Dougherty, Commander North East V.F.W. Post 6027; and Carty Dennison presented the Town a check for \$2,000 to help with the completion of the Ball Field. The Commissioners said they appreciated the help from the V.F.W.

Darlene McCall - Frank Lee's Subdivision

Darlene McCall stated she wanted to address the Town Board concerning Frank Lee's Subdivision (Duck Hollow). Mrs. McCall stated that the Town engineers, Tatman & Lee had gone over Frank Lee's Subdivision Plan's and have made recommendations on what has to be done. Mrs. McCall said Tatman & Lee have suggested that we require Frank Lee to post a bond for \$250,000 and that the Town should draw up a Public Works agreement with Mr. Lee. David A. Jarinko made a motion that we accept the estimate of the Town engineers that Frank Lee be required to post a bond for \$250,000 to cover the publically required improvements for Duck Hollow. Rosalyn R. Bott seconded the motion and it passed 3 - 0.

Minutes - September 11, 1990

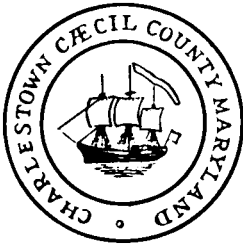
Commissioner David A. Jarinko made a motion to approve the September 11, 1990, minutes. The motion was seconded by Gophery H. Richardson and passed 3 - 0.

Water System

President Russell U. Farrell stated there was nothing new to report on the water system at this time.

Town House

President Russell U. Farrell reported that the Town House tenant; Doreen Cassidy, is almost three months in arrears. Paul Kozloski, Town Administrator; will send a letter stating that if payment is not made we will start eviction proceedings.



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

WORKSHOP MEETING

SEPTEMBER 25, 1990

- 2 -

Ballfield

Rosalyn R. Bott stated she had the Town workers pick up stones out of the ballfield. Ms. Bott also stated that Don E. Stanley ordered the grass seed but it needs to be put down. The ballfield is supposed to be ready to be played on by October 15. Ms. Bott stated that all the locks have been cut off the gates at the ballfield.

Paul Kozloski

Town Administrator; Paul Kozloski, gave a report to the Commissioners concerning the tasks he has accomplished and some suggestions on how to run the Town more smoothly and efficiently. There was a lot of discussion on the issues outlined in Mr. Kozloski's report. The Board elected not to make any changes at this time.

Water Ordinance

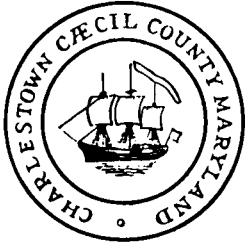
Russell U. Farrell stated there has not been a Water Ordinance drawn up at this time.

Public Hearings - Board of Appeals

The Board of Town Commissioners felt there was a need to discuss some of the Public Hearing procedures. They had previously voted that the appellant was not required to have a court stenographer unless the appellant requested one, but the Board of Appeals has stated the Board will not hear the case unless the appellant has paid the fee for a court stenographer. The Town Commissioners agreed that they should set up a time to meet informally with the Board of Appeals to discuss fee's and procedures to be set for Board of Appeal's hearings.

Spangler's Lease

President Russell U. Farrell stated that the Spanglers had not paid their lease payment for September. President Farrell ask Mrs. Spangler if she was going to pay her lease and she expressed she did not want to discuss the matter at this time. Commissioner Gophery H. Richardson, stated the Spanglers should be allowed to pay the \$200 lease payment instead of the \$500 payment that is stated in their lease agreement. Rosalyn R. Bott stated she thought the late charges should be waived. After a lot of discussion Rosalyn R. Bott made a motion the the Spangler's lease payment stay at the present rate of \$200 for September and pro rate the month of October if needed and waive the late charges. Gophery H. Richardson seconded the motion and it was approved 3 - 0. President Russell U. Farrell stated that he was in opposition to the motion.



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WORKSHOP MEETING

SEPTEMBER 25, 1990

- 3 -

Fire Company Lot - Hershel Armour

Hershel Armour told the Town Board that he had received a copy of the letter that Roby Hurley sent to the Town suggesting that the Town apply for Growth Allocation from the County to change the critical area from LDA to IDA on the Fire Company Lot. President Russell U. Farrell stated the Board will look into the time frame they have to apply for the Growth Allocation.

