

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

Phone 301 - 287 - 6173

REGULAR MEETING

JANUARY 14, 1992

The regular meeting of the Board of Town Commissioners held on January 14, 1992, was called to order by Vice-President David A. Jarinko at 7:30 P.M. in the absence of President Russell U. Farrell, Jr., who was on a business trip. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Others attending were Philip Giesing, Town Administrator; Darlene McCall, Chairman, Planning and Zoning Commission; Mr. & Mrs. Richard Simes, Mr. & Mrs. Ned Forsythe of Coulter's Point Civic Association; Mr. Jay Emery, Stephen Porter and Charles Bao concerning the development of "Trinity Woods"; Janet Spangler and Margaret Miller.

Oath of Office

Doris Berry, Town Clerk, administered the oath of office of Town Commissioner to Rosalyn R. Bott and Gophery H. Richardson, both re-elected for a 2 year term. Russell U. Farrell, Jr. was out of town on a business trip and was unable to be sworn in as a Commissioner. He will be sworn in at the next meeting.

Election Results

277 votes were cast out of a possible 383. The results were:

L. Charles Biehl	93	Joseph S. Luglio	27
Rosalyn R. Bott	119	Gophery H. Richardson	131
Russell U. Farrell	123	Janet Spangler	112
Joseph G. Letts	115		

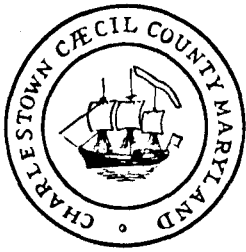
Election of Commission Office's

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

For President - Russell Farrell 3; Gophery Richardson 1

For Vice-President - David Jarinko 3; Gophery Richardson 1

For Treasurer - Rosalyn Bott - Unanimous



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

Phone 301-287-6173

REGULAR MEETING

JANUARY 14, 1992

The regular meeting of the Board of Town Commissioners held on January 14, 1992, was called to order by Vice-President David A. Jarinko at 7:30 P.M. in the absence of President Russell U. Farrell, Jr., who was on a business trip. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Others attending were Philip Giesing, Town Administrator; Darlene McCall, Chairman; Planning and Zoning Commission; Mr. & Mrs. Richard Simes, Mr. & Mrs. Ned Forsythe of Coulter's Point Civic Association; Mr. Jay Emery, Stephen Porter and Charles Bao concerning the development of "Trinity Woods"; Janet Spangler and Margaret Miller.

Oath of Office

Doris Berry, Town Clerk, administered the oath of office of Town Commissioner to Rosalyn R. Bott and Gophery H. Richardson, both re-elected for a 2 year term. Russell U. Farrell, Jr. was out of town on a business trip and was unable to be sworn in as a Commissioner. He will be sworn in at the next meeting.

Election Results

277 votes were cast out of a possible 383. The results were:

L. Charles Biehl	93	Joseph S. Luglio	27
Rosalyn R. Bott	119	Gophery H. Richardson	131
Russell U. Farrell	123	Janet Spangler	112
Joseph G. Letts	115		

Election of Commission Office's

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

For President - Russell Farrell 3; Gophery Richardson 1

For Vice-President - David Jarinko 3; Gophery Richardson 1

For Treasurer - Rosalyn Bott - Unanimous

"Trinity Woods" - Porter & Associates

Representatives of "Trinity Woods", a proposed subdivision of approximately 100 detached homes on Rt. #7 (property of the late Viola Sartin) are interested in being able to connect to the Charlestown water system. The representatives of the company that were present are: Mr. Stephen Porter, Mr. Jay Emery and Mr. Charles Bao. During the discussion, they acknowledged that they were not asking the Town to provide the water mains, and that they were negotiating with the County on sewer line service. The County changed this area to an R2 Zone. Vice-President David A. Jarinko told them the Town was interested in providing water service if the builders comply with the zoning restrictions attached to agreements to provide town water. The Commissioners also recommended our Engineers to review the area. The representatives of "Trinity Woods" will meet later with Charlestown Planning and Zoning Commission.

Coulter's Point

Mr. Ned Forsthye, Vice-President of Coulter's Point Civic Association and representing the members asked for an extension on an offer to provide water to them with connection fees of \$400.00. County sewer hook-up of \$3,200.00 is a cost problem for most of the home owners and they are finding it difficult to come up with all the needed costs. President Farrell is checking into Farmers Home Administration to see if there is some way they can help. On a motion by Rosalyn R. Bott to keep the water hook-up fee to \$400.00 until July 1, 1992, for Coulter's Point Civic Association with a review and a possible extension of same. Motion seconded by William W. Roff and approved 4 - 0.

Minutes of December 10 and December 30, 1991

On a motion by William W. Roff and seconded by Gophery H. Richardson the minutes of December 10, 1991 and December 30, 1991, will be held over for amendments.

Ball Field

There have been inquiries on requesting times that the Ball Field schedule has available. We will post schedules as times are requested.

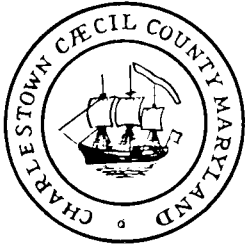
Accounts Payable

A motion by Gophery H. Richardson to pay all bills was seconded by William R. Roff and approved 4 - 0.

Being no further business, the meeting adjourned at 8:15 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

SEMI-REGULAR MEETING  
JANUARY 28, 1992

The January 28, 1992 meeting of the Board of Town Commissioners was called to order by Vice President David A. Jerinko at 7:30 p.m. President Russell U. Farrell, Jr., was absent due to business. Commissioners present: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff.

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

Peter D'Adamo summarized the progress on the Water Distribution System. The water mains have been completed and tested, roughly 200 meters and services have been installed. The elevated water tower has been completed. The two water supply wells are completed and verbal confirmation has been received from the Department of Environment for payment of a third well. The treatment plant is 90% complete and a decision on who will operate the facility needs to be made soon as trial start-up will be approximately mid to end of February. Projection time for some distribution will be early March. Mr. D'Adamo stated that the changes on Engineers Report #7 had been covered at the last meeting. This is basically a "catch-up" on paper work. Mr. D'Adamo presented Payment Estimate #9, amended and recommended payment. A motion was made by Rosalyn Bott and seconded by William Roff that Estimate #9 in the amount of \$62,096.94 be paid. Motion passed 4 - 0.

Mr. D'Adamo discussed various aspects of the procedures for abandoned wells, i.e. proper disconnect, inspection of plumbing and documentation for the Health Department. The county plumbing inspector will provide the necessary service at \$25 a house. Mr. D'Adamo recommended contacting the county for this service in view of the need for proper certification. An evaluation of meter sizes for some of the non-residential sites was discussed.

Water Service to Colters Point was discussed. Mr. D'Adamo stated that funding for this may be possibly under the current project. As this issue needs to be resolved, a motion to persue water service to Colters Point and the funding for the project was made by Gophery Richardson and seconded by William Roff. Motion Passed 4 - 0.

John Allen and Mike Wojton of Maryland Environmental Services presented a draft proposal for the operation and maintenance of the Charlestown water treatment plant and distribution system.

Mr. Davis of the Maryland Rural Water Association presented another proposal for the treatment plant and distribution.

**OLD BUSINESS:**

Motion was made by Rosalyn Bott and seconded by Gophery Richardson to approve the minutes of December 10, 1991 with noted correction and December 30, 1991 as presented. Motion passed 4 - 0.

**PENDING:**

Water System - discussed at beginning of meeting.

Waterfront projects - on schedule - estimate completion in late April mid May.

A motion was made to send a letter of commendation to the construction crew of the dredging operation at the Charlestown Marina. The crew working at the dredging site rescued two men from the water. Motion was made by William Roff and seconded by Gophery Richardson. Motion passed 4 - 0.

Tennis Court/Basketball Court - Philip Giesing and David Jerinko looked over the Tennis Court/Basketball Court - Philip Giesing is handling this.

**NEW BUSINESS:**

Minutes of January 14, 1992 - A motion to approve the minutes was made by Rosalyn Bott and seconded by William Roff. Motion passed 4 - 0.

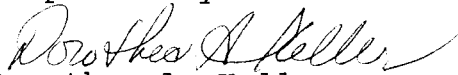
Assignment of Responsibilities. - this will be done at the next meeting.

Rosalyn Bott stated that we will have a community tree in the play area or the town.

David Jerinko stated that the issue regarding the wells - retention of or abandonment - must be resolved quickly. William Roff stressed the importance of the coordination of this between the people in town and the people doing the work so there is no interruption in water service.

The meeting was adjourned at 9:08 p.m.

Respectfully submitted

  
Dorothea A. Keller  
Assistant Town Clerk

*Approved  
2/11/92*

ROSTER

CHARLESTOWN TOWN MEETING

DATE: January 28, 1992 TIME: 7:30 PM - 9:08 PM

Richard Evans

William Lewis

Margaret Freda, Wilson Individual — Culter's Pt

David Longene

Louis J. [unclear] [unclear]

Peter [unclear] T+L

Faye Tarinbo

Dorothy A Keller

William W. Hoff

Rich Reicherder

Michael [unclear] Md Environmental Service

John R. Allen II Assist Chief Md. Environmental Sec 974-7287

Ned Forsythe V.P. Coulter's Point Civic Assn

Diana Forsythe

Janet Spangler

[unclear]

(roster)

AGENDA  
JANUARY 28, 1992  
CHARLESTOWN TOWN HALL  
7:30 P.M.

Maryland Environmental Service  
Operational Services Water System  
George Perdikakis, Director  
Pete D'Adamo

Maryland Rural Water Association  
Louis Davis

**OLD BUSINESS:**

Approval of Minutes  
December 10, 1991  
December 30, 1991

**PENDING:**

Water System  
Waterfront Projects  
Tennis Court/Basketball Court  
R. H. Johnson

**NEW BUSINESS:**

Approval of Minutes - January 14, 1992  
Assignment of Responsibilities  
(Please list what you would like as your responsibilities.)

AGENDA  
JANUARY 28, 1992  
CHARLESTOWN TOWN HALL  
7:30 P.M.

Maryland Environmental Service  
Operational Services Water System  
George Perdikakis, Director  
Pete D'Adamo

Maryland Rural Water Association  
Louis Davis

**OLD BUSINESS:**

Approval of Minutes  
December 10, 1991  
December 30, 1991

**PENDING:**

Water System

Waterfront Projects

Tennis Court/Basketball Court  
R. H. Johnson

**NEW BUSINESS:**

Approval of Minutes - January 14, 1992

Assignment of Responsibilities  
(Please list what you would like as your responsibilities.)



ROSTER

CHARLESTOWN TOWN MEETING

DATE: January 28, 1992 TIME: 7:30 Pm - 9:08 Pm

Richard Sims

Nancy Sims

Margaret Freda Miller Individual - Cutter's Pt

David Langley

Louis J. D'Amico M.P.R.W.A.

Peter D'Amico T+L

Faye Taranko

Dorothea A Keller

William W. Hoff

Rich Richelieu

Michael W. Taylor Md Environmental Service

John R. Allen III Assist Chief Md. Environmental Sec 974-7287

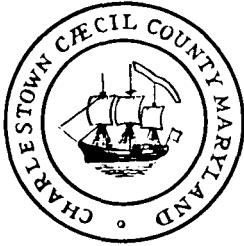
Ned Forsythe V.P. Cutters Point Civic Assn

Diana Forsythe

Janet Spangler

(Edward)

(roster)



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

Phone 301 - 287 - 6173

~~XXXXXXXXXXXX~~  
~~XXXXXXXXXXXX~~

REGULAR MEETING

FEBRUARY 11, 1992

The February 11, 1992, regular 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, David A. Jarinko, Gophery H. Richardson and William W. Roff. Also attending: Philip Giesing, Town Administrator; Mr. and Mrs. Simes, Margaret Miller, Janet Spangler, Mr. & Mrs. Edward Forsythe and R. Ed Turner, News-Journal.

R. Farrell - Oath of Town Commissioner

Doris Berry, Town Clerk, gave the Oath of Office for Town Commissioner to Russell U. Farrell, Jr. The Board of Commissioners voting on January 14, 1992, for their Officers voted Russ Farrell, who was out of Town on a business trip, into the Office of President. Russ thanked the Commissioners for their trust and the unique honor of electing him President to serve during the Town's 250th anniversary year.

Janet Spangler - Civic Association

Janet Spangler on behalf of the Civic Association had several questions:

1. Skateboards - Curfew - On Friday, January 24th after curfew hours, a group of skateboarders were in the middle of Bladen and Market Streets at 12:30 A.M. The Sheriff's Department was called for a Deputy but no Deputy responded. Depending on the ages of the individuals as to the curfew hours being violated, however, President Farrell will contact the community liaison of the Sheriff's Department.
2. Maintenance Men Work Schedule - Questioning the Maintenance men's work schedule. Rosalyn Bott reported that they usually start around 6:30 A.M. mostly going to the garage getting what equipment they need and checking with her as to their duties for that day, etc. The winter being fairly mild, she has kept both men on all winter as there has been plenty for them to do. Their hours are 6:30 A.M. to 3:00 P.M.
3. Dogs - A pack of 4 or 5 dogs running loose, coming from the Holloway Beach area everyday. A Commissioner will be appointed to work with animal control and the S.P.C.A.
4. Location of Public Telephones - The Public has been inquiring about Public Telephone locations in Charlestown. The one at Lewis' has always been ripped out, and it was finally requested to have it taken out. There are 3 public telephones in Town. One at the Marina, one

by the Breaktyme Pub, Cheapeake Road, and the third in the foyer of the Beachcomber Restaurant-Bar.

Philip Giesing - Town Administrator

Philip Giesing, Town Administrator, discussed with the Commissioners several items:

1. Forest Conservation Act - There is an orientation packet and a rough draft of the County's to review on the Forest Conservation Act. It applies to forested areas 40,000 sq. ft. or greater that would relate to subdivision development and how the land will be conserved. Our appoved draft is due by April 30, 1992. Janet Gliesner, Circuit Rider and Rob Northrup, County Forester are available for advice. A copy to go to Planning and Zoning and Peter Williams for the Comprehensive Plan that is to be updated.
2. Athletic Complex - Ed Slicer has notified us money is available for the Walking Tract and Landscaping at the Athletic Complex. Concerning the work not completed, the walking tract, etc. R. H. Johnson has told the Town to hold his final payment (approximately \$1,200.00) until warner weather when they will return and complete the work.
3. Floodplain Ordinance - Charlestown's Floodplain Ordinance needs to be changed according to Mr. John Joyce of Water Resources Administration, Flood Management Division. They will not accept our definations on Mobile Homes and Manufactured Homes. RV's need to be defined. Mr. Joyce wants Manufactured Homes used instead of Mobile Homes. The purpose of our ordinance listing of "Mobile" homes relates to where they can be placed. A contradiction more or less that can be dissolved, but will be placed under "Mobile Homes". The RV Manufacturing Companies are putting pressure on the Federal Government to make us put their Recreation Vehicles definition in our ordinance.

Charlestown Paca House - Janet Spangler

Janet Spangler asked about the two competing survey lines in settling a property dispute concerning their ramp on the Fire Company side of their building and challenged the Board to take them to Court. Tatman & Lee Associates, Inc., Town Engineers survey puts Spangler's ramp 1' on Town property. There was a discussion as to whether there may or may not be an encroachment.

David A Jarinko made a motion to accept Commissioner William W. Roff's statement and to advise the Zoning Board and Market Street Cafe, since there are existing conflicting surveys locating the property lines between Town property and the Market Street property, the Board's decision regarding this is to have resolution to provision of Ordinance #87-3 regarding property encroachments. Any correction to be made at the next property transfer. Motion was seconded by Gophery H. Richardson and passed 4 - 0. Mrs. Spangler reluctantly agreed.

Coulter's Point

Keith Baynes, Town Attorney, is reviewing an acceptable water only agreement. Coulter's Point will go to the County for Sewage as no sewage grant money is left. There is an Individual Only Right-of-Way easement agreement which is on hold for the present. State will approve cost of line. Coulter's Point residents getting water may be required by signature to agree to Annexation at a later date.

Breaktyme Pub

A question was asked concerning the Breaktyme Pub. If the bar could be changed to residential-2 family home and if a house could be built on the parking lot across the street. It is in a multi-family area. The property would require 13,000 sq. ft. and has 15,000.