Rosalyn R. Bott - Report and Complaints

Rosalyn R. Bott told the Board that the church would like to have permission to trim the trees by the church. The Board said they had no problem with trimming the trees.

In other issues Ms. Bott stated the people from Louisa Lane extended have requested a street light be installed. The Board agreed to have Paul Kozloski, Town Administrator; call Mr. Nihill from the power company to have one installed.

Ms. Bott stated that she had Charlie Mars look at the playground to make the necessary repairs. The Commissioners said it was all right to have the necessary repairs made.

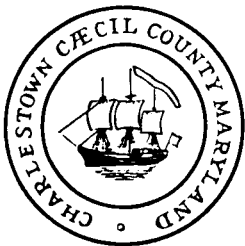
Ms. Bott said the Town is having the posts straightened around the grave yard and Ms. Bott suggested that the Board notify the Sheriff's Department to keep the kids off the fence until the cement around the posts has time to set up and also have the Deputies patrol Louisa Lane extended.

Ms. Bott said she thought there was so much confusion about recycling that the Board should request that Mr. Schuman come to a meeting to discuss the recycling program. The Board agreed that was a good idea.

Being no further business, the meeting adjourned at 9:05 P.M.

Respectfully Submitted,

JoAnn Speck, Town Clerk



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

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REGULAR MEETING
SEPTEMBER 11, 1990

The regular meeting of the Board of Town Commissioners was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. on September 11, 1990. Other Commissioners present were: David A. Jarinko, Gophery H. Richardson and Don E. Stanley. Commissioner Rosalyn R. Bott was absent. Also attending: Polly Binns, Reporter for the Cecil Whig; Mrs. Janet Spangler and Carty Dennison, Cecil County Parks & Recreation.

Town Minutes - August 28, 1990

Don E. Stanley motioned to approve the town minutes of August 28, 1990. Motion seconded by Gophery H. Richardson and passed 3 - 0.

Water System

The water System for Charlestown has been approved. The Highway Department permit for construction should be ready this week. Railroad (Amtrak) permits should be ready by the end of the month. Paper work to the State and from Tatman & Lee Associates, Town Engineers, should be completed shortly with bids expected to go out in 30 days.

A Water Ordinance is needed.

Information to be obtained on a loan (1.2 million) from County Bank.

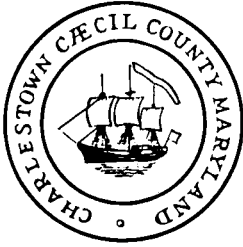
Tuesday, September 18, 1990, a meeting will be held at 7:00 P.M. with the Commissioners and Bob Bender to discuss the water system in relation to Lee's, Pat's and Charlestown Marinas.

Town House

Commissioner David A. Jarinko will take care of the Town House. The lease comes up for renewal November 1, 1990.

Ball Field

Carty Dennison showed the Commissioners pictures taken before and after the improvements were made at the Ball Field. The Town had been cited for the deplorable condition of the field. Mr. Dennison suggested having part of the outfield reseeded, back-stop repaired and rocks picked up. The Ball Field should be completed in approximately two (2) weeks.



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REGULAR MEETING

SEPTEMBER 11, 1990

- 2 -

Town Bulletin Board

Commissioner Don E. Stanley suggested a Bulletin Board to be posted outside of Town Hall where the Administrator's hours could be posted as well as the Commissioners Minutes and other town notices. Commissioner Stanley will look into the cost, etc.

Accounts Payable

David A. Jarinko motioned to pay all bills. Motion seconded by Don E. Stanley and passed 2 - 0. Gophery H. Richardson abstaining.

School Redistricting

President Russell Farrell will request from the Board of Education information on redistricting the Charlestown school district. Information circulating has junior and senior high school students being transferred to the Perryville junior and senior high schools.

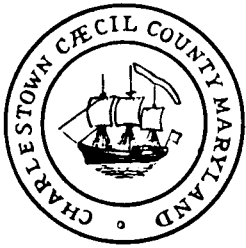
Codification

A Representative from General Code Publishers, Inc., will meet with the Town Commissioners on September 12, 1990, to discuss the ordinances, etc.

Being no further business, the meeting adjourned 8:30 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

OCTOBER 23, 1990

The Workshop meeting of the Board of Town Commissioners held on October 23, 1990, was called to order by Vice-President David A. Jarinko; at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Don E. Stanley and Gophery H. Richardson Jr. President Russell U. Farrell, Jr., was out of town on business. Also attending: Darlene McCall, Chairman Planning & Zoning; Edgar McMullen, Janet Spangler, Dave Langley, WSER Radio; Reporter Joy Gwillim, News Journal; and Mr. & Mrs. Schuman; Schuman's Refuse Service.

Darlene McCall - Chairman Planning & Zoning

Darlene McCall told the Board of Town Commissioners that John McMullen had officially resigned from the Planning Commission. David Jarinko stated John McMullen had done a very good job serving on the Planning Commission and they were all sorry to hear he was resigning. Darlene McCall went on to say that she wanted to recommend to the Town Board that Janet Shriver be appointed to fill the vacancy on the Planning Commission. After some discussion the Board decided to wait until the next meeting to make a decision.

Ball Field

Commissioner Don E. Stanley told the Board that the grass had been planted on the ball field and it was ready to be played on. Don E. Stanley stated he would like to start on the tennis courts and the track after official notification from Open Space that the ball field met with their satisfaction.

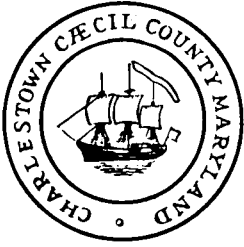
Schuman's Refuse

Mr. and Mrs. Schuman came to the meeting to discuss their recycling program. Mr Schuman stated that the only required recyclables at this time is yard waste. If residents want to recycle they can but it is not required at this time. All recyclables should be put in 32 gallon trash cans and be marked on the container Recyclables. Yard waste must be put in paper bags. Trimmings must be tied in bundles no longer than four feet.

Codification

Commissioner David A. Jarinko stated the Board met with General Code a few months ago to make changes to be included in the codification. David A. Jarinko said that Gophery H. Richardson said there were several little word changes he thinks should be made. Following are the changes to be made.

(A copy of the changes will be attached to these minutes.)



Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

OCTOBER 23, 1990

- 2 -

Codification - con't

The Charlestown Board of Commissioners unanimously approved the amendments to Ordinance 90-1 and 90-2. Don E. Stanley made a motion to accept the package for advertisement. Rosalyn Bott seconded the motion and it was approved 4-0.

Resolution 90 - 2

David A. Jarinko stated that at a previous meeting with the Town Commissioners and the Board of Appeals they decided that at each Board of Appeals hearing there must be a court stenographer and the required fee to be posted by the appellant is \$250. Rosalyn Bott made a motion that we accept Resolution 90-2 as written. The motion was seconded by Don E. Stanley and approved 4-0.

Water System

David A. Jarinko stated everything was going smoothly except FHA requires that the water lines lay in public ways or easements. Dave said we are all right on the Price & Price streets but we may have to get easements form all the other streets. Joseph Mahoney, Town Attorney; will discuss this situation with Roger Persons form FHA.

Town House

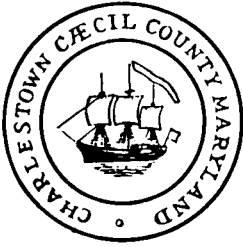
David A. Jarinko stated that the Town House tennant, Doreen Cassidy; is three months in arrears and the Town attorney has been instructed to start legal action for eviction.

Boat Ramp Project

After some discussion on the Boat Ramp Project Don E. Stanley made a motion that the Town Administrator make the Boat Ramp Project a top priority and do what ever is necessary to make it a completed project by May 1, 1990. Gophery H. Richardson seconded the motion and it was approved 4 - 0.

Ward Appeal

David A. Jarinko told the Town Board that Mr. & Mrs. Charles Ward have appealed the Charlestown Appeals Board decision to Circuit Court.



Town Commissioners of Charlestown
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WORKSHOP MEETING

- 3 -

OCTOBER 23, 1990

Election Board

At the October 9, 1990, meeting the Town Commissioners appointed Diane M. Letts, Chief Judge; Ruth Lewis and Ester Heisler as regular judges. Doris Berry confirmed that Ester Heisler accepted the appointment as judge with Doris Berry as alternate. Don E. Stanley made a motion to accept the appointments. Rosalyn Bott seconded the motion and it was approved 4 - 0.