Minutes - January 28, 1992

Rosalyn R. Bott made a motion to approve the minutes of January 28, 1992. Motion was seconded by William W. Roff and approved 4 - 0.

Charlestown Fire Company

The Charlestown Fire Company would like to use the "Town Seal" on sweat-shirts, etc. that would be for sale.

Assignments of Responsibilities

A motion by William W. Roff to approve the Assignments of Responsibilities was seconded by Rosalyn R. Bott and approved 4 - 0. A copy is attached to these minutes.

Athletic Complex

There will be no leagues on week-ends. That time will be held for town children and families. Mondays will be Delbert Collins, Church League, Little League will be Tuesdays and Thursdays; Babe Ruth League will be Wednesdays and Fridays. At the end of the school year, the field will be open for more Church League games and others.

Well Closings

Details of well closing will be known shortly.

REGULAR MEETING  
FEBRUARY 11, 1992

- 4 -

Boy Scouts

The Boy Scouts will be requesting to build a handicap ramp under supervision for the Town Building, to earn badges.

Agenda

The Agenda will be posted on the Town Hall door on the Monday before the Town Meeting.

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

Respectfully Submitted,

Doris Berry, Town Clerk

**ASSIGNMENT OF RESPONSIBILITIES - 1992  
TOWN COMMISSIONERS**

RUSSELL U. FARRELL, JR.

President  
Budget  
Model Ordinances  
Water  
Police  
Administration & Finance  
Town Buildings Alternate  
Storm Water Project  
Sewage Alternate  
Parking Alternate  
Town Grounds Alternate  
Legal Liason

ROSALYN R. BOTT

Treasurer  
Snow Removal Alternate  
Finance Alternate  
Budget  
Model Ordinances  
Water Alternate  
Zoning Alternate  
Trees  
Parks & Recreation  
Street Maintenance/Lights  
Alternate  
Animal Control Alternate

GOPHERY H. RICHARDSON

Budget  
Model Ordinances  
Water Alternate  
Police Alternate  
Waterfront Grants Alternate  
Waterfront Erosion Control  
Sewage  
Parking  
Animal Control  
Maryland Municipal League Liason (MML)  
250th Representative Alternate

DAVID A. JARINKO

Vice-President  
Budget  
Model Ordinances  
Water Alternate  
Zoning  
Leases  
Waterfront Grants  
Waterfront Erosion Control  
Alternate  
Street Maintenance/Lights  
Trees Alternate  
Legal Liason Alternate  
250th Representative

WILLIAM W. ROFF

Administration & Finance  
Alternate  
Budget  
Model Ordinances  
Water Alternate  
Leases Alternate  
Storm Water Project Alternate  
Town Buildings  
Town Grounds  
Snow Removal  
Maryland Municipal League Liason  
Alternate (MML)  
Parks & Recreation Alternate

ACCOUNTS PAYABLE

February 11, 1992

General Account

Mac's Shacks - 3 portable toilets			165.00
Hilyard's - Xerox paper (2 cases) & Repair			146.06
C & P Telephone			171.65
<u>AT &amp; T</u>			<u>22.56</u>
Cecil County Sheriff's Office - Deputies			996.84
Cecil County Sheriff's Office - Gasoline			60.04
Echols Enterprises, Inc. - Services			16.00
Keith Baynes - G & S letter (sewer hook-up refund); Appraiser for Lee; Meeting Tatman & Lee, Town Survey			206.25
Radio Shack - case mailers			6.93
Conowingo Power Co. - T. Hall	92.10	T. House	<u>7.34</u>
			125.75
	Garage		17.75
	B. House		<u>8.56</u>
Tatman & Lee Associates - Waterfront - Inv. #9334			602.55
E. A. & J. O. Crandell, Inc. - Dredging			<u>19,510.20</u>
		Total	<u>22,029.83</u>

Repay Cemetery Account

2,000.00

Special Account

Stancill's - Sand			20.63
Maryland Materials - F.O.B. Quarry			201.02
American Home & Hardware - Paint			14.99
Rogers Home & Hardware - Paint brush, Washers, Bolts			3.43
Conowingo Power Company - Street Lighting			945.06
C. J.'s Market - Gasoline			113.89
Sunoco - Tire Work			<u>12.00</u>
		Total	<u>1,323.68</u>

Santitation-Sewage Account

Cecil County Department of Public Works - Sewer Service			4,859.34
Conowingo Power Company - Sta. #1	135.02		261.92
	Sta. #3		91.55
	Lift Sta.		9.71
	Rt. #7		<u>25.64</u>
		Total	<u>5,121.26</u>

Water Account

Keith Baynes - Water Project (Easement & Maintenance)			225.00
		Appeal Phillips & Town	
Conowingo Power Co. - Water, Well #1	57.71		390.02
	Water Tank		<u>332.31</u>
		Subtotal	615.02

ACCOUNTS PAYABLE

FEBRUARY 11, 1992

Water Account - (con't.)

Tatman & Lee Associates, Inc. - Inv.	#9071	11,609.78	615.02 fwd.
"	#9148	3,675.00	
"	#9204	2,275.00	
"	#9277	5,265.48	
"	#9335	733.68	
"	#16080	<u>1,540.60</u>	

Total

25,714.56

Check Book Balances

General Account	642.69
Special Account	13,684.61
Sanitation-Sewage Acct.	14,706.38
Water Account	57,164.31
Cemetery Account	364.33



ROSTER

CHARLESTOWN TOWN MEETING

DATE: February 11, 1992 TIME: 7:30 p.m.

Richard Simes

Nancy Simes

Margaret Badger Miller

Nissa G. Fong

Raymond E. Smith

Janet Spangler

(roster)

ACCOUNTS PAYABLE

February 11, 1992

General Account

Mac's Shacks - 3 portable toilets		165.00	
Hilyard's - Xerox paper (2 cases) & Repair		146.06	
C & P Telephone		171.65	
<u>AT &amp; T</u>		<u>22.56</u>	
Cecil County Sheriff's Office - Deputies		996.84	
Cecil County Sheriff's Office - Gasoline		60.04	
Echols Enterprises, Inc. - Services		16.00	
Keith Baynes - G & S letter (sewer hook-up refund); Appraiser for Lee; Meeting Tatman & Lee, Town Survey		206.25	
Radio Shack - case mailers		6.93	
Conowingo Power Co. - T. Hall	92.10	T. House <u>7.34</u>	125.75
	Garage	17.75	
	B. House	<u>8.56</u>	
Tatman & Lee Associates - Waterfront - Inv. #9334		602.55	
E. A. & J. O. Crandell, Inc. - Dredging		<u>19,510.20</u>	
	Total		<u>22,029.83</u>
Repay Cemetery Account			<u>2,000.00</u>

Special Account

Stancill's - Sand		20.63
Maryland Materials - F.O.B. Quarry		201.02
American Home & Hardware - Paint		14.99
Rogers Home & Hardware - Paint brush, Washers, Bolts		3.43
Conowingo Power Company - Street Lighting		945.06
C. J.'s Market - Gasoline		113.89
Sunoco - Tire Work		<u>12.00</u>
	Total	<u>1,323.68</u>

Santitation-Sewage Account

Cecil County Department of Public Works - Sewer Service		4,859.34
Conowingo Power Company - Sta. #1	135.02	261.92
	Sta. #3	91.55
	Lift Sta.	9.71
	Rt. #7	<u>25.64</u>
	Total	<u>5,121.26</u>

Water Account

Keith Baynes - Water Project (Easement & Maintenance)		225.00
	Appeal Phillips & Town	
Conowing Power Co. - Water, Well #1	57.71	390.02
	Water Tank	<u>332.31</u>
	Subtotal	<u>615.02</u>

**Tatman & Lee Associates, Inc.**

Consulting Engineers  
1200 Philadelphia Pike  
Wilmington, DE 19808  
Phone: 302/781-0700

RECEIVED FEB 10 1992

February 6, 1992

Mr. Russell Farrell, President  
Town of Charlestown  
P. O. Box 154  
Charlestown, MD 21914

Re: Contract W-90-1

Dear Russ:

We have reviewed the maximum water demands for the commercial properties in Charlestown utilizing the procedures outlined in the latest edition of the BOCA Plumbing Code. Based upon our review, we recommend the following:

- |   |                    |
|---|--------------------|
| . Avalon Marina                           | One Inch -         |
| . Lee's Marina                            | One Inch -         |
| . Pat's Marina                            | One Inch -         |
| . Charlestown Marina<br>(Excluding House) | Two Inch -         |
| . Market Street Deli                      | One Inch -         |
| . CJ's Market                             | Three Quarter Inch |
| . Elementary School                       | Two Inch -         |
| . Howard Halls                            | Two Inch -         |
| . Fire Company<br>(Their Choice)          | Two Inch -         |
| * Breaktyme Pub                           | Out of Service     |

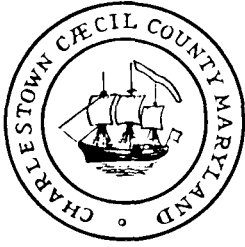
If you have any questions concerning this matter, please contact us.

Very truly yours,

  
Peter C. D'Adamo, P.E.  
Project Manager

Wellwood Club -  
2-3/4 Inch -

PCD/dlv  
532-010



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

Phone 301 - 287 - 6173

**WORKSHOP MEETING**  
**FEBRUARY 25, 1992**

The workshop meeting of the Board of Township Commissioners held on February 25, 1992 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 Roff. Also Attending Margaret Miller, Mr & Mrs. Simes, Ronnie Daniels, Janet Spangler, Mike Pugh, Mike Pointer, John Hale, Peter Lau, PSC Representative Pete D'Adamo and Jim D'Orazio, Town Engineers; Ruth Ann Young, Edgar McCullen, Ralph Ritter and Ed Turner, Reporter News Journal.

PSC Environmental Services

Mike Pugh representing PSC, introduced Pete Lau, President PSC to the Board. Mr. Pugh reiterated that they had previously talked to the Board about their services and at that time the Board instructed them to talk to Pete D'Adamo about the system and find out what they needed to know about the system so they could put in a proposal. Mr. Pugh handed out copies of the proposal so they could discuss it with the Board. Mr. Lau told the Board that they had put together a menu of services so that the Board could see what was offered and they could pick and choose what they wanted. There was a lot of discussion and review about the services and the prices. The Board requested a breakdown of prices and supplies on the laboratory category. Mr. Lau stated they would supply the board with a sample contract and a break down before the March 10th meeting. The Board intends to make a decision about the water contractor at the next meeting.

Charlestown Fire Co - Alternate Means of Moving Fire Plugs

Ronnie Daniels, Fire Chief, stated he came to the Board awhile back with a problem of moving a couple of fire hydrants at a cost of \$1500. He is reporting back tonight with an alternative means. Ronnie stated they could purchase one 100 foot section of a 5 inch Angus Fire Hose at a cost of \$550. He said then they would cut the hose in half and they would be able to put a 50 foot section on each pumper as needed. They also need an elbow at a cost of \$156.

Commissioner Roff made a motion to pay for the cost of 100 feet of Angus hose and an elbow in lieu of changing hydrants at a higher cost. Rosalyn Bott seconded the motion and the motion passed 5-0.

Water System/Waterfront Projects - Pete D'Adamo

Pete D'Adamo reported that the system was about 90% complete. Pete stated the tank disinfection will start on February 28th and the flushing should start the following Friday. Pete said the State gave approval for the third well. The water treatment plant is almost complete with the exception of the lab bench. Paul's Utility estimated that they should be hooking up some residents by the middle of March. Pete told the Board they need to order some start up chemicals. David Jarinko made a motion that Tatman & Lee order the necessary start-up supply chemicals. Rosalyn Bott seconded and the motion passed 5 - 0. Pete reviewed the pay request with the Board and ask for their approval. Rosalyn Bott made a motion to approve Pay Request #10 for \$149,733.30. William Roff seconded the motion and it was approved 5-0. Mr. D'Adamo stated that the contractor ran into a problem with the location of 260 feet of a 2 inch service line serving commissioner Richardson's property. Pete stated it was his understanding that they had installed 260 feet of service line that was not in the public right of way, but on private property. He stated a couple of options exist; leave it where it is and work it out with the property owner or to cut it off and leave it in the ground and relocate the water service to the public right of way. Pete stated there seemed to be some mis-communication between the engineer and Mr. Richardson about where the line should have gone but that Tatman & Lee will stand behind replacing the line and necessary removal of the line that is on private property. Pete said the contractors went back to remove the line and Mr. Richardson expressed he did not want any work done at this time. Pete said the issue needs to be resolved as the contractor will only be doing this kind of work for the next two or three weeks. Mr. Richardson was asked what he wanted in exchange for the line being on his property. He replied, talk to my attorney A. Green. After a lot of dialogue, and no resolution from Mr. Richardson, and after repeated inquires from the Board as to what he wanted, Mr. Roff made a motion to attempt to contact Mr. Richardson's attorney and if the matter cannot be resolved by Friday to cut the pipe and go on with the system so that the problem of encroachment will be solved. Rosalyn Bott suggested they amend the motion to say that if Mr. Richardson's attorney has not contacted us by Friday, we will cut the pipe and proceed. After some discussion, William Roff amended the motion to read that if Mr. Richardson's attorney did not contact us by Friday to resolve the issue that we would cut the pipe and carry on with the project. Rosalyn Bott seconded the motion and the motion passed 4-1 with Mr. Richardson abstaining.

### Street Paving

Pete stated that he had tentatively set up a meeting with the paving contractor for March 5, 1992 at 10:00 a.m. to talk over additional paving of the streets.

### Street Mapping

Pete stated they had sent a plan to the town attorney showing best where they thought the streets should be based on their survey. The attorney requested they locate any obstructions that are in the field now, with reference to where the streets are now so the board can make an informed decision. Pete said he was going to take the map back to his office and get the work done and get it back as soon as possible.

### Waterfront Projects

The contractor has finished the dredging operation for now and the next step will be the pile driving. With the timber jetty first, town pier next and the stone wharf last. The contractor also expressed concern about the spoil site being soupy and maybe causing a safety hazard. Dave Jarinko suggested that the contractor put a danger sign - soft wet material. The next contractor's meeting will be March 17, 1992 at the Town Hall. Pete said the pay request is approximately \$20,000. Dave Jarinko made a motion for payment of Pay Request #3, up to \$25,000 and subject to verification of the pay request. William Roff seconded the motion and it was approved 5-0. Dave Jarinko stated the town needs a completion date of the Town Pier.

### Coulters Point

Pete stated he had an application for the extension of the water mains to the Coulters Point service area. Pete stated they had submitted them to the State before but the State wants them re-submitted again with an application. Rosalyn Bott made a motion to authorize signature to submit an application to the State for Coulters Point. William Roff seconded the motion and it was approved 5-0.

### Requirements for Keeping/Closing Wells

Pete told the board he has been doing some investigation on keeping and closing wells. He said you have the MDE requirements, Environmental Health and the Underground tank people who have been on site here for quite awhile. Basically what they have been told is if wells have to be abandoned then they have to be abandoned according to State regulations and if they are kept for non-potable usage they have to be inspected by the Health Department and inspected annually. In respect to abandoning the wells, the

regulations state the work must be done by a licensed well driller or under the supervision of the MDE or the Health Department. Pete said he talked to Chuck Smiser from the Health Department and he said they would be willing to supervise the closing of the wells vs. hiring a well driller. Pete said the regulations state that the casings should be removed if at all possible and the wells be filled and sealed. Pete said he is still getting a clarification of the procedure on driven wells. Pete said there is no funding for closing wells, some residents might qualify for low income FmHA loans. The price he has gotten at this time for well closing is about \$150 as opposed to \$200 per year to keep your well. Pete said the contractor is going to be putting the church service in this week and he wants to know if they will have one or two meters. After a lot of discussion, William Roff made a motion that the church and the parsonage be metered separately. David Jarinko seconded the motion and it was passed 5-0.

#### Parks and Recreation

Carty Dennison, from Parks and Recreation told the Board that the applications for the Fair Green Park and the Athletic Complex were never sent in so he would like to come up to the office to get it straightened out. David Jarinko made a motion that Carty Dennison be given permission to do what ever is necessary to get the Athletic Complex back on track. Rosalyn Bott seconded the motion and it passed 5-0.