Accounts Payable

Don E. Stanley made a motion to pay the bills and Gophery H. Richardson seconded the motion. The motion passed 4 - 0.

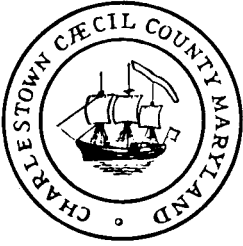
Community Bulletin Board

Don E. Stanley stated that he checked the prices for an aluminum bulletin and a wooden bulletin board. The aluminum board was \$207 and the wooden board was \$180. After some discussion Don E. Stanley made a motion to buy an aluminum bulletin board to display Town information and Rosalyn Bott seconded the motion. The motion was approved 4 - 0.

Being no further business, the meeting adjourned at 9:50 P.M.

Respectfully submitted,

JoAnn Speck, Town Clerk



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

Phone 301-287-6173

~~XXXXXXXXXXXXXXXXXXXX~~
~~XXXXXXXXXXXXXXXXXXXX~~
~~Town Administrator~~

REGULAR MEETING

OCTOBER 9, 1990

The regular meeting of the Board of Town Commissioners held on October 9, 1990, was called to order by President Russell U. Farrell, Jr., at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and Don E. Stanley. Commissioner David A. Jarinko was absent. Also attending: Rebecca Phillips, Janet Spangler, Reporter Stephanie Palko, Cecil Whig; Joy Gwillan, reporter with the News-Journal.

Rebecca Phillips

Mrs. Phillips stated her cemetery lot in the new section has 4 corner markers and a small flat marker which has fallen below ground surface and is difficult to find. She would like to raise them 4 or 5" above ground level. Ordinance #88-4 rules that all markers are to be flush with the ground. After some discussion, Gophery H. Richardson motioned to allow Mrs. Phillips to have the stones raised 4 - 5" above ground level. Since there was no second to the motion, Commissioner Richardson withdrew his motion and replaced it with a motion that Mrs. Phillips be allowed to raise the stones 2 - 3" above ground level, seconded by Don E. Stanley and passed 2 - 1.

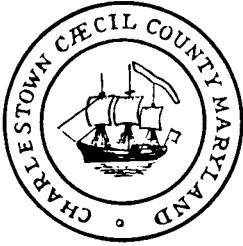
Mrs. Phillips owns a lot, 16,000 sq. ft., near Woodland Terrace and since the Zoning rules have changed since she purchased her lot, wanted to know if it could be sold as a building lot. That lot, at the present, would have to be 20,000 sq. ft. Mrs. Phillips was told she would have to go before the Zoning Board for a decision.

Ball Field

On October 10 Commissioner Stanley will see to the grading and seeding of the Ball Field and by Saturday have the bases completed and ready for inspection Monday by the State and Program Open Space. It was reported, falsely, that Charlestown refused the Babe Ruth League of North East access to the Charlestown Ball Field. A letter will go on the list for any group wishing to use the field.

Census

The census of Charlestown resulted in an error and Charlestown is being recanvassed and recounted.



Town Commissioners of Charlestown
Post Office Box 154
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REGULAR MEETING

- 2 -

OCTOBER 9, 1990

Town House

Tenants of the Town House are 3 months rent in arrears which will be turned over to Attorney Keith Baynes for action.

Spangler - Lease

Mrs. Spangler's rent of \$200.00 for October, 1990, which was not paid was discussed. Mrs. Spangler's opinion that the set fee is still \$200.00 per month with October being pro-rated depending on what day they move into their own section and the property is transferred back to the Town.

Halloween Trick or Treat

Halloween Trick or Treat will be Wednesday, October 31st from 6:00 P.M. to 8:00 P.M. on a motion made by Don E. Stanley. Motion seconded by Gophery H. Richardson and passed all in favor.

Schuman Refuse Service

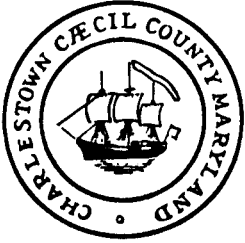
Schuman's Refuse Service can raise their rate to families in Charlestown the same percent as the County raises fees to him. He also has a recycling trailer picking up what has been put out correctly.

County Comprehensive Plan

The County has accepted all changes on Charlestown that has been requested for the County Comprehensive Plan. It will probably be adopted at the next County Commissioners meeting.

Accounts Payable

Don E. Stanley made a motion that all bills be paid. Motion seconded by Gophery H. Richardson. All in favor.



Town Commissioners of Charlestown
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REGULAR MEETING

- 3 -

OCTOBER 9, 1990

Sewage Rates - Increase

Don E. Stanley made a motion that residents who already paid their sewer user fee for the entire 1990 year, the rate will stay firm for the current year. Motion seconded by Gophery H. Richardson and passed all in favor.

Planning & Zoning Commission

Rosalyn R. Bott made a motion to reappoint Darlene McCall and John McMullen to the Planning Commission for a new 5 year term expiring 1995. Motion seconded by Don E. Stanley. All in favor.

Board of Appeals

The Board of Appeals will meet with the Town Commissioners tomorrow night at 7:30 P.M. to discuss Court Stenographers, court fees, etc.

Water System

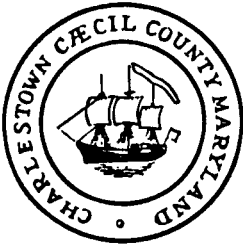
On Thursday, October 11, 1990, at 10:30 A.M. the Town Commissioners will meet with Peter D'Adamo of Tatman & Lee Associates, Inc., Roger Persons of FmHA, a representative of the State, Gary Bott and Ronald Daniels of the Charlestown Fire Company to discuss the water system plans and offer suggestions if any.

Sewage User Fee (Hook-Up Fee)

According to the agreement the Town made with the County in 1977, there would be no sewage hook-up fee to the County from the residents of the Town of Charlestown. The County is now charging new residents \$3,250.00 hook-up fee. Commissioners will consult with Town Attorney, Joseph Mahoney on October 18, 1990.

Election Board

The appointments of the Election Board for 2 years is due. Doris Berry, Election Board Judge asked to exchange places with Esther Heisler, Alternate. The Board up for reappointment would be: Diane M. Letts, Chief Judge, Ruth Lewis, Esther Heisler with Doris Berry as Alternate.



Town Commissioners of Charlestown
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Phone 301 - 287 - 6173

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REGULAR MEETING

- 4 -

OCTOBER 9, 1990

Voting Machines

Discussion over voting ballots or voting machines took place on the ballots being marked "Vote for Three" and some people claiming they voted for three only because they thought their ballot would not count if they didn't. The County Voting Machines are also marked "Vote for whatever number 1-2-3 ?". An argument ensued when Commissioner Richardson said "we will have voting machines this year" The idea is not against voting machines but the approach of being forced to have them. Decision will be delayed until the next meeting.

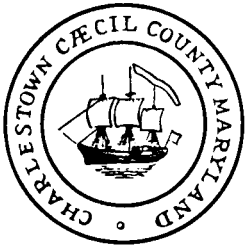
Codification

Minor changes were suggested for subdivision ordinances. Commissioner Richardson suggested some deletions, President Farrell would like to have subdivision fees set by resolution. Changes will be typed up for possible review at the next meeting October 23rd. Each change should be reviewed one by one and also with the Zoning Board.

Redistricting Schools

The Board of Education plans to change the school boundaries next year, and Charlestown's middle and high school students would be sent to the Perryville schools. Parents are planning to appeal the Board of Education decision and the Board of Town Commissioners will back them up 100% in speaking against redistricting and will also support legal advice to represent them if necessary, but the parents will lead the appeal to the Board of Education.

A motion by Don E. Stanley to authorize President Farrell in his official capacity, in the matter of redistricting the schools, to write letters, etc., to both the Cecil County Board of Education and the State Board in support of the parents. Motion seconded by Rosalyn R. Bott and passed All in Favor.



Town Commissioners of Charlestown
Post Office Box 154
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Phone 301-287-6173

~~Garrison L. Abbott, Jr.~~
~~XXXXXXXXXXXXXXXXXXXX~~
~~Town Commissioner~~

REGULAR MEETING

- 5 -

OCTOBER 9, 1990

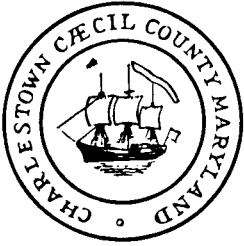
Private Regional Development Corp.