#### Minutes - February 11, 1992

David Jarinko made a motion to accept the minutes as corrected. William Roff seconded the motion and it passed 5-0.

#### Lee's Marina - New Land Assessment - Tax Appeal

David Jarinko told the Board that Lee's Marina is appealing the land assessment even though the property is leased and owned by the Town. They are also appealing the tax on the buildings. Dave said the Board needs to decide whether they are satisfied with the assessment of \$385,000. After some discussion the Board accepted the new assessment. David Jarinko agreed to notify the county in writing that the Board accepts the new land assessment.

#### Cemetery - C. Murphy - Trust Fund

Russell Farrell told the Board that in regards to the C. Murphy Trust estate, it is just a matter of the Judge signing the papers. At that time the estate will be managed by the Town.

Walter Biggers - Out of Town Water Service

Walter Biggers is requesting water service to his houses located on Long Beach Road, just out side of the town limits. The board said they needed more information from Mr. Biggers, who was not present for the meeting.

Census - Adjusted Count

Russ Farrell said we received a new official census count of 679. The last official count was 530.

Accounts Payable

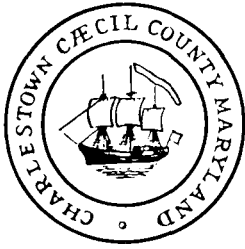
Rosalyn Bott made a motion to pay a bill for Mac's Shack that was omitted from the February 11th bills. William Roff seconded the motion and it was approved 5-0.

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

REGULAR MEETING  
MARCH 10, 1992

The March 10, 1992 Regularly scheduled meeting of the Board of Town Commissioners was called to order by President Russell Farrell at 7:00 p.m. Commissioners David Jarinko, Rosalyn Bott and Gophery Richardson were in attendance. Commissioner William Roff was on vacation. The Roster of additional town residents in attendance is attached.

Valerie Hahn - She expressed her concern with the placement of meters for lots 6, 7 & 8. She stated three meters have been placed on or near the border of lot 8 and was questioning how the town plans to get water service to the Shockley and Brostrand properties without violating her property. After discussion and the establishment of where the easements for the lots were located the following was agreed upon: 1) Brostrand's line would be brought down the edge of the roadway on town property until it meets the easement and then go up the easement. The meter will stay on town property to prevent being driven on continually. The engineers will get with Ms. Brostrand and show her where the pipe is going and then it will be up to her to let the involved parties (re the easement) know the location. 2) Re Shockley's service - The Commissioners indicated the line would go down what is called Bladen Street inside the fence. In response to a question from Ms. Hahn as to who would maintain the line if it went down the street outside the fence line, David Jarinko informed her that Bladen Street does not exist any more - it has been closed and put into a park under the protection of the Maryland Environmental Trust and is not owned solely by the town but in partnership with the State. Ms. Hahn stated cases were variances had been granted and she was willing to let the engineers come across the lot with the understanding the town would maintain the line to Shockley's property. The alternative would be to go through the hassle of getting a variance from the State in which case the town would have to maintain the line. She indicated that if the town was not willing to maintain the line then she was going to ask the engineers to get the necessary variances from the State. Russell Farrell stated that the town was definitely not going to maintain the line across the easement. There are 6 to 7 other land locked properties and we cannot do this. All we can do is to ask their permission; we have no input in their decision making. Someone, probably Jim D'orazio, will contact you.

*Process*

Walter Biggers - Mr. Biggers stated he owned two pieces of property on Long Beach. He has town sewer service and would like to know what he has to do to hook up with the water service. Russell Farrell stated that he had to fill out the paper work, pay the fees (\$400 hook up and annual fee 1-1/2 times that of the town fees because he was out of town) and get the engineers to agree to how you want to do it. You will also have to pay all the expenses from where our line drops to where you are going to take it. Since you are going down a county road no easement will be needed but you will have to go to the Department of Public Works and take care of their necessary paper work. The township also is asking those people out of town that get water to sign off on their right to fight annexation should we ever decide to annex that area. If you get some other residents to hook up with the water then you could share the cost of the line. You have to clear it with the County as they want to make sure it is done correctly and that we are not forcing you to do this. Mr. Biggers stated he had no problem with this. The Commissioners asked that he advise them of how many others were interested in a hook up.

Garry Bott - Garry Bott, Assistant Chief, Charlestown Fire Company presented a seminar brochure on "Fire Suppression Rating Schedule". The seminar is designed to assist in understanding the scope, objectives and content of the current ISO/CRS Fire Suppression Rating Schedule and how an improved rating can lower the property insurance premiums for the citizens. Russell Farrell requested that Garry Bott find out what we would have to do to get them to come in and do this rating; what the process is; what the pay back would be. He recommend some further research and get back with the Commissioners, if this does indeed effect the township in terms of additional premium reductions, then the Board would consider some kind of assistance. Garry stated that he understood that all ratings came through the ISO, but he would do further investigating and get back to the Board. He indicated that if he attended this, the town might benefit in that they might achieve a higher rating which would lower individual insurance

Bob Bender - Lee's Marina - Bob presented a request for an additional forty (40) more slips, keeping it within the same confines it is - going out towards the channel. He stated since the property belongs to Charlestown, he needed to contact the Commissioners. He stated he had the paperwork from the Corporation and what he needs is a letter stating that since you are the property owner and owner of the adjacent property you support the additional slips. He has talked to Pat's Marina and they have no problem with the proposal. He stated the construction would be basically the same as currently existing. He did not have to have a definite yes or no tonight; he just wanted to bring it to your attention. He further stated that money was not available to do it at present, but the permit was good for five (5) years. Russell Farrell stated it would have to go through Planning and Zoning. He asked for a motion to support this. Rosalyn Bott made a motion "To support the marina's addition of a new floating dock as presented,

with draft going to the Corp. of Engineers". David Jarinko seconded the motion. Motion passed 4-0. Russell Farrell requested that David Jarinko handle the letter needed by Bob Bender.

### **OLD BUSINESS**

Ordinance Numbers - In going through the Ordinance numbers, it was found that Ordinance number 91-6 had been skipped. After discussion on how to handle this Russell Farrell stated "Let it be noted in the minutes that this was discussed and agreed that 91-6 was an error in that it was not used but the current numbering sequence will be continued". So noted in the minutes.

### **PENDING**

WATER SYSTEM - Russell Farrell stated that he had talked with Pete D'Adamo about Well Retention Permits and came to the conclusion that the fee for Well Retention Permits should be \$250 a year. The reason for that is due to a number of restrictions that have surfaced. 1) Wells must be annually sampled for volatile organic carbons; 2) annually sampled for bacteria; 3) all sampling must be done by a certified sampler. To have all of this performed is about \$200 a year. Over and above this, we have the administrative functions of: 1) keeping tract of who has retained wells; 2) in hiring someone like Tatman & Lee once a year to go around and make sure no one is cross connected. For this we added another \$50. If someone should decided to keep their well prior to our issuing a permit, there is an inspection you must have done by the Health Department to determine if the well is constructed satisfactorily, the integrity of the location and whether the water is potable or not in order to meet the Maryland State Health Codes. This is a one time only inspection. Gophery Richardson asked if the individuals can have the testing done on their own and supply the town with a certificate. Russell Farrell stated that this might be looked at, but he felt that by the town hiring someone to do this for all at one time would be less expensive in the long run. He stated the bottom line is that we must have a certificate for the wells retained each year - we are the responsible party to make sure that this gets done in a manner that meets the State laws. Because of the gasoline contamination, the Health Department, Department of Environment, all are going to be here inspecting on a very close basis. Because there had been some discussion with the State that maybe, for the first year, they would pick up some of the cost of the testing, I am requesting a motion that we set the fee at \$250, subject to the restriction that the fee will be reduced or refunded dollar for dollar for any State assistance that we receive.

After further some discussion, David Jarinko requested to have the motion tabled for the next meeting. This was agreed upon by all Commissioners. Motion was not formally made or seconded.

Avalon Marina - Karl Knapp

Russell Ferrell stated that Mr. Knapp has requested a 3/4 inch meter versus a one inch and it was my understanding that because he was going to put in for a subdivision plan, the engineers went ahead and put in 3/4 inch service for the house and we are waiting for instructions on were to put the one inch service. As I understand it he had not put in the subdivision plan; thus, the 3/4 inch meter should come out and a one inch should go in. He needs the one inch for the marina and the engineers were waiting as to where to put it because they didn't want to install it where his subdivision for the house would be. David Jarinko stated that Mr. Knapp had informed him last weekend that he will not be accepting any water for the marina. Russell Farrell stated that he would get a one inch meter; it's just a matter as whether he is going to have a 3/4 inch meter or not.

Thomas Hartenstine

Russell Farrell stated that he understood that Mr. Hartenstine had a problem in that he thought he had put in a subdivision plan and evidently it did not get approved or did not get filed. He thought he had two parcels of land and wanted a meter for both. Somehow our Planning and Zoning approved the plan and when he went to file it the County group intervened and stopped him and refused to approve it. I do not know why because they have no right to intervene in our internal Planning and Zoning under any circumstances. I am a little confused as to what is going on. David Jarinko stated that it was his understanding that when he filed it with the County there was some question on where the well was going to be and he had to redraw it. Gophery Richardson brought up the fact that under the present zoning he is allowed to put more than one structure on a lot if the yard measurements, etc are as if they are two lots, so he would be allowed to build another structure and service it with a water meter whether he subdivided or not. Russell Farrell stated that when he builds the house then he can apply for the service, the town will not install more meters than there are the number of developed lots. Russell Farrell requested David Jarinko to find out why the County got involved in any other way than an advisory role. David Jarinko will investigate this matter.

Well Closings - Russell Farrell stated that the well closing requirements are still being checked out. Nothing final on this as yet.

Water Tank - Filling of the tank was started and at 25 thousand gallons there was a leak at the bottom hatch seal. It was drained, replaced and the filling was again started.

PSC & MES - I spoke with Pete D'Adamo about PSC and MES and he reviewed PSC's proposal, which looks reasonable but before we make

a decision our attorney should review the proposal. PSC would run about \$23,000 a year for what they are offering. MES would be approximately \$16,000 - \$17,000 for the same service. If we were to have problems the MES costs would increase much faster than the PSC, so you are balancing the up-front savings versus risks over the time period. He is going to write us a letter, but not recommending which we should go with.

Collins & Burton Properties - The right of way agreements for these properties have been submitted so that is taken care of. They have signed a letter indicating that they are going to be coming on line shortly, so that situation has resolved itself.

Reeside Property Rosalyn Bott stated she had talked to Caroline about this property. She is ready to move into her house and needs water. She is not interested in waiting for a Coulter's Point decision if it means a lengthy delay; she would rather go out individually on her own. She wanted to know if she went to the court house and got permission to connect into the system what she had to do. She doesn't want the crew to pull out and then have to come in again. Jim was here while I was talking to her and he stated that the crew would be in town for probably a month more and then have a skeleton crew for awhile after that. Russell Farrell stated that he had talked with Pete and Tom and that last summer they were given a request for service areas around town and they were going to take action at that time. He (Tom/Pete) stated that we gave them the maps and they had comments and Bob Fisher came and got the maps. I told him we did not have the maps and I had no knowledge that Mr. Fisher had withdrawn them. So now what I have to do is resubmit the maps and a written request for public hearings and they will then schedule the hearings and have them. This weekend I will redraw the map, get a letter written and hand deliver it to them. Then I will contact Marie next week to find out when the public hearings will be held. She understands the timing of this. They cannot dedicate an area as a service area for the Town of Charlestown without having a public hearing on the matter. Coulter's Point is asking for a service area from Charlestown, the County is not interested in giving them sewer; they were told to get their sewer from us. There is one item and it is a serious one - in that the County says that when they put a service in an area every one must hook up - the County says that applies to service areas also. If they grant us a service area and we put the service in, everyone must hook up. We have taken a little more kinder approach to that in that if you have a well you may keep it, but you can't get another well permit - someday you are going to have to hook up. They are saying you can't do it that way, you have to do it our way. Hopefully the County Commissioners will not do this. I am going to do what I can to get the hearings held as soon as possible, because it impacts not only Coulter's Point but Trinity Woods and Mark Connors and a number of other people who were working like we were under the assumption that the County was going forward with this process and evidently it was sitting beside the road not going anywhere. I suggest that you

(Rosalyn Bott) tell Mrs. Reeside to hold off. In two weeks we should know something. If they are not going to get serious, then we will have to take some other steps.

Overlays - I received the overlays today from Tatman & Lee that show all the encroachments and monuments. They will be here for anyone to look at.

LIGIT - I have given all the insurance paper work to Mr. Pinder and he will give us a recommendation.

Ball Field - Bill Hutchinson from the Babe Ruth League called me and wants to know whether they can put a pitching mound on the ball field. Rosalyn Bott will handle this request.

#### **NEW BUSINESS:**

The minutes of February 25, 1992 were approved as presented. Motion was made by David Jarinko and seconded by Gophery H. Richardson. Passed 4-0. Russell Farrell stated that a list of the Accounts Payable approved must be attached to the approved minutes.

Cemetery - Wyn's Lawn Service proposal for the care of the cemetery was presented and approved. Motion made by Rosalyn Bott, seconded by David Jarinko. Passed 4-0. Copy of agreement attached.

MML Convention - The MML wrote requesting a door prize from us for their convention. They are also putting together a Maryland Cook Book. Russell Farrell stated he would like to submit recipes from Charlestown and requested that all do so. Motion made by Rosalyn Bott and seconded by David Jarinko to supply a door prize (Mugs if they are still available or appropriate item) to the MML for their convention. Passed 4-0.

Up-Date on Water System Cost - (Copy attached to minutes). Russell Farrell stated that the first page is the projected costs of the Water System. The second page shows what has actually been spent through 2/4/92 and the third page is a comparison of the projected cost to what we have spent so far; but remember the projected cost did not include the \$151,000 contingencies which were change orders that have come along since then. We are doing pretty good. Most of the areas we have done exceptionally well in. We are \$400,000 below projected costs at this point.

Sewer Problem - Mrs. Turner informed me she had a sewer back up and water was coming in under her crawl space. I called the county and they sent two men to clean out the manholes. Russell Farrell stated that he had talked to the man from the treatment plant about an infiltration problem he had mentioned before. He took me around and showed me some manholes where water was flowing in from the sides. He showed me the daily flow log and stated our normal flow is 30 - 35 thousand gallons and recently the average has jumped and we need to get somebody to go around to all the manholes and find

out which ones are causing the problem. Pete is going to move on this as soon as he can. Mr. Farrell stated that he would set up a system within the townhall to monitor the daily flows so that when they start to go up the problem could be addressed immediately.

Coulter's Point - Russell Farrell stated he had received a letter from the State requesting drawings which he forwarded to Tatman and Lee for action. He will do all he can to get it moving along.

Ward Residence - Gophery Richardson addressed the Commissioners regarding Mr. Ward's desire to turn his two family dwelling into a single. Mr. Farrell stated that this was a Zoning issue and as such the Commissioners are forbidden from becoming involved in it, nor are they allowed to provide an interpretation of that ordinance.

Road Conditions - Rosalyn Bott stated that she realized that the water project is finishing up and then the road construction would begin; however, Louisa Lane needed something done now as it was almost impassable. She suggested that a load of crusher be put on it. Russell Farrell stated that we would be getting a letter from Pete D'Adamo shortly as to what will/will not be covered by the grant.

Parks & Recreation - Rosalyn Bott stated that the paper work for the tree for Fairgreen Park is ready; however, they are working on securing additional funds for a larger tree. Paper work for the walking track must be resubmitted. This is being taken care of.

Waterfront - The project is moving along. There seems to be no problems with launching even with the obstacles.

Accounts Payable - Russell Farrell requested approval for the bills. Motion to pay was made by David Jarinko and seconded by Rosalyn Bott. Motion passed 4-0. List of Accounts Payable attached.

The meeting was adjourned by Russell Farrell at 9:15 p.m.

Respectfully submitted,

*Dorothea A. Keller*

Dorothea A. Keller  
Town Clerk

*Approval  
March 24, 1992*

AGENDA  
MARCH 10, 1992  
CHARLESTOWN TOWN HALL  
7:30 P.M.