A Development Commission (f.f.I. design group) funded by grants, etc., providing opportunities for giving jobs in the area of Rising Sun, Port Deposit and Charlestown. The Commission would consist of Erma Keetley, Mayor of Port Deposit; Cather Lane, Mayor of Rising Sun; Russ Farrell, President of Charlestown; Paul Kozloski, Town Administrator as Secretary-Treasurer; and 3 members of the Development Commission which has done a lot for Port Deposit in Tome and Bainbridge Area. Rising Sun was offered off track-betting in Cecil County. Charlestown Commissioners are willing to listen to a member of the Development Commission for more information concerning this project for Charlestown providing it does not take longer than ½ hour or 45 minutes.

Meeting adjourned 9:00 P.M. and went into Executive Session.

Respectfully submitted

Doris Berry, Town Clerk



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

Phone 301-287-6173

~~Granger, Tim Abbott, Jr.~~
~~Town Administrator~~

REGULAR MEETING

NOVEMBER 13, 1990

The regular meeting of the Board of Town Commissioners held on Tuesday, November 13, 1990, was called to order at 7:00 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, Don E. Stanley and Gophery H. Richardson. Commissioner David A. Jarinko was absent. Also attending: Tim Granger, American Engineering & Surveying; Melvin and Carol Reeside, Darlene McCall, Chairman, Planning & Zoning Commission; Hap Bauer, Mr. & Mrs. Breuninger, Mr. Jack McCoughry and Janet Spangler.

Tim Granger - American Engineering & Surveyors

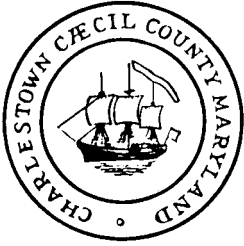
Tim Granger, Surveyor for Frank Lee's "Duck Hollow" concerning bills with Tatman & Lee Associates. Tatman's bill for Frank Lee is \$1,552.59. American Engineering & Surveyors paid in April for Frank Lee's 13 Lots, \$275.00 and in October for 8 lots, \$180.00 for a total of \$455.00. Discussion was over balance of the bill which Commissioners don't believe taxpayers should be responsible for. Frank Lee offered to pay the balance of the bill and the final plat for 8 lots will be \$640.00. Review fees should be incorporated.

Mr. & Mrs. Melvin Reeside, Mr. & Mrs. Breuninger, & Jack McCoughry

Mr. & Mrs. Melvin Reeside, Mr. & Mrs. Breuninger and Jack McCoughry are all interested in getting permission to hook into the Town sewage system at their cost even though the grants have been dropped. Hook-up charge besides running their line would be \$1,000. to the Town and \$3,200. to the County with the Town Engineer being consulted at their expense. Quarterly fee is \$59.00. They are going to get a petition and present it to the Town.

Hap Bauer - Holloway Beach

Hap Bauer of Holloway Beach had gotten permission from the Board of Town Commissioners to hook into the sewage system last May providing he consulted Tatman & Lee Associates, etc. Tatman & Lee Associates will do his drawings, and he will bring them to the Board.



Town Commissioners of Charlestown
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Phone 301-287-6173

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REGULAR MEETING

NOVEMBER 13, 1990

* AMENDED 1ST PAGE

The regular meeting of the Board of Town Commissioners held on Tuesday, November 13, 1990, was called to order at 7:00 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, Don E. Stanley and Gophery H. Richardson. Commissioner David A. Jarinko was absent. Also attending: Tim Granger, American Engineering & Surveying; Melvin and Carol Reeside, Darlene McCall, Chairman, Planning & Zoning Commission; Hap Bauer, Mr. & Mrs. Breuninger, Mr. Jack McCoughry and Janet Spangler.

Tim Granger - American Engineering & Surveyors

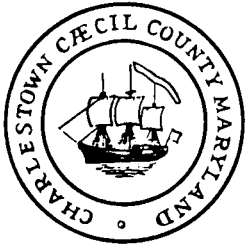
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Hap Bauer - Holloway Beach

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XXXXXXXXXXXXXXXXXXXX
Stanley E. Abbott, Jr.

XXXXXXXXXXXXXXXXXXXX
Town Commissioners

REGULAR MEETING

- 2 -

NOVEMBER 13, 1990

October 23, 1990 Minutes

Minutes of October 23, 1990, was tabled until the next meeting on a motion by Don E. Stanley. The Zoning Ordinance will be discussed in more detail at that meeting. The Subdivision Ordinance is ready for advertisement.

Athletic Complex

Basketball Court and Tennis Courts are under construction and should be completed by Christmas. A Charlestown Athletic Complex sign will be erected.

Darlene McCall, Chairman, Planning & Zoning

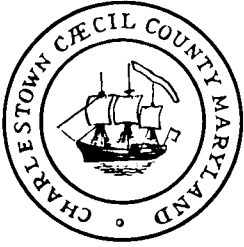
Darlene McCall, Chairman of Planning & Zoning Commission, reported that Howard Hall's appeal to the Board of Appeals was turned down and the trailer must be removed by November 15, 1990. Former units of the same size will be grandfathered in. Building permit on Charles Ward's property (former the Eller property) concerning a concrete deck at the rear will also be grandfathered in since there was an existing deck there and they plan to reinforce it, rather than increase the size. There was general discussion on the cost of Engineer's fees to review plans of subdivisions. Other areas to probably be developed when Town water is available will be Scott Gardens, LaMonica property and Frank Lee's two (2) other parcels.

Mike Connor

Mark Connor, unable to be present at this meeting, is scheduled for the next meeting. He is interested in paying the town for water, when it is available, for his property. Commissioner Stanley said he was not interested in the town selling water to Out of Town Residents unless they are annexed into the Town.

Resolution #90-3

A motion by Don E. Stanley to accept Resolution #90-3 was seconded by Gophery H. Richardson. Motion approved 3 - 0. A copy of the Resolution is attached to these minutes.



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REGULAR MEETING

- 3 -

NOVEMBER 13, 1990

Voter Registration List

Rosalyn R. Bott motioned to approve the deletions of the Voters Registration List presented by the Election Board. Motion was seconded by Don E. Stanley. All in favor.

Appointments - Historic District Commission

Don E. Stanley made a motion to reappoint Nelson Heisler McCall, Rebecca C. Phillips and Linda Slicer to the Historic District Commission. Motion was seconded by Rosalyn R. Bott and passed 3 - 0. Term of Office is 3 years (1994).

Appointments - Planning & Zoning Board

A motion by Rosalyn R. Bott to appoint Janet Shriver to the Planning & Zoning Board was seconded by Don E. Stanley. Motion passed all in favor. Term of Office is 5 years (1995).

Voting Machines

After some discussion on Voting Machines, including the cost and the fact that Town Hall could not be used as a voting place because of the weight of the machines, Gophery H. Richardson made a motion that the Town use the voting machines at the next Town Election, possibly at the Fire House. President Farrell called for a second to the motion three times. Being no second, the motion was denied.

Accounts Payable

Don E. Stanley motioned to pay the bills, seconded by Rosalyn R. Bott. Motion approved 3 - 0.

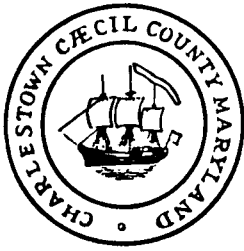
Rodney Kennedy

The newly elected Sheriff of Cecil County will meet with the Board of Town Commissioners in early December. He is in favor of continuing the patrols in Charlestown.

Being no further business, the meeting adjourned 10:30 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



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WORKSHOP MEETING

NOVEMBER 27, 1990

The workshop meeting of the Board of Town Commissioners held on November 27, 1990, was called to order by President Russell U. Farrell, Jr. at 7:30 P.M. Other Commissioners present were: David A. Jarinko, Rosalyn R. Bott, Don E. Stanley and Gophery H. Richardson, Jr. Also attending: John Spangler, Janet Spangler, Reporter Ed Turner, New Journal; and Dave Langley, WSER.

Approval of the Minutes - October 23 & November 13

Don Stanley made a motion to amend the previous zoning package #90-1 (attached to the minutes) to put back in what was originally submitted. Rosalyn Bott seconded the motion and it was approved 3-1. Don Stanley made a motion to approve the minutes of October 23, as amended. David Jarinko seconded the motion and it was approved 3-1. Don Stanley made a motion to approve the November 13, minutes as amended. Rosalyn Bott seconded the motion and it was approved 4-0.

John Spangler - Voting Machines

John Spangler told the Board he thinks they should use voting machines in the upcoming election. Russell Farrell said they had already made a decision not to use voting machines and if they changed the polling place at this late date everyone would have to be notified by registered letter.