7:30 Valerie Hahn  
Walter Biggers  
Gary Bott, Assistant Chief Charlestown Fire Company

**OLD BUSINESS:**

Ordinance Numbers - General Code

**PENDING:**

Water System  
Reeside Property - R. Bott

**NEW BUSINESS:**

Approval of Minutes - January 28, 1992

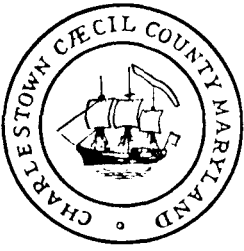
Cemetery - Wyn's Lawn Service - proposal

Accounts Payable

MML Convention - June 29, 1992 - Ocean City  
Request for door prize

agenda



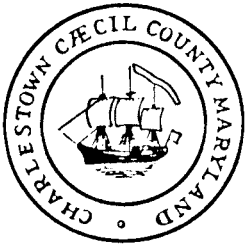


Town Commissioners of Charlestown  
Post Office Box 154  
Charlestown, Cecil County, Maryland 21914  
Phone 301 - 287 - 6173

WATER SYSTEM COST UPDATE

<u>COST AREA</u>	<u>PROJECTED COSTS</u>
Administration & Legal	\$ 81,000
Engineering	257,800 *
Interest	120,000
Construction	1,904,110
Contingency	142,000

\* Did not include engineering for contingency work, to include monuments.



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

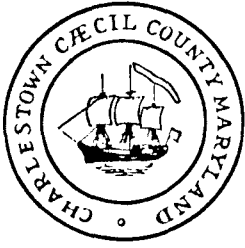
WATER SYSTEM COST UPDATE

COST AREA

COST THRU 2/14/92

Administration	\$ 2,537
Legal	21,368
Engineering	255,428
Interest	17,866
Construction	1,500,763
Contingency	151,082

Secretary



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

Phone 301 - 287 - 6173

WATER SYSTEM COST UPDATE

TOTALS

PROJECTED COSTS: \$ 2,504,910

COST THRU 2/14/92 2,098,202

WSUPDATE

**ACCOUNTS PAYABLE - MARCH 10, 1992**

GENERAL ACCOUNT

Cecil Whig		118.94
(5 insertions for position of Town Administrator)		
C & P Telephone		145.76
Hilyards (copier repair - Inv. 63151 & 1823)		98.00
Treasurer, Cecil County (patrol of Charlestown)		
Deputies		503.76
Gasoline		22.32
AT & T		8.40
Echols Enterprises (service Townhall alarm system)		16.00
Conowingo Power		129.94
Town Hall	95.62	
Garage	18.96	
Boat House	15.36	
Injured Worker's Insurance Fund		332.40
(Workerman's Compensation policy #0588325-1)		
Mac's Shacks (3 portable tolets 3/1-3/31/92)		165.00
Keith A. Baynes (attorney fees & court costs)		202.50
Crandell, Inc. Payment Estimate #3 (Waterfront Project)		11,937.80
		\$13,680.82

SPECIAL ACCOUNT

Stancills (sand - Inv. #005327)		13.59
ABC Manufacturing (road sign repair - Inv. #82204)		40.09
Maryland Materials (stone - Inv. #078216)		99.80
Sunoco Ultra Service Center (truck repair - Inv. #5123)		149.42
Russells Sunoco (tire work - Inv. #2234466)		12.00
American Home & Hardware (digger bar - Inv. #8512500E)		24.56
C J's Market (gasoline - 101.65 less 10%)		91.48
Conowingo Power (street lights)		1,011.33
		\$1,442.27

SANITATION - SEWAGE ACCOUNT

Conowingo Power		252.75
Station # 1	154.02	
Station # 3	61.88	
Lift Station	10.06	
Route #7	26.79	
		<hr/>
		\$ 252.75

WATER ACCOUNT

National Railroad Passenger Corporation		259.94
(Inv. #92098021027 - Project #861483)		
Conowingo Power Company		492.75
Water Tank	435.24	
Well # 1	57.51	
Tatman & Lee		
Well # 1 - Invoice #9409		5,922.02
Invoice #9486		1,750.00
Coyne Chemical (chemicals - Inv. #148836)		229.90
		<hr/>
		\$8,654.61

(bills310)

UNDERSTANDING THE  
INSURANCE SERVICES OFFICE/COMMERCIAL RISK SERVICES

FIRE SUPPRESSION  
RATING SCHEDULE



Is your fire service ready for an ISO/CRS Public Protection  
Community Survey?

Do you understand the FIRE SUPPRESSION RATING  
SCHEDULE?

Is your fire service budget effectively utilized to save on  
insurance premiums for the citizens?

Do you have a method for evaluating your fire service?

**Finally, a seminar for civic and fire service leaders to assist in  
understanding the FIRE SUPPRESSION RATING SCHEDULE.**

April 21-22, 1992

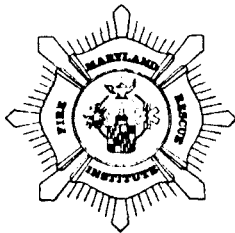
Hagerstown, Maryland

May 11-12, 1992

Atlanta, Georgia

May 28-29, 1992

Syracuse, New York



MARYLAND FIRE AND RESCUE INSTITUTE  
UNIVERSITY OF MARYLAND  
COLLEGE PARK, MARYLAND 20742

if you are an elected municipal official, a municipal manager, or fire service leader, YOU SHOULD ATTEND THIS PROGRAM!

The seminar is designed to:

- Assist in understanding the scope, objectives, and content of the current ISO/CRS Fire Suppression Rating Schedule.
- Present the concept of how an improved rating can lower the property insurance premiums for your citizens.
- Identify the management actions to maximize your return on funds invested in fire protection.
- Identify the alternative strategies for improving your ISO/CRS Fire Suppression Rating.
- Prepare you for developing and presenting the reports, inventories, and other data for the rating process.
- Examine methods for improving water supply delivery capability from existing sources.
- Present the concept of utilizing the ISO/CRS Fire Suppression Rating Schedule as a method for evaluating your fire service.

Seminar Features:

- The opportunity to ask questions on the ISO/CRS Fire Suppression Rating process.
- The interaction with an ISO/CRS Facilitator to offer guidance and interpretations.
- Nationally recognized faculty -

**Harry E. Hickey**, Ph.D., Chief Fire Protection Engineer and Navy Fire Chief at the Johns Hopkins University Applied Physics Laboratory; Retired Associate Professor, Department of Fire Protection Engineering, University of Maryland; currently appointed Deputy Fire Coordinator, Wyoming County, State of New York; served as Insurance Rating Field Engineer with FIRO.

**John M. Watts, Jr.**, Ph.D., Director, Fire Safety Institute, Middlebury, Vermont; Editor, Fire Technology; Assistant Professor, Department of Fire Protection Engineering, University of Maryland. Former Chief Fire Officer, Insurance Field Engineer with FIRO.

**April 21-22, 1992**

The Tuesday and Wednesday seminar will be held at the Ramada Inn and Convention Center in Hagerstown, Maryland. The site was selected to offer convenience to participants from a multi-state area; Hagerstown is located at the intersection of Interstate 70 and Interstate 81, and is served by a commuter airport.

There is a special conference rate for lodging of \$48.00 per night. You may handle registration direct with Ramada Inn by telephoning (301) 773-5100 or you may indicate your lodging needs on the pre-registration form with your credit card number.

The seminar will begin at 8:30 a.m. on Tuesday, April 21, 1992 at the Ramada Inn and Convention Center. The program will be conducted from 8:30 a.m. to 5:00 p.m. both Tuesday and Wednesday.

Participants will receive a copy of the current ISO/CRS Fire Suppression Rating Schedule, a Fire Suppression Rating Survey Planning Guide to assist with an ISO/CRS survey, and a seminar notebook with program information.

**The registration fee for the two day seminar, including student materials, is \$285.00.** The fee must accompany the registration form. All registrations must be received prior to Monday, April 6, 1992. Refunds for cancellations are subject to an administrative charge.

Tuesday, April 21, 1992

- Pre-registration
- Perspective on ISO/CRS Grading Process
- How to Apply the Fire Suppression Rating Schedule (FSRS)
- The Grading Process as It Relates to Insurance Premiums
- Receiving and Handling Fire Alarms
- Water Supply

Wednesday, April 22, 1992

- Fire Department Operations
- Automatic and Mutual Aid
- Fire Station Locations
- FSRS Section II - Individual Property Suppression
- Water Supply Delivery
- Evaluating an ISO/CRS Protection Classification
- Program Summary
- Presentation of Certificates

\*\*\*Individuals interested in programs in Atlanta, Georgia and Syracuse, New York in May should check the interest block on the pre-registration card.

me

# Proposal

FROM

Wyn and Terry Twitchell  
Wyn's Lawn Service  
232 Red Pump Road  
Rising Sun, MD 21911

Proposal No. 1

Sheet No. 1

Date 3/1/92

410-658-2455

Proposal Submitted To

Work To Be Performed At

Name Down Commissioners - Charlestown  
Street PO Box 45  
City Charlestown  
State MD  
Telephone Number \_\_\_\_\_

Street St. John's Methodist Church  
City Cemetery State \_\_\_\_\_  
Date of Plans 1992  
Architect Wyn C. Twitchell

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

- Regular maintenance of the grounds which includes:
1. Grass cutting
  2. Trimming around cemetery, stones, building, fences, etc
  3. Clippings blown off walks + drives

The utmost care will be given to prevent damage to cemetery stones.

The grounds will be mowed as needed.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$125.00/cut).

with payments to be made as follows:

Complete cut and trim (one hundred + twenty five dollars per cut)  
Billings will be made on a monthly basis.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. ~~All agreements contingent upon strikes, accidents or delays beyond our control.~~ Owner to carry ~~fire, tornado and other~~ necessary insurance upon above work, Workmen's Compensation and Public Liability Insurance on above work to be taken out by Wyn's Lawn Service

Respectfully submitted Wyn's Lawn Service

Per Wyn C. Twitchell

Note — This proposal may be withdrawn by us if not accepted within X days

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted \_\_\_\_\_

Signature \_\_\_\_\_

Date 3/10/92

Signature Howard W. J...



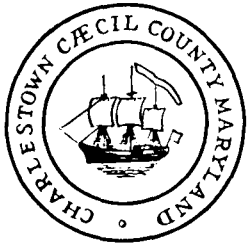
PLEASE Sign-in if you ARE ATTENDING  
TOWN MEETING  
THANK you

ROSTER

CHARLESTOWN TOWN MEETING

DATE: March 10, 1992 TIME: 7:30

- Mr + Mrs Richard V Limes
- Margaret Dodge Hill
- Bob Bender
- Jane Spangler
- Ely Brestand
- Col Bush
- Con
- Herchel Bismou
- Betty Shockley
- Charles Hahn
- Rennett M Shockley
- Val Hahn
- Walter A Biggers
- Loyd A. Scott



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

Phone 301 - 287 - 6173

~~Water & Sewer~~  
~~Public Administration~~

WORKSHOP MEETING

MARCH 24, 1992

The workshop meeting of the Board of Town Commissioners held on March 24, 1992, was called to order at 7:30 P.M. by Vice-President David A. Jarinko. President Russell U. Farrell, Jr., was out of town on a business trip. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Also attending: Peter D'Adamo, of Tatman & Less Associates, Inc., Janet Spangler, B. Forsythe, Dessa Forsythe, Margaret Miller, Mr. & Mrs. Richard Simes and R. Edward Turner, News-Journal paper.

Cable - TCI Cablevision

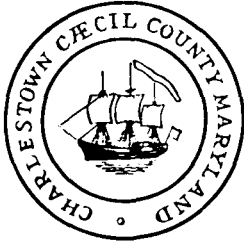
Mr. Rory Test, TCI Cablevision manager, was unable to attend our meeting but had the annual franchise check in the amount of \$2,998.87 delivered to the Town Office in time for the Commissioners meeting.

Tatman & Lee Associates, Inc.  
Peter D'Adamo

Peter D'Adamo of Tatman & Lee Associates, Inc. gave a progress report on the water system. (1) The Contractors have installed all but approximately 4 water installations which should be completed this week. (2) A few more days are needed to continue flushing the hydrants. (3) Next week they also are expecting to start restoring the yards. Pete D'Adamo did ask Gophery H. Richardson about his yard but Richardson replied to see his Attorney. (4) The Contractor will start paving work which will take 4 to 6 weeks. Street work is a priority and some additional streets may go out for bid. Hopefully, we may be able to get grant money set aside for stormwater study and price of abandoned wells in town. (5) The tower is completed and disinfected and the tank is ready for operation. The Engineers were looking at a third well site in back of the Tennis Court but it is not acceptable as it is too close to the contaminated zone. The third well could possibly be in back of Helen Ward's property. There will be a decision on the location of the third well at the next meeting. Chemicals must be tested and samples sent to the Lab for study.

Change Order #6

A motion by Rosalyn R. Bott to extend the fence around the well at the tank site for security and protection at a cost of \$660.00. Motion seconded by William W. Roff and approved 4 - 0.



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

Phone 301-287-6173

~~Police Administration~~

~~Town Administration~~

WORKSHOP MEETING

MARCH 24, 1992

- 2 -

Estimate #11

A partial payment bill submitted by Paul's Utility for work completed to date and also recommended for payment by Tatman & Lee Associates in the amount of \$74,995.27. A motion was made by William W. Roff and seconded by Rosalyn R. Bott and approved unanimously.

Coulter's Point

Mr. C. Thomas deLormier, Deputy Director of the Cecil County Department of Public Works spoke with Barry Belford and indicated that the Coulter's Point water service area must be included in the County's ten year Water and Sewage Plan in order to be eligible for a Maryland Department Environment (State) construction permit. This can be accomplished only by requesting approval of the Board of County Commissioners followed by a Public Hearing with the Coulter's Point residents in order to establish an official water service area. The MDE will not issue a construction permit until this has been done.

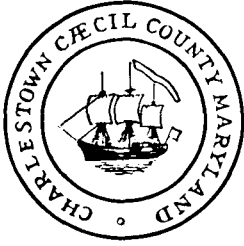
Waterfront Pier

Elevation of Town Pier - Town would like to consider elevation similar to Pat's Marina which is 5 or 5.5. Town would like it at lower level for easier access in and out of the boats.

Water System Operator

Two bids being considered as Operators of our Water System were Maryland Environment Services, whose bid was the lowest but contingent with cost overruns including labor, materials, etc. The other bid from PSC Environmental Services, Inc. of Limerick, PA. guaranteed (no cost overruns and labor capped) an annual ceiling per month.

A motion by Rosalyn R. Bott that PSC be awarded the contract as Water System Operator for one (1) year subject to Farmers Home Administration approval, was seconded by William W. Roff and approved unanimously.



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

Phone 301-287-6173

~~XXXXXX~~  
~~XXXXXXXXXXXXXXXXXXXX~~

WORKSHOP MEETING

- 3 -

MARCH 24, 1992

Water System - Start-Up Ceremony

Tatman & Lee Association, Inc., has suggested having a Water System Start-Up Ceremony along with the Town. They would like to have a plaque prepared to go on the Water Tower with the list of names of those responsible.

Well Retention Fee

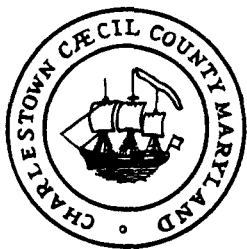
The Well Retention Fee will be carried over to the next meeting. We need to know more about what the State will charge for examining the wells each year in order to set a fee.

Water Hook-Up - Valerie Hahn

There was discussion concerning the 3 lateral water lines of Elizabeth Brostrand, Charles Hahn and Betty Shockley that were originally planned to go through Hahn's property. Mrs. Hahn objects to the lines on her property. Therefore, Elizabeth Brostrand's line can go to the left of Hahn's property through an easement granted by Timothy Motter. Mrs. Hahn is asking that Mrs. Shockley's line go through the section of Bladen Street, commonly known as the "foot path", which is under the authority of the Maryland Environment Trust. The Maryland Environment Trust has ruled they would not be in favor of a lateral water line into Parcel 1 of the conservation easement when there are alternative locations available. If Mrs. Hahn doesn't give Mrs. Shockley permission to go through her property, her property would be land-locked and not available for water. It may come to a court decision.

Minutes - March 10, 1992

Rosalyn R. Bott made a motion to approve the minutes of March 10, 1992. Motion seconded by Gophery H. Richardson and approved 4 - 0.



Town Commissioner of Charlestown  
Post Office Box ~~66~~<sup>66XX</sup>  
Charlestown, Cecil County, Maryland 21914

~~XXXXXXXXXX~~  
~~XXXXXXXXXX~~  
~~XXXXXXXXXX~~

Phone ~~301X787X826X~~

WORKSHOP MEETING

- 4 -

MARCH 24, 1992

Verna Mulveny - Trees

Mrs. Verna Mulveny notified the Commissioners that 2 or 3 trees at the front of her property on Town ground are in very bad shape, and ready to fall and could possibly hit her house. Commissioner Bott is having someone check her trees and she will notify them to look at Mrs. Mulveny's trees and give the town the estimate.

MML Convention - Door Prize

Charlestown will donate two (2) of the new Charlestown 250th Celebration Sweatshirts as door prizes at the MML Convention in Ocean City, Maryland, the week of June 29 to July 1, 1992.

Fire Insurance

Gary Bott, Assistant Chief of Charlestown Fire Company, is attending ISO Fire Insurance Rating class. Residents should receive fire insurance deduction because of the Town having fire hydrants. He will present more detailed information at the next meeting.

Charlestown Citizens Association

Janet Spangler, a member of the Charlestown Citizen Association, asked if the Board would consider designating a week-end when all citizens would be invited to help clean up Charlestown's beaches. She suggested the week-end of May 2 and 3. A motion by William W. Roff and seconded by Gophery H. Richardson was approved 4 - 0. Permission was also given to use the Town truck.

The meeting adjourned at 8:30 P.M.

Respectfully submitted,

Doris Berry, Town Clerk

TOWN OF CHARLESTOWN  
REGULAR MEETING  
April 14, 1992  
7:30 p.m.

The regularly scheduled meeting was called to order at 7:30 p.m. by President Russell Farrell. All commissioners were in attendance. (Attendance roster attached.)

Water Service - Pete D'Adamo: Mr. D'Adamo presented an informational packet for the commissioners to use at the Town meeting on 4/15/92. The packet included two versions of information regarding the: 1) homeowner's responsibility for connection to the water system; 2) private well retention requirements; 3) private well abandonment general standards; along with a 4) proposed water system fee schedule; and a 5) monthly operation and maintenance charge. (copy attached) Discussion was held on various items in this informational packet as to what the exact step by step procedures would be. It was also noted that Farmer's Home must formally approve our contract with PSC but no problems are anticipated. It was agreed that water would be available for hook up by the end of week 4/20/92 - the 45 day period for compliance with hook up would end June 12, 1992. The private well retention requirements and private well abandonment standards were discussed. It was stated that these are not requirements of the town but State and County requirements. A representative from the State will be at the meeting on 4/15/92. The fee schedule and debt service charges were discussed. Various options were mentioned as a way of reducing the debt service charges as time goes on. It was agreed to make the water system debt service charges for the "in town" vs "out of town" users consistent with the ratio used for the sewage debt service charges (1.5 factor). Connections fees were established for after June 12, 1992 (unless "hardship" arrangements are made prior to June 12, 1992). Hardship cases will be decided by the Commissioners. It was agreed by consensus of the Commissioners that the ordinance would incorporate the fees that were established; availability of arrangements for "hardship" circumstances; and the exemption of Coulters Point on the "after" June 12, 1992 connection fee because of the ongoing negotiations with them.

Road Paving: A map was presented showing roads that need to be paved and would be funded under the Water Project contract. Additional areas were also identified that need to be considered, but would have to be paid for. The roads were prioritized and identified by various colors on the map. The consensus of the commissioners was to place all identified road work out for bid, thereby giving them an estimate of the potential cost for future reference

Water Front Project: David Jarinko stated that the State would be sending suggested regulations for the dock. Piles are to be placed 30 feet out from the boat dock; steps are to be put in at the stone pier, but no rails along the fishing pier.

OLD BUSINESS:

The minutes of March 24, 1992 were approved. Motion made by Dave Jarinko and second by Rosalyn Blott. Passed 4 - 0.

William Roff stated he had heard nothing else regarding the monies coming back from the County for sewers regarding Smith's Landing.

PENDING:

Coulter's Point Water Service Area - This will be covered at the County Meeting on April 15, 1992 in the Middle School.

Valerie Hahn - Water Service: Russell Farrell will write a letter to Ms. Hahn addressing this issue.

Clarence Cooper - re water hookup: Russell Farrell will write a letter informing him that the water line (unlike the sewer line) will not run through his property; therefore he does not get a free water hookup.

Forest Conservation Ordinance: - Russell Farrell stated this would have to be adopted by the end of the month. This was tabled until the next meeting. He has advised Janet Gleisner that it would be late.

NEW BUSINESS:

Resolution 92-1 - Local Government Insurance Trust Participation: They have re-written rules and regulations, Woody Pinder has read this and stated that it basically has to do with how the fund is financed and has nothing to do with us. In order to stay active in the Trust we have to have this adopted. Dave Jarinko made a motion to adopt Resolution 91-2, second by Rosalyn and was passed 5-0.

Ordinance 92-1 - Amendment to the Charlestown Floodplain Ordinance: These are the Federal mandated changes to our Floodplain Ordinances. Dave Jarinko made a motion to adopt Ordinance 92-1 (as corrected), second by Rosalyn Blott and was passed 5-0.

Sewage Connection - 464 Chesapeake Road: Sewage will be discontinued as the trailer has been removed. Jim D'Orazio will check to see if the sewer connection has been capped and covered.

Mulveny's Trees - wood: Rosalyn Blott reported 80% removal of tree is completed; some of wood will be given to Mrs. Mulveny; the remainder will be given to someone who needs it for heat.

Secretary's Day: Rosalyn Blott will handle.

Rosalyn Blott invited everyone to an Open House at the Post Office on May 2, 1992 from 2:00 - 4:00 p.m. She also expressed a need for additional electrical connections.

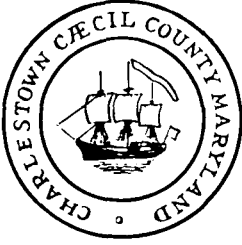
Accounts Payable: Rosalyn Blott made a motion for payment of the accounts, second by William Roff; passed 5-0.

There being no further business, the meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Dorothea A. Keller  
Assistant Town Clerk





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

Phone 301 - 287 - 6173

~~XXXXXXXXXXXX~~  
~~XXXXXXXXXXXX~~

WORKSHOP MEETING

APRIL 28, 1992

The workshop meeting of the Board of Charlestown Commissioners was held on April 28, 1992, at 7:30 P.M. David A. Jarinko, Vice-President, called the meeting to order as President Farrell was out of Town on a business trip. Other Commissioners present were: Rosalyn R. Bott, Gophery H. Richardson and William W. Roff. Also attending were: Mark Connors, Janet Spangler, Carol Hampton, Ralph Ritter, Mr. and Mrs. Richard Simes, Kenneth Rasnake, Will Whiteman, Bob Aiken, Russ Tatman and Jim D'Orazio of Tatman & Lee Associates, Inc.

Russ Tatman

Russ Tatman of Tatman & Lee Associates, Inc., gave the monthly (April 16) progress report on the Waterfront project in place of Pete D'Adamo who is on vacation.

- (1) The stone pier extension is basically complete with only the ramp and associated work to be finished.
- (2) The boat launch ramp timberjetties is just about finished with the decking of the pier extension to be completed.
- (3) The boat ramp has been saw cut and a portion has been jack hammered out awaiting for a low tide to remove the rest of the ramp and install this portion of the project.
- (4) The town pier is complete with only some decking and railing to be finished.

Russ Tatman reported that a couple of bills are recommended for payment. One by Tatman & Lee Associates, Inc. for a partial payment to Charles Crandell on the Waterfront. Payment #5 for \$87,028.81, which is also recommended by the State. The other on the Water System by Paul's Utility for #4-362 for the amount of \$67,173.43, restoration phase including streets, lawns, fence extension at tank site which should be complete this week. This also has the State's recommendation.

On a motion by William W. Roff and seconded by Gophery H. Richardson that the payment to Charles Crandell be paid. Motion passed 4 - 0.

On a motion by William W. Roff and seconded by Gophery H. Richardson that the payment to Paul's Utility be paid. Motion passed 4 - 0.

Special Meeting - May 5, 1992

A special meeting on the extension of the Water project contract will be

held on May 5, 1992, for approval to June 12, 1992. The extension is State approved.

Mark Connor

Mark Connor before going before the County Commissioners wanted to discuss the water system with the Town Commissioners. Mark Connor has prepared a petition type form for residents to check if they "do" or "do not" want the Manor as a service area and ask them to send them to the County Commissioners. Some property owners have said they would only consider getting water from Charlestown if their wells went bad. Mr. Connors would like to see the area treated as a unity such as Trinity Woods, and not just a limited area or Connor's area. He has a map showing his area which he will take to the County.

Coulter's Point - Meeting at Charlestown School - April 22

A note on the Coulter's Point residents who met with the Cecil County Commissioners at Charlestown Elementary School concerning the water system. About 140 out of town residents attended. County Commissioners reported there was no chance of water for the next 10 years through the County, only through Charlestown. The rates from Charlestown are: May 12 - June 12

\$200.00 Town residents	\$400.00 out of town residents
\$1,200.00 After June 12	\$1,450.00 After June 12

An exception to the rate changes of the May 12 date for 32 homes at Coulter's Point was changed to July 1, 1992.

Boat Slips - Ralph Ritter

Ralph Ritter inquired about the boat slips, when they would be ready, the rates, etc. There will be 36 slips, 4 or 5 slips may have to be left as transient slips and should be ready in the next 10 days to 2 weeks. The rates are not established yet, but could be \$190.00 or \$200.00. The slips are 11' x 24' with a 4' water depth.

Kenneth Rasnake

Kenneth Rasnake, Louisa Lane and Water Streets; Will Whiteman, Surveyor; and Robert Aiken, Banker, were inquiring about Kenneth Rasnake's house encroaching over the property line approximately 2 inches (the chimney). Also this does not include the overhang of 1 foot which encroaches the full length of the house.

A new survey of some of the Town streets done by Price & Price was put to public referendum and accepted by an overwhelming vote as recorded in the

Town Charter and to the State Legislature for their ratification. Ordinance #87-3 indicating in general any encroachments of private lands or structures onto Town owned property would be corrected before the next transfer of property. After more discussion, it appears that more specific advice is needed from the Attorney, etc.

Gary Bott - I.S.O.

Gary Bott was ill, so more information will be given at the next meeting. I.S.O. - International Standard Organization inspection should drop your insurance 10% or 40% when the water lines are completed.

Town Minutes - April 14, 1992

A motion by Rosalyn R. Bott to approve the Town minutes of April 14, 1992, was seconded by William R. Roff and approved 4 - 0.

Forest Conservation Act and the Town Budget, 1993

The Forest Conservation Act and also the fiscal year 1993 Town Budget will continue at the next meeting when all Commissioners will be present.

Janet Spangler - Citizens Association

The Charlestown Citizens Association Beach clean-up will be from 9:00 A.M. until 12:00 Noon, Saturday, May 2 at Veterans Park. The town truck will be available. Rain date will be the following week. Nancy Nail had the Vo-Tech school make a Posterboard for the Town Hall. It is 24 x 36 Oak, 4" depth, 2" inside. It will be brought to the next meeting. Cost will be \$70.00.

Town Administrator - Stanley Hearne

Russell Farrell and William Roff interviewed Stanley Hearne for the Town Administrator position. He lives in the Elkton area and is familiar with Municipal Government and Community Affairs background. Rosalyn R. Bott motioned to approve Stanley Hearne for Town Administrator subject to approval of Wilmapco and Dan Rohrer, Circuit Rider. Motion seconded by Gophery H. Richardson and approved 4 - 0.

Meeting adjourned 8:45 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

**TOWN OF CHARLESTOWN  
SPECIAL MEETING**

May 5, 1992  
7:30 p.m.

A Special Meeting was held on May 5, 1992. The meeting was called to order at 7:30 p.m. by Russell Farrell, President. All commissioners were in attendance - David Jarinko, Vice President; Rosalyn Bott, Treasurer; William Roff and Gophery Richardson.

Extension of Contract - Paul's Utility - Change Order #16

Tatman & Lee have signed off on Change Order #16 and suggested that the Charlestown Board of Commissioners approve a ninety (90) day extension of Paul's Utility contract which expires on May 5th. The primary reason for this is to develop a third supply well, take care of any time lost due to weather, etc. and to allow them to finish the listed paving items. It was so moved by Rosalyn Bott, second by David Jarinko and passed 5-0.

Charlestown School Hook-up Fee

The Charlestown Elementary School requested permission to pay the water hook-up fee, but delay the actual installation work until after July 1st. Their current budget will not cover this expense and will have to be paid from the new fiscal year budget. They also requested that no further penalty or inspection fee would be assessed. Russell Farrell stated he could not guarantee this. David Jarinko suggested that a statement - example - "Connection fee would be conditional upon the engineer or inspector being on site" should be added to the letter Russell Farrel will send to the school. The motion to approve this course of action was made by Gophery Richardson, second by David Jarinko and passed 5-0.

Boat Slip Fees

The boat slips were discussed. David Jarinko stated there are 35 slips available and he was waiting for a formal reply from Bruce Gillmore before he sent a letter to those people on the list. He stated that all the slips are identical 11 ft. x 24 ft. with no end slips this year. Four slips will have to be held for transient usage. David Jarinko stated a \$200 fee was discussed verbally with Mr. Gillmore. Since the project was fully funded by the State, the lessee must have a boat to reserve a slip, as the State wants utilization of the slips used and not just reserved. Boats also must be registered in Maryland. The maximum size of a boat must not be more than 26 ft. David Jarinko will send a letter to those people on the boat-slip list as soon as he receives written confirmation from the state.

### Pat's Marina

Pats Marina's annual ground rental fee was due April 1st and has not been paid. They have not informed the Town of their total number of slips and annual fee charged, so that the Town can assess them.

### Partial Payment - Water Hook Up Fee

Russell Farrell presented a list of individuals who want to pay their Water Hook-up fee in installments because of financial hardship. After some discussion it was agreed that a letter would be sent to these individuals along with a form asking the nature of the financial hardship. It was agreed the office will give a copy of the form to anyone requesting partial payments to fill out and return to the office. The Commissioners will then review each request and make a case by case decision, in a closed meeting. A motion was made by William Roff, second by David Jarinko to handle future partial payment requests in this manner. Passed 5-0.

### Dedication Ceremony for the Water System

It was suggested that the proposed May 17th Dedication Ceremony be postponed. It was then agreed that June 7th would be the official dedication date. Various aspects and plans were discussed for the ceremony. An invitation will be sent to the dignitaries.

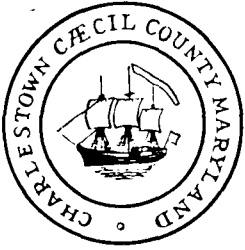
### New Boat Ramp Facility

David Jarinko reported a problem had developed with the new dock in that when the waves blow up the bay the facility becomes very rough. In between the two fences, it was actually rougher than it was outside. He spoke with Tatman & Lee and then Larry Walker contacted the State. The State informed them that wooden jetties are very good silt preventing devices for channels but when they are in a choppy area of a blow the mouth of the jetties pick up the wave pattern and bounces it off the walls magnifying it. They suggested placing a warning sign on the pier. As this area is used by the rescue boat, someone suggested taking a video of a boat coming in during these conditions and show it to the State - they might be able to come up with a solution.

Since there was no further business, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Dorothea A. Keller  
Town Clerk



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

Phone 301-287-6173

**TOWN OF CHARLESTOWN  
SPECIAL MEETING**

May 12, 1992  
7:30 p.m.

The Special Meeting was called to order at 7:30 p.m. by Russell Farrell, President. Commissioners in attendance - Rosalyn Bott, Treasurer; William Roff and Gophery Richardson. David Jarinko, Vice President was not in attendance.

**PUBLIC HEARING - RESOLUTION 92-2**

Russell Farrell stated Resolution 92-2 is a Water System Fee Schedule resolution and had been advertised in accordance with all the prescribed procedures. Russell went over the highlights of the resolution and asked for a motion. William Roff made a motion to accept Resolution 92-2 as written, advertised and published. Seconded by Rosalyn Bott. Approved 4-0.

The Public Hearing portion of the meeting was adjourned.

Commissioner William Roff introduced the new Town Administrator, Mr. Stanley Hearne and stated his qualifications. Mr. Hearne will assume the position within the next week.

ISO Fire Insurance Rating

Gary Bott reported on the ISO (Insurance Service Organization) class he attended. He stated that 48 of the 50 states recognized the ISO ratings. There would be no charge for the study and a good rating could possibly reduce homeowners insurance costs even more especially for commercial establishments. At the present time there are no ISO ratings in Cecil County. Garry Bott will furnish Russell Farrell the information needed to apply for an ISO rating.

Water Service for Trinity Woods

Mr. Larry Porter addressed the board regarding water service to Trinity Woods. He relayed to the Board some of the concerns from the property owners that had homes along the path of the water pipe he would install for service to Trinity Woods. They were concerned

about the water rate, annexation if they use the water and if they had to hook up. Russ Farrell stated that the resolution #92-2 would address the fees; Rosalyn Bott stated that anyone out of town using the water, would have to sign an agreement that they would not fight annexation should it come up. Russ stated that out-of-town residents are not required to hook up even if water is available. Out of town service is technically on hold until the County declares Charlestown a Service Area for water distribution.

#### Water Front Project Update

Letters were sent to those individuals on the boat slip list. The Stone Wharf has been completed and the paving will be finished shortly. The State will be coming through with additional grant funds for such items as port-a-johns, etc at the various facilities. The old pier will be removed this Fall.

#### Water System Update

We are rapidly approaching 50% of hook up in the town. Russ Farrell went over some miscellaneous work that needs to be done; work to a couple of manholes, repair of a 15 foot section of pipe and a drainage ditch. Motion was made by Gophery Richardson and seconded by William Roff to do the repair work on the manholes and the 15 ft section of pipe as recommended and to instruct Tatman and Lee to put in the change order covering this work. Another motion was requested and made by Gophery Richardson and seconded by William Roff to increase the diameter of the drainage ditch on Chesapeake and extend the area covered. Both motions were approved 4-0.

#### Water System Dedication Ceremony

The Dedication Ceremony has been moved to Saturday, June 6, 1992. Tatman and Lee have donated \$500 towards the expense.

#### Approval of Minutes

The minutes of the Town Meeting on April 7, 1992; the Workshop Meeting on April 28, 1992; and the Special Meeting on May 5, 1992 were approved as presented. Motion presented by William Roff, seconded by Rosalyn Bott to accept the minutes - approved 4-0.

#### Location of Third Well

The location was determined at the April 7, 1992 meeting - the old Ward Property.

#### Forest Conservation Act

A copy of the proposed ordinance for the Forest Conservation Act was given to all Commissioners. Russell Farrell stated that this was a proposed ordinance and he would like a motion to submit it to the state. The State will provide us with written comments sometime

in July. We must adopt the ordinance by the 31st of December. He explained the changes he had made to the model to customize it for the Town of Charlestown. A motion was made by Rosalyn Bott and seconded by William Roff to submit this Forest Conservation ordinance as our proposed ordinance. Approved 4-0.

Budget

The budget was discussed as presented. The Board agreed to hold a special budget meeting on the 19th of May, starting at 7:00 p.m. with a pre-arranged adjournment of 9:00 p.m.

Contract Document for Town of Charlestown Street Resurfacing

After discussion, Russell Farrell asked for the approval of the Board so Tatman & Lee could distribute the bid document for paving the streets covered under the Water Contract. At the next regularly scheduled Town Meeting, two weeks from now, Tatman wants to open the bids and award the contract that night. William Roff pointed out a statement in the bid on page BB-1 "...legally authorized to do business in the State of Delaware...". General consensus was that this should be changed to Maryland. Motion was made by Rosalyn Bott and seconded by William Roff to distribute the bid booklets with this change; approved 4-0.

Accounts Payable

Accounts Payable were approved 4-0. Motion was made by William Roff, seconded by Gophery Richardson.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Dorothea A. Keller  
Town Clerk

Approved: \_\_\_\_\_

mtg51292



**ACCOUNTS PAYABLE - MAY 12, 1992**

GENERAL ACCOUNT

C & P Telephone		
410-287-6173		179.98
Hilyard's		
#644342		90.50
State Highway Administration		
#7422 (50 municipal maps)		53.00
Echols T/A Alarm Systems		
#5556 Service Call		45.00
Monitoring - May		16.00
Conowingo Power		
60-18-01-597019 - Town Hall		87.18
60-18-01-685517 - Garage		16.96
60-18-01-638011 - Boat House		6.97
Tatman & Lee - Water Front Project		
Professional Services		
Invoice #9570 (2/23-3/28/92)		883.00
Invoice #9761 (3/29-4/26/92)		1,043.64
North East Florist		
#057404		77.00
AT & T		
011-021-4076-001		73.43
Sheriff's Office - Cecil County		
gasoline 2/3-3/2/92		35.83
3/2-4/2/92		56.50
patrol		
92-002 (2/1-2/22/92)		645.54
92-003 (3/7-3/28/92)		1,118.89
Mac's Shacks		
3 portable toilets #3703		165.00
Crothers-Littles Insurance		
Bond Renewal		50.00
Wyn Twitchell		
April grass cutting		125.00
R.H. Johnson (HOLD)		
Tennis & Basketball		2,824.00

WATER ACCOUNT

C & P		
# 410-287-3708-342-02 (current)		65.00
	(over due)	53.43
Conowingo Power		
Well #1    60-18-01-685715		154.58
Tank      60-18-01-685616		210.93
Tatman & Lee		
Operation Services		
#9646 (2/23-3/28/92)		5,760.00
#9692 (3/29-4/25/92)		3,240.00
RPR Services		
#9569 (2/23-3/28/92)		8,556.30
#9760 (3/29-4/25/92)		6,757.92
Chesapeake Pub Corp		
ELN 1180 Legal Notices		181.43

SEWAGE

Cecil County Dept. of Public Works		
Invoice 15500010		
Conowingo		
60-18-01-593018    - Station #1		149.54
60-18-01-663514    - Station #3		75.70
60-18-01-638516    - Lift Station		13.67
60-18-01-832010    - Route 7		37.33
Safeguard Business Systems		
003951991		88.40
Tatman & Lee		
Sewer System Evaluation		
#9693 (3/29-4/25/92)		4,200.00

SPECIAL

American Home & Hardware		
#649789		5.10
Stancills		
#005518		14.40
American Safety Service		
#113239 (signs)		42.19
Conowingo Power		
#060-21-90-003510    - street lights		1,007.83
C J's		
gasoline		125.55

accts51292

ROSTER

CHARLESTOWN TOWN MEETING

DATE:

May 12, 1992

TIME:

8:30

Mr & Mrs Richard Harris

David Harris

Janet Spaulding

Diana Spaulding

Bryan Spaulding

(roster)

**RESOLUTION #92-2**  
**THE WATER SYSTEM FEE SCHEDULE RESOLUTION**

**A RESOLUTION** of the Commissioners of The Town of Charlestown, Maryland (Town) **ESTABLISHING WATER USER FEES AND CHANGING USER HOOK-UP FEES** for the Charlestown Municipal Water System.

**WHEREAS**, Section II, Paragraph 12-302 of Charlestown Ordinance 91-3 (The Water Ordinance), as amended by Charlestown Ordinance 91-5, 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**, **RESOLUTION 91-5A** was never implemented, 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 :

**DEBT SERVICE :**

	<u>IN-TOWN</u>	<u>OUT-OF-TOWN</u>
<b>RESIDENTIAL :</b>	\$37.50/quarter	\$56.25/quarter
<b>COMMERCIAL :</b>		
5/8"x3/4" Meter :	\$64.50/quarter	\$96.75/quarter
1" Meter :	\$160.50/quarter	\$240.75/quarter
2" Meter :	\$510.00/quarter	\$765.00/quarter

**OPERATING AND MAINTENANCE :**

	<u>IN-TOWN</u>	<u>OUT-OF-TOWN</u>
<b>ALL USERS</b> , for quarterly minimum of 13,500 gallons:	\$27.00/quarter	\$40.50/quarter
<b>ALL USERS</b> , for each <b>ADDITIONAL</b> 1000 gallons :	\$1.20	\$1.80

**TOTAL QUARTERLY BILL :**

The Total Quarterly Bill shall be the sum of both the applicable Debt Service and the applicable Operating and Maintenance Costs.

and **WHEREAS**, The Town Commissioners have proposed the following connection fee (Hook-Up fees) rates for all users who pay to connect **after 12 June 1992** and who do not meet the exception provisions noted below :

<b>ALL USERS :</b>	<b><u>IN-TOWN</u></b>	<b><u>OUT-OF-TOWN</u></b>
5/8"x3/4" Meter :	\$1200	\$1450
1" Meter :	\$1540	\$1850
2" Meter :	\$2320	\$2800.

**EXCEPTION TO CONNECTION FEE INCREASE :**

**FOR 2 YEARS FROM THE EFFECTIVE DATE OF THIS RESOLUTION**, the previous connection fees (\$200 In-Town, \$400 Out-Of-Town) shall be available to property owners who meet all of the following conditions :

- a. The Service must become available the property for the first time after the effective date of this **RESOLUTION**,
- b. The Exception only applies to **RESIDENTIAL** Units occupied or available for occupancy prior to the effective date of this **RESOLUTION**,
- c. The exception must be exercised within 45 days of when Service first becomes available to the property, and
- d. The Property Owner agrees to all provisions of Ordinance 91-3, as amended by Ordinance 91-5.

**THEREFORE BE** it resolved that the Town Commissioners hereby establish the water and connection fee rates as listed above **AND** that this **RESOLUTION** shall supersede all previous **RESOLUTIONS** establishing water and water system connection fees.

**SECTION II**

The **FIRST** reading of this **RESOLUTION** was held **14 April 1992**, during the regularly scheduled meeting of the Town Commissioners.

A public hearing was held **12 May 1992**, to receive public comment prior to adoption at the regularly scheduled meeting also held **12 May 1992**.

This **RESOLUTION** will become effective **20 days** after adoption.

SECTION III

APPROVED AND PASSED this 12th day of May, 1992.

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

AGENDA  
May 12, 1992  
CHARLESTOWN TOWN HALL  
7:30 P.M

7:30 p.m.

RESOLUTION #92-2

THE WATER SYSTEM FEE SCHEDULE RESOLUTION

WATER FRONT PROJECT - UPDATE

WATER SYSTEM - UPDATE

OLD BUSINESS

Water System Dedication Ceremony

Approval of Minutes

PENDING

Gary Bott - ISO Fire Insurance Rating

Location of Third Well

Forest Conservation Act

Budget

NEW BUSINESS

Accounts Payable

(A51392)

**TOWN OF CHARLESTOWN  
REGULAR MEETING**

**MAY 26, 1992**

The regular meeting of the Board of Charlestown Commissioners was called to order at 7:30 p.m. by President Russell Farrell. Commissioners present: David Jarinko, Vice-President; Rosalyn R. Bott, Treasurer; Gophery Richardson and William Roff.

Water System - Update - Pete D'Adamo, Tatman & Lee: With respect to the distribution system, the contractors are completing the paving, miscellaneous restoration and his portion of the private house connections that he has contracted with the local residents. We had our construction meeting today (5/26/92) and it appears that the restoration and his part of the paving will be done by the end of next week and then we will have the pre-final inspection with the Maryland Department of Environment and Farmers Home Administration to identify any deficiencies that will require corrections by the contractors.

Water Supply Wells - Maryland Department of Environment has requested preliminary analytical testing be completed of the 2" monitor well prior to approval of this site; VOC and nitrate testing are required. They want to see these tests before they issue the contractor a permit to drill the third supply well. Basically they are trying to be conservative and the testing is relatively inexpensive. We have scheduled to have this done.

Treatment Plant - PSC has recommended some modifications to the plant to facilitate the operations. These recommendations include installing calibration chambers at the chemical feed pumps and a new raw water sampling. We concur with these recommendations.

Estimate #13 in the amount of \$146,144.03 was submitted by the contractor just this afternoon to me. I have not had a chance to review it so I cannot recommend that you take action on it at this time, but will have a recommendation by your next meeting.

Additional discussion at the construction meeting concerned some paving issues that were identified and will have to be corrected.

We estimate about 50% of the people have come on line and we are seeing a water usage of approximately 15,000 - 20,000 gallons per day.

Cooper - Water Meter: re meter on Louisa Lane near Bladen servicing a home some distance down Bladen Street. Suggestion as to where the meter was to be located was determined by the person living there and not the owner. It has been requested by the owner



to place the meter at another location. It would not be necessary to remove the existing meter pit; just relocate the meter installation according to the owner's wishes. There were no objections from the Board and Tatman and Lee were instructed to do what was necessary.

Hahn/Shockley Easement: Pete D'Adamo stated that it was his understanding that they have signed an agreement to allow the installation of the service. Stan Hearne confirmed this.

Water Front Projects - We had a substantial completion inspection with the contractor and various representative of the Department of Natural Resources, basically some minor items were indicated - replacement of a couple of boards at the pier, placing the stone along the boat ramp, they still have to grade out, seed, mulch and fertilize the disposal area and discussion of a possible change order for some capping boards which the State would possibly fund. They have submitted another pay request, it's not the final request, but it's close to the total monies, in amount of \$35,344.98. We do have a copy; we have reviewed this and the State has also reviewed this and we would recommend approval of this by the Commissioners. Motion was made by William Roff and seconded by Gophery Richardson to approve payment of Pay Request #6 in the amount of \$353,344.98 - motion was approved 5-0.

Streets - Bids were put out for street resurfacing not included under the water project. Bids were set up for a base bid and an alternative bid - two tier level of streets we want paved ones that we definitely want paved and the ones we would like to pave if there was enough money. We received the bids today as requested by 4:00 p.m. There were four (4) bids submitted and the apparent low bid was submitted by Dixie Construction for \$39,710 and the alternate bid was \$57,412.50 for a total of \$97,122 from Dixie which was within the budget we originally talked about. Corun and Catch, the sub contractor doing the paving for Paul's Utility was the second low bidder with \$111,015, Grapes \$126,770 and Northeast Hot Mix at \$152,625. The next step is to contact them and check references; it would appropriate to have Keith Baynes look over the bid bond and make a decision at the next meeting, giving us time to check out Dixie Construction. At the next meeting you would issue a notice of award and then they are required to submit a performance and payment bond and sign the agreement and insurance certificate. They have 15 days after the notice of award to submit this. Then after this is submitted and agreements are signed then you issue a notice to proceed. The job is set up for 45 days.

Sewer System Evaluation - We have inspecting manholes throughout town and have about 11 more to do. Then we will be submitting a report at the next meeting. A lot of what you are seeing is surface water getting into the tops of manholes. It is easily corrected.

Planning & Zoning - Darlene McCall Chairman of Planning and Zoning stated the Committee were asked to evaluate Trinity Woods and give

their opinion. We did our evaluation, looking at it as strictly an R-1 standpoint. The County has changed the zoning to an R-2. I would like to add the Mr. Porter has changed several things from the original plan. Russell Farrell asked what the committee were requesting on the concerns pointed out. Darlene McCall stated these were evaluations strictly by our straight zoning and how you deal with them and Mr. Porter is up to the Town. He stated he had a meeting with the County Commissioners and they seemed more concerned with the annexation issue of those people along the water line he would like to install should they hook up. Russell Farrell stated that he would meeting with the Commissioners and try to iron out some of the problems, as he feels the Town is being more than fair in trying to work with the people involved. Mr. Porter stated that his property might be contiguous off Louisa Lane with the Town and that this might be another avenue of annexation. Russ stated he would write the Commissioners concerning this issue.

Water/Sewage Leakage Problem - Connie Pauley requested the Board look into a problem she is experiencing with sewage water, odor, etc around her property. She has made several complaints with the Health Department, but this has not been resolved. Russell Farrell stated the Town would call the Health Department and try to resolve this.

Motion was made by Gophrey Richardson and seconded by William Roff to accept the minutes of May 12, 1992 as presented. Approved 5-0.

Russell Farrell requested that Gophery Richardson look into a complain received; Property in name of Snyder, in Holloway Beach, is currently receiving only one sewer bill; however, they have a building with two apartments in it. That needs to be verified and the home owner needs to receive a letter stating that he will need two water hookups.

Complaint received from a resident that her neighbor was putting washing machine water on here property. Mr. Richardson was also requested to look into this.

Russell Farrell stated that Keith Baynes had looked over the Parking Ordinance Russ had submitted to him and that it was fine but he needed actual tickets before he could go any further.

Budget - Russell Farrell requested a motion to accept the budget as submitted. Gophery Richardson made the motion and was seconded by William Roff - passed 5-0.

Electric Work - Post Office - Russell Farrell presented a job estimate for electrical work to the post office. Motion made by William Roff and seconded Gophery Richardson to accept estimate and proceed with the work. Approved 4-0, abstaining 1.

Dedication Ceremony - Time of Ceremony was established - 1:00 p.m. on Saturday,

Storm Water Management Grant - Russell Farrell requested a motion to approve and sign the Storm Water Management Grant form. Motion made by Rosalyn Bott, seconded by William Roff - passed 5-0.

Grass Cutting Around Tower - estimate was given - ball diamond cut every week inside & outside the fence, weeded twice a month, mow around the shop and tank area - mow down by boat ramp - mow flag pole area - weeded around stone pier and flag pole area - park at the boat ramp every week - approximately \$500 a week. No resolution needed for a month at a time. Board will discuss and Gophery Richardson will get back with their decision. Rosalyn Bott suggested eliminating the parks.

Rosalyn Bott stated the sewage cut-off valve was covered up again. Russell Farrell stated he would contact Paul's Utility and have them take care of opening it up, marking it and installing a ready accessibility to it.

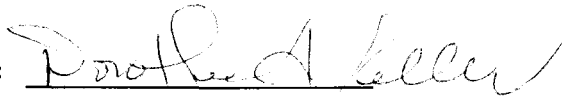
Rosalyn Bott also stated the Town Tree would be planted tomorrow.

There being no further business, the meeting was adjourned at 8:55 p.m.

Respectively submitted,

Dorothea A. Keller  
Town Clerk

Minutes approved:



mtg52692

**AGENDA**

**MAY 26, 1992  
CHARLESTOWN TOWN HALL**

**7:30 P.M.**

7:30 P.M.

**WATER SYSTEM & WATER FRONT PROJECTS - UPDATE**

Pete D'Adamo

**OLD BUSINESS**

Hahn/Shockley Easement  
Darlene McCall - Planning & Zoning  
Connie Pauley - Coulter's Point

**NEW BUSINESS**

Cooper - Water Meter  
Approval of Crandell Payment Request #6  
Approval of Minutes 5/12/92

**PENDING**

Dedication Ceremony - Time  
Budget

agen526

ROSTER

CHARLESTOWN TOWN MEETING

DATE: May 26, 1992 TIME: 4<sup>30</sup>

June M. Spangler

Carol Hampton

Mr + Mrs Richard V. James

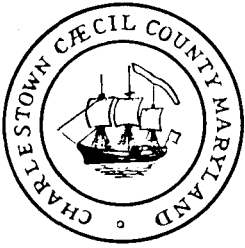
Margaret Budge-Miller

Darlene M. McCall

John Ann Kneuning

Connie Pawley

JUNE M. Spangler



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

Phone 301-287-6173

TOWN OF CHARLESTOWN  
SPECIAL MEETING  
JUNE 2, 1992  
7:30 P.M.

A Special Meeting was held on June 2, 1992. The meeting was called to order at 7:30 p.m. by Russell Farrell, President. Others attending were: Rosalyn Bott, Treasurer; William Roff and Gophery Richardson.

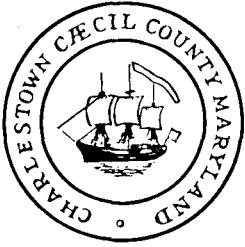
Paving Contract : A special meeting was called to award the paving contract to another contractor, after it had been previously awarded to Dixie Construction. They notified the Town the day after they were previously awarded the bid that they would like the Town to relieve them from performing their obligations. So Russell Farrell said the contract would be awarded to the next lowest bidder - Corun & Catch. They have 15 days to send back the signed documents. Commissioner William Roff made a motion to reject Dixie Construction's Bid, Rosalyn Bott seconded the motion and it was approved 5-0. Then Rosalyn Bott made a motion to award the paving contract to Corun & Gatch, Inc., seconded by William Roff and passed 5-0.

Tax Appeal : Russell Farrell asked the Board if they wanted to appeal the new assessment for the leased property at J. P. Lee's. After some discussion, the Board was in agreement to appeal the new assessment.

Being no further business, the meeting adjourned at 8:00 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 9, 1992

The regular meeting of the Board of Town Commissioners held on June 9, 1992, 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: Stanley W. Hearne, Town Administrator; Janet Spangler, JoAnn Speck, Rebecca Phillips, Margaret Miller, Mr. & Mrs. Richard Simes, Dessa and Bernard Forsythe, and Mark Marymont, News-Journal reporter.

Before starting the business meeting, Russ Farrell, President, reviewed the dedication ceremony for the Town Water System that was held Saturday, June 13, 1992. Plaques were made for Senator Amoss, Delegate Ethel Murray, Norvie Emanuel and Barbara Brown of the Maryland Department of the Environment. JoAnn Speck and Doris Berry were given plaques in appreciation for all their work and overtime on the water project. Russ Tatman of Tatman and Lee Associates also gave all the Commissioners a duplicate plaque of the large one that was placed on the Water Tower, William W. Roff receiving his this evening also. Ethel Murray also presented the Town a State Flag at the dedication.

Rebecca Phillips

Rebecca Phillips had questions on the malfunction of the water system which occurred about 10 days ago. What had caused the malfunction? Who do we have a contract with? Who do we call for service? It was explained that our contract is with PSC Environmental Service, Inc., and the cause was the circuit valve switch was accidentally turned off. The automatic dialer was not available at that time, but is on line now if any malfunction should occur again. A Lab employee is in the tower two hours every day working with the chemicals, etc. Mrs. Phillips also inquired if there will be a water charge for this quarter? This will be discussed later tonight.

Coulter's Point

There was more discussion concerning the Water System with Coulter's Point. Russ Farrell had called the County Commissioners in the afternoon

and there was no decision at this time. The grant money will probably be available until August. We still have a 3rd well to be completed. Mr. Porter of Trinity Woods and also Mark Connor from the Manor are also wanting water for their developments.

Boat Dock - Rules

The Boat Dock rules will include the following: "No Roller Skating", "No Skate Boards", "No Swimming", "No Fishing", "No Bicycles", etc. Rosalyn R. Bott made a motion to set Boat Dock rules and have them posted. Motion seconded by William W. Roff and passed 5 - 0. An Ordinance may and should be established concerning the transient Boaters allowing them to stay no longer than 72 hours.

Water System - Charges

Water billing will be for part of the second quarter, from the day of hook-up at \$0.70 a day to the 30th of June when meters will be read. Average date for the first bill will be June 12 to July 1, 1992. Rosalyn R. Bott motioned to proceed with billing as outlined for July 1, 1992. Motion was seconded by William W. Roff and passed 5 - 0.

Roads - Contract

Gorun & Gatch, Inc. paving contractor for the Town streets will be paving as many streets as possible according to money available, in addition to the streets earlier named for paving.

Breakthym Pub

The sale of the Breakthym Pub liquor license was turned down in the area of the potential buyer, but is still available.

Mr. Walters, FHA

Mr. Walters, Farmers Home Administration, is sending us a list of grant money available for stormwater drainage, combined grant and low interest loans for small businesses that would have 5 - 10 employees and also funding available for fire fighting equipment.



REGULAR MEETING  
JUNE 9, 1992

- 3 -

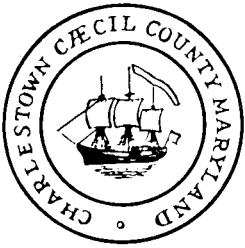
Accounts Payable

William W. Roff made a motion that all bills be paid and a \$100.00 contribution be given to St. John's U. M. Church, Women's Auxiliary for serving refreshments after the Water System Dedication Ceremony. Motion was seconded by David A. Jarinko and passed 5 - 0.

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

SEMI-REGULAR MEETING  
JUNE 23, 1992

The June 23, 1992 meeting of the Board of Town Commissioners was called to order by the President, Russell Farrell at 7:30 p.m. Commissioners present: David Jarinko, Vice-President; Rosalyn Bott, Treasurer; William Roff; Gophery Richardson was absent.

Mike Poyner, PSC -

Mr. Poyner stated that some of their log books were missing, so this report would be a little more brief than normally. A copy has been submitted to the Town Administrator, Stanley Hearne. The plant was started up on April 23, 1992 producing water. 478,000 gallons of water was produced, primarily to fill the 1/2 million gallon water tower. Throughout the month of May the plant produced 266,000 gallons of water; an average daily consumption of 8,600 gallons. Twice a day the water going out into the distribution system is monitored. Throughout April some minor start-up problems were addressed with the contractors. Mr. Poyner stated that someone from PSC is at the tower approximately three hours a day; varying from 6:30am - 8:30am or 4:30pm - 11:00pm, in addition, we check at mid-day. A list of emergency numbers will be given the Town Administrator; the auto-dial phone system is operational. Meter reading has been started. The reading wand will give the meter serial number as well as the gallons used. Meter books have been ordered and will be used.

Peter D'Adamo, Tatman & Lee -

Mr. D'Adamo stated the contractor has completed work on the water distribution system. They are awaiting the preliminary testing of the 2" monitor well prior to approval of the site. PSC recommended some modifications to the automatic flushing system. Tatman & Lee feels these recommendations will make a better operation of the system and they will be covered under the funding system. Rosalyn Bott moved, second by William Roff, to authorize Tatman & Lee to negotiate, up to \$4,500, for these modifications. Passed 4-0.

Pay Request #13 was submitted for payment. Motion made by David Jarinko, second by William Roff to approved payment in the amount of \$136,691.06. Approved 4-0. Jim D'Orazio will be on vacation through July 4th. Accommodations will be made if there are hookup inspections requested.

Paving Contractor - Tatman & Lee had a walk-through last week and report will be given the Commissioners.

Water Front - Pay Request #7 was submitted for \$24,766.00 and a change order pending for timber jets, etc. for \$2,600.00.

Motion was made to pay Pay Request #7 by William Roff and second by Rosalyn Bott - approved 4-0.

Motion was made to pay the change order by David Jarinko, second by William Roff - approved 4-0.

Russell Farrell asked if there were any objections to signing the Stream Crossing Application - none were expressed by the Board.

Sewer Study - Pete D'Adamo stated that after analyzing all the data, what they could see where about 50 manholes low lying. Possible solutions - raise the lids or add manhole inserts. The next step recommended was a wet weather testing and a night testing for flow data. A report could be ready by the next end month, including flow data. Interim report will be presented at the next meeting and a flow report by the end of the month. There are no real big problems evident at this time.

Charles Mars spoke with the Commissioners regarding questions on the mowing operation he is performing. The Board agreed on the weekly cost of \$400 for the first four weeks. Mr. Mars stated that after the four-week period of clean up he would drop it to \$300. Bills will be submitted and paid once a month. The Board commended him on the fine job he was doing.

New Business - Russell Farrell stated he had received a letter from Mr. Waters regarding what grant funds are available. If there are no objections I will give this to Stanley Hearne and he can work a summary of the funds available - which are grants and which are loans. At the next meeting we can take a look at this.

Minutes - The minutes of June 9, 1996 were approved by motion made by William Roff and second by David Jarinko. Approved 4-0

Accounts Payable - Motion was made by David Jarinko and second by William Roff to pay the bills as presented.

Rosalyn Bott stated she had made arrangements to remove the boards and boxes from the old pier as soon as possible.

Russell Farrell stated he had a meeting with Woody Pinder and developed an amendment to the budget dealing with the Water System. This would allow more funds to allocate for roads. This is the only significant change in the budget.

Russell Farrell stated he also had a meeting with Joe Letts regarding parking tickets. We will soon have a working and acceptable parking ticket to use.

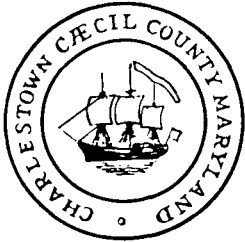
There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Dorothea A. Keller  
Town Clerk

date approved: \_\_\_\_\_

mtg62392



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

Phone 301 - 287 - 6173

REGULAR MEETING

JULY 14, 1992

The regular meeting of the Board of Town Commissioners held on July 14, 1992, 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: Town Administrator Stanley W. Hearne, Mr. and Mrs. Elwood Waite, Mr. and Mrs. Richard Simes, Margaret Miller, Diane Letts, Joseph Letts, Carol Hampton, Janet Spangler, James Biddle, Jay Emory, Attorney; Larry Porter, Trinity Woods; Donna Murphy, Reporter for the News-Journal Paper.

Mr. and Mrs. Elwood Waite

Mr. and Mrs. Elwood Waite who own a rental property at Cecil Street and Chesapeake Road were at the meeting to discuss complaints and behavior of the residents in that area of town. In the area from the Breaktyme Pub, a local bar, and down Chesapeake Drive to the intersection of Cecil Street, there has been brutal fighting between two gangs of approximately twenty-some people; one man being severely beaten (150 stitches in the head) and almost killed. Residents are frightened and want something done to stop it. Jim Biddle also said he, his son and another man were also assaulted one evening when he drove someone home from that area. Joseph Letts, a Deputy with the Sheriff's Department, said they are unable to do anything without witnessing the incidents themselves or unless the individuals who do witness the incidents press charges. Extra police have been added to the schedule.

Mrs. Waite also complained on dogs running loose (mostly early morning or late evening) sometimes 10 in a pack, biting and snapping at people. The S.P.C.A. will be called and asked to inspect the area early mornings.

Residents from that area also would like owners of dilapidated rental properties brought to the County's attention and the properties condemned.

Charlestown Election Board

Diane Letts, Chairman of the Charlestown Election Board, presented a proposed new registration card to be printed for Town Election only. Letters will be sent to Voters who have been deleted from the State listing for failure to vote within five years; but are still eligible for Town Election.

TOWN OF CHARLESTOWN  
REGULAR MEETING  
JULY 14, 1992

- 2 -

A motion by Rosalyn R. Bott to accept Diane Letts' recommendations of the Registration Cards was seconded by David A. Jarinko and passed 5 - 0.

"Trinity Woods" - Larry Porter

"Trinity Woods", a development being planned by Larry Porter who would like to receive Town Water and join in the town area near Barbara R. and Temple Smith's properties on Louisa Lane Extension rather than with a section of Route 7. They are also interested and willing to be annexed. One vote of Larry Porter for annexation will automatically be the vote and be so noted in all of the deeds of property owners.

At the rear of "Trinity Woods", there are a couple of ponds-Wetlands. The Surveyor for the area will modify plans in the rear and will then go to Planning and Zoning Commission for approval.

Minutes - June 26, 1992

A motion to approve the minutes of May 26, 1992, was made by Rosalyn R. Bott and seconded by William W. Roff. Motion was passed 5 - 0.

Accounts Payable

A motion by Rosalyn R. Bott to approve the Accounts Payable was seconded by David A. Jarinko and approved 5 - 0.

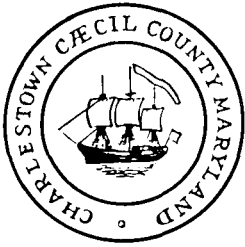
MML Dinner Meeting

Elkton will host a Maryland Municipal League, Cecil-Harford Counties dinner meeting on July 16, 1992, at the Chesapeake House, Bridge Street, Elkton, Maryland.

Being no further business, the meeting adjourned 9:10 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

TOWN OF CHARLESTOWN  
WORKSHOP MEETING  
July 28, 1992  
7:30 p.m.

The July 28, 1992 meeting of the Board of Town Commissioners was called to order at 7:30 p.m. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott and Gophery H. Richardson. Commissioners David A. Jarinko and William Roff did not attend the meeting.

PCS - MIKE POYNER - Mike Poyner from PSC gave his monthly report for June stating that we used 1,151,000 gallons of water which breaks down to 39,700 gallons per day. Mr. Poyner stated that the water testing lab of Maryland collected a sample and the results of the sample was negative of any coliform bacteria showing that the chlorine was doing the job.

WATER SYSTEM - PETE D'ADAMO - Pete said the contractor will be back in Town next week. The samples for the third well have been submitted to the State. The State wants the water to be retested as there was some low level contaminants in the previous water sample.

Coulter's Point - Russell Farrell told the Coulter's Point Association that we are waiting for the County to send us the service agreement so we can serve Coulter's Point water.

Street Resurfacing - Pete said he talked to Ron From Corun & Gatch and they are suppose to be in here by next week.

Waterfront Projects - Pete said there was a waterfront meeting today and the contractor completed the change order work, the last item to be completed. The State was supposed to attend the meeting to give approval to the changes but they did not show up. Pete said they had received the Final Pay request but he was not prepared to present it until the State gives the ok.

Storm Water Feasibility Study - There was a meeting concerning the storm water feasibility study and the State went over the procedures we have to follow with Stan Hearne.

Sewage System Evaluation - Pete said regarding the sewer system infiltration that they need to do some Weir testing when we have a heavy rain fall.

Larry Porter - Trinity Woods - Larry Porter presented the Board with a rough draft of a water agreement that stipulates the terms between the Town and Larry Porter so that Trinity Woods can be supplied water from Charlestown. After a lot of discussion about some of the wording both parties agreed that they could probably work up agreeable terms through their attorneys.

Minutes - June 2, June 23 & July 14 - Rosalyn Bott made a motion to approve June 2 and July 14 minutes. Gophery Richardson seconded the motion and it passed 3-0. June 23rd minutes will be held until next meeting.

SPCA - Gophery Richardson told the Board that he talked to Lee Hadden about the problems we area having with dogs running loose and causing a lot of problems for residents in Town. She stated that the officers could be more available if they are needed. Commissioners Richardson ask Ms. Hadden if we could hire the officers on off-duty time for about 2 hours on a couple of different days. She said the cost would be about \$70 or less for 2 hours. The Board agreed to try it out for 2 days and see how many dogs are picked up.

Town House-Water - After some discussion the Board agreed that the tenant in the Town House should get the water bill.

Rosalyn Bott - Commissioner Bott said she had a request for a light on the Flag Pole so the flag would not have to be taken up and down. The Board said they will look into the cost that would be incurred. The Board agreed to the purchase of a new microwave and a new adding machine. Also, the Board agreed to get some bids to revamp the Town Hall door.

Budget - Amendment - Russell Farrell ran through the changes that were made to the current budget. There was a brief discussion with President Farrell stating that the Board members will all have a copy to look over before it is brought back to the Board for a vote.

Being no further business, the meeting adjourned at 8:30 p.m.

Respectfully Submitted,

JoAnne Speck, Town Clerk

mtg72892



Sign In sheet

WV

Margaret Badger-Miller

Richard & Nancy Simes

Mario & Florence Raimato

Edgar M. Miller

Harshel C. Wynn

Gene Starkey

P. O. Adams

Carl Hampton

Janet Spangler

Ruth Young

*True Copy*

THIS AGREEMENT made this \_\_\_\_\_ day of July, 1992, among TRINITY WOODS, INC., hereinafter referred to as "Developer", TOWN OF CHARLESTOWN, hereinafter referred to as "Town", and the BOARD OF COUNTY COMMISSIONERS OF CECIL COUNTY, MARYLAND, hereinafter referred to as "County".

WHEREAS, Developer is the owner of and wishes to develop a certain parcel of land East of the Town of Charlestown on the north side of Maryland Route 7 consisting of approximately 80 acres as more particularly described in a deed recorded among the Land Records of Cecil County at N.D.S. No. 343, page 664.

WHEREAS, Developer wishes to provide municipal water to all of the aforesaid property.

WHEREAS, the Town and County wish to encourage the development of said property.

NOW, THEREFORE, in consideration of all of the above and of the mutual covenants contained herein, the parties agree as follows:

1. Developer agrees to install a ten inch (10") water line from the Town's existing water main in the vicinity of Route 7 to the subject property pursuant to plans and specifications to be developed by Transviron, Inc., consulting engineers. The cost of developing said plans and specifications, and of installing said water line shall all be at Developer's sole expense.

2. Town will provide and set water meters to residences and other structures constructed on said property upon collection of normal connection fees.

*omit*

3. The construction of the aforesaid water improvements shall be inspected by the Town, at Town's expense. The mains to the subject property shall be dedicated to the Town upon their completion by Developer and acceptance by the Town. Town reserves the right to permit any other users to connect to and use said mains.

4. All users of Town water from Developer's property shall pay use charges as follows:

Connection Fee	\$1,450.00
Quarterly Debt Service	\$ 56.25/quarter
Operation Charge:	

\$40.50 based on 13,500 gallons minimum  
plus \$1.80 per 1,000 gallons over minimum

5. If at any time in the future the Town acts to annex Developer's property into the Town limits the Developer and all the subsequent purchasers of lots from Developer agree to assent to said annexation provided that the subdivision of the property results in as many lots as approved by the Cecil County Planning Commission. After annexation the user charges will be lowered to those that are customary for in town users. In connection with said annexation, the Town agrees not to forcibly annex any property owners <sup>where the line runs</sup> in front of whose property the water main is installed unless the property owners assent to said annexation.

6. Cecil County joins into this agreement for the purpose of designating Developer's property as a water service area for the Town's water system in Cecil County.

7. Any party to this Agreement may record same among the

*look into*

*Outside  
of tract  
word  
Dev.*

Land Records of Cecil County, Maryland.

8. This Agreement shall be binding upon the heirs, successors, and assigns of the parties hereto.

ATTEST: TRINITY WOODS, INC.

\_\_\_\_\_  
BY \_\_\_\_\_  
Vice President

STATE OF MARYLAND,  
COUNTY OF CECIL, to wit:

I HEREBY CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 1992, personally appeared before me Stephen Larry Porter, Vice President of Trinity Woods, Inc., who made oath in due form of law that he executed the foregoing Agreement, in said capacity after having been duly authorized to do so.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

ATTEST: TOWN COMMISSIONERS OF CHARLESTOWN

\_\_\_\_\_  
TOWN CLERK BY \_\_\_\_\_  
RUSSELL U. FARRELL, President

BOARD OF COMMISSIONERS OF CECIL COUNTY

\_\_\_\_\_  
EDWIN G. COLE, President

\_\_\_\_\_  
A. MARIE CLEEK

\_\_\_\_\_  
GRAYSON L. ABBOTT

TOWN OF CHARLESTOWN  
REGULAR MEETING  
August 11, 1992  
7:30 p.m.

The regularly scheduled meeting of Town Commissioners was called to order at 7:30 p.m. by Vice President David Jarkino. President Russell Farrell was absent due to business; Treasurer, Rosalyn Bott, Commissioners Gophery Richardson and William Roff were present.

**7:30 P.M. - OPEN FLOOR ADDRESS:**

Service Area:

Mr. Forsythe addressed the Board regarding the status of the County's approval of Charlestown as a service area for water to Coulter's Point. What the next step was for either party. David Jarinko stated that Russell Farrell has been handling this with the attorney. Town Administrator, Stanley Hearne stated that the next step was for the Town to come up with an agreement with the County. Mr. Belford is working on this agreement now and when he is finished, the Town Attorney will look it over. The process of implementing this type of a project was discussed.

Charlestown Civic Association:

Janet Spangler requested the use of the Town truck on Saturday, August 29th for a beach clean-up. The truck will be available from 9:00 am - until Noon.

250 Year Town Celebration:

Dave Jarinko responded to a question concerning the celebration and stated the following: approximately 30 exhibitors; fishing tournament, helicopter rides entertainment, decorations, etc. If further information is desired contact Mike Miklas.

**OLD BUSINESS:**

The minutes of June 23, 1992 were approved 3-0. (Gophery Richardson abstained by voting as he was not present on June 23, 1992.) Motion made by Rosalyn Bott and seconded by William Roff.

**NEW BUSINESS:**

David presented a request from the Cecil County Chamber of Commerce soliciting space in their publication. The Commissioners felt that the cost of a space (\$1,000) would be better spent. Offer was declined.

Accounts Payable:

William Roff made a motion for payment of the accounts payable, second by Rosalyn Bott - approved 4-0.

Respectfully submitted,

Dorothea A. Keller  
Town Clerk

DAK

mtg81192

TOWN OF CHARLESTOWN  
REGULAR MEETING  
August 25, 1992  
7:30 p.m.

The regularly scheduled meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President Russell Farrell. Commissioners David Jarinko, Vice-President; Rosalyn Bott, Treasurer; Gophery Richardson; William Roff were present.

WATER SYSTEM & OTHER ASSOCIATED PROJECTS:

Pete D'Adamo, Tatman & Lee (Town Engineer) reported on the following outstanding items:

- 1) The contractor drilled the test probe for the 3rd well and everything points to it being a good productive source. This should be completed within the next few weeks.
- 2) Modifications at the plant, which are important to the water quality issue, are not quite completed. Problems and changes were discussed and recommendations were submitted.

Pay Requests - Retainage for Paul's Utility:

Paul's Utility requested the final 5% retainage. Pete D'Adamo stated they cannot do this, as the project is not closed out. He recommended a 4% retainer, leaving \$21,151.12 for possible punch-list items. He recommended payment of \$84,604.49. (Pay Request #14.) Motion to pay made by Rosalyn Bott, second by William Roff - passed 5-0.

Change Orders:

Pete D'Adamo presented the paper work for Change Orders 16, 17 and 18. They had been previously discussed and approved, but at that time the paper work was not available.

Change Order #19 - modifications to the treatment plant as discussed previously with PSC to include: a) raw water sample tap - \$ 725.00; b) install calibration chambers on the chemical feed pumps \$ 1,297.95; c) install automatic line-flush system \$ 3,0941.00; d) manual flush system for the soda ash feed pump \$ 572.00. Total \$5,636.75. The contractor is ordering the materials and expects to be on site next week to start the modifications. Motion to pay by William Roff, second by Rosalyn Bott - approved 5-0.

Change Order #20 - this is a non-dollar change order. Approval of a time extension is needed to complete the third supply well. Additional time was needed to obtain all the necessary permits. An additional 61 days are needed from August 5th. Motion to approve

by Rosalyn Bott, second by Dave Jarinko - approved 5-0.

Change Order #21 - this is related to the paving. This was previously approved by the Commissioners.

Change Order #22 - this invoice is a credit of \$770.00 for a 2" PVC service used in place of a 2" type K Copper service. Motion to approve by William Roff, second by Dave Jarinko - approved 5-0.

Pete D'Adamo stated that four quotes had been received for VOC analysis and they were recommendling Maryland Spectral Services at \$180 per sample. He requested that the Commissioners inform PSC.

Extension of the water service to the service areas was discussed in the content of meeting the Fire Code ratings for water delivery. Pete D'Adamo assured the Board that the rating would be met as it had been built into the design of the Town's system.

WATER FRONT PROJECTS:

Pete D'Adamo stated that they had received a final pay request from John Crandell & Sons in the amount of \$3,346.00. It has been reviewed by Tatman & Lee and the State of Maryland and meets with their approval. Crandell must submitt all necessary forms, etc. Upon receipt of this documentation, Tatman & Lee recommend payment. Motion to approved pending proper documentation by David Jarinko, second William Roff - approved 5-0.

PROPOSED AGREEMENT FOR TRINTY WOODS:

Pete D'Adamo stated he had reviewed this and commented regarding Item 3. Russell Farrell stated that the Town Attorney had already addressed that item. He stated that all Commissioners need to review this document and be prepared to made conructive comments as the Planning & Zoning has promised him a decision on September 2nd.

DUCK HOLLOW:

Pete D'Adamo stated they have a copy of the Public Works Agreement for Duck Hollow and they have not finished looking at it.

PAVING:

Various aspects of the paving were discussed. The Contractor anticipates being out of the main portion of town by the weekend of the celebration.

PSC - REPORT:

Carl Cline, Facility Manager, reported that the plant had produced 1,396,000 gallons of water during July or 45,000 gallons per day as compared to 39,700 gallons per day in June. He also responded to various other aspects of the system's operation. A copy of the



report was presented to the Commission. Mr. Cline stated, in keeping with PSC's policy of putting something back into the communities they serve, he presented the Town with a fax machine on behalf of PSC. He also presented three original copies of the formal PSC Contract to the Commissioners for signature and distribution.

Motion to approve the PSC's Contract effective April 23, 1992 by David Jarinko, second by Rosalyn Bott - approved 5-0.

CHARLESTOWN BUSINESS ASSOCIATION:

Charlotte Lewis listed the various members of the CBA to the Commissioners and stated the intent of the organization is to promote and stimulate civic and business improvements that will be beneficial to the community. She stated as a group they opposed the proposed Slip Tax, Senate Bill 521. A representative of the Upper Bay Marine Trade Association spoke concerning this tax. Russell Farrell stated that it was still under study and no decisions have been made at the present time. A list of the Association members was requested.

EVANS QUIT CLAIM DEED:

The Town's attorney has reviewed the deed and recommended acceptance. Motion to accept was recommended made by Rosalyn Bott, second by Gophery Richardson - approved 5-0.

BUDGET AMENDMENT:

Russell Farrell stated that primarily what the amendment does is change the way we handle the money, not the dollar amounts. It has reduced the number of Town Accounts to three - 1) General Account; 2) Utility Account; 3) Special Account. It also assigns account numbers for audit tracking purposes. Motion to approve the amendment made by Rosalyn Bott, second by David Jarinko - accepted 5 - 0.

POST OFFICE CONTRACT:

The Postal Service has offered to continue leasing the 635 sq. ft. building for \$5,200 a year for the next 5 years - fixed amount. Motion to accept made by William Roff, second by David Jarinko - accepted 4 - 0. (Rosalyn Bott abstained)

CRITICAL AREAS GRANT AGREEMENT:

Russell Farrell stated that the State had sent a grant agreement for \$1,200. This means that they will match us dollar for dollar but any cost the Town would incur over \$1,200 will be their responsibility. He recommended that the Board reject this agreement. He stated that he will explain to Dr. Taylor that when Charlestown entered into the Critical Area Program it was our understanding the program was a State funded program and not a

mutually funded one. Motion to reject this agreement was made by David Jarinko, second by William Roff - passed 5 - 0.

CITY OF BOWIE MARYLAND:

The Town received a letter from the City of Bowie Maryland asking us to adopt a resolution of our own moving Memorial Day back to the 30th of May as opposed to having it on a Monday. The Commissioners declined to act on this request.

DRAFT ORDINANCE - CITY OF HAVRE DE GRACE:

Russell Farrell stated the copy of this proposed ordinance was given each Commissioner for their information. No action needed.

SAMPLE OF RESOLUTION 82-1:

Russell Farrell made recommendation for changes to this resolution to comply with the 250th year Celebration. Motion was made to change this resolution as suggested by Rosalyn Bott, second by David Jarinko - approved 5-0.

VOTING REGISTRATION TABLE FOR 250 CELEBRATION:

Russell Farrell requested Gopery Richardson to contact the Election Department in Elkton to check on obtaining a voting registration table at the 250 Year Celebration.

BANNERS - PERMITS

Russell Farrell requested that Stanley Hearne, Town Administrator put in the necessary permits to erect banners, etc. for the 250 Celebration.

COUNTY'S PROPOSED SERVICE AREA AGREEMENT:

Russell Farrel requested the Commissioners to review their copy of this agreement.

STANDARD OPERATING PROCEDURES:

Russell Farrell requested each Commissioner to write up a standard Operating Procedure - how they want areas of their responsibility handled by the office staff. A file will be kept of these procedures. He also requested that William Roff and Stanley Hearne work on creating an Employee's Handbook and then a Commissioner's Handbook.

FLAGS:

Russell Farrell asked how the Commissioners felt about having a small replique of the Town Flag made to sell, give to visiting dignaturies, etc. The consensus was to go ahead with this.

TOWN OF CHARLESTOWN  
REGULAR MEETING

September 8, 1992

The regular meeting of the Board of Town