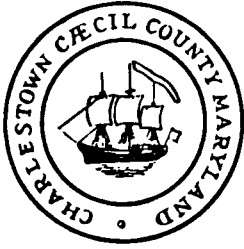
Water System

David Jarinko told the Board that he has given Joe Mahoney all the information concerning the easements and Paul Kozloski, Town Administrator; will have to get a hold of Joe Mahoney to get this project moving.

Russell Farrell stated that he talked to Pete D'Adamo with concerns about the 6" water main and the dead ends at the proposed subdivision of Duck Hollow. Pete will get back with Mr. Farrell when he gets more detailed information about the subdivision.

Pete D'Adamo also discussed with Mr. Farrell about the drain floor in the water tower. He wanted to know what method of disposal they wanted to use. After some discussion the Board decided to go with a regular straight sewer line.

David Jarinko told the Board that Barry Walter, a circuit rider for Maryland Rural Water Association; stopped in and dropped off some booklets on water system rates and some guides on other aspects of the water system. Also Mr. Walter stated that his services were available to the Town at no cost to them.



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WORKSHOP MEETING

NOVEMBER 27, 1990

- 2 -

Codification

President Russell Farrell ask the Board if December 18, was a good date for them to hold the public hearing for the changes to the zoning & subdivision codification. The Board agreed to the date of December 18, to hold the public hearing.

Town House Lease

David Jarinko told the Board that Doreen Cassidy should have the balance of her rent paid by December 1, or legal action will resume.

Ballfield

Don Stanley stated that the contractor for the Basketball and Tennis Courts, R.H. Johnson; said the courts will be getting a rough coat of blacktop later this week. Don ask the Board for permission to put two small four foot walkways between the courts and extra grading to cut down the slope by the gates. The Board gave Don the go ahead to do these extras.

Boat Ramp

David Jarkinko stated that the Boat Ramp Project should be back on track providing the Administrator, Paul Kozloski; makes this a priority project.

Ward Appeal

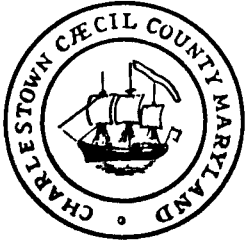
David Jarinko said that everything has been presented to the court for the judges review and decision on the Ward Appeal.

Tax Bill - Market Street

Russell Farrell told the Board that the Town has to pay the tax bill for the property that is leased to the Spanglers, as there was no provision in the Spangler's Lease stating that they would have to pay the taxes. Rosalyn Bott made a motion to pay the taxes. Don Stanley seconded the motion and it was approved 4 - 0.

Fax Machine

Don Stanley told the Board he checked out the prices of a couple of fax machines. The Sharp can be purchased at a cost of \$1595, the Duplifax at \$3000. After some discussion the Board decided to wait and see if we really have the need for one.



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WORKSHOP MEETING

NOVEMBER 27, 1990

- 3 -

Fee's Subdivision

After a lengthy discussion concerning subdivision fee's Rosalyn Bott made a motion that the costs for reviewing subdivision plat's by the Town Engineer be passed on to the developer along with the regular fee's already established by the subdivision ordinance. Don Stanley seconded the motion and it was approved 3 - 1.

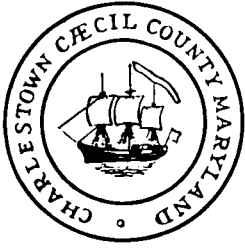
Christmas - Open House - Town Hall

Rosalyn Bott ask the Board if they would like to have a Christmas Party like we had last year. The said it was nice last year so they agreed to have the party on December 21.

Being no further business, the meeting adjourned at 9:50 P.M.

Respectfully submitted,

JoAnn Speck, Town Clerk



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WORKSHOP MEETING

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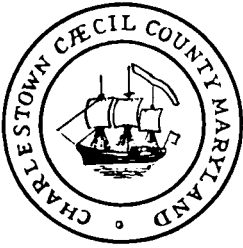
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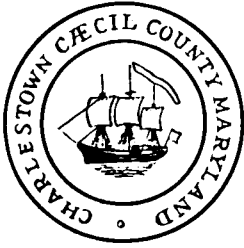
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NOVEMBER 27, 1990

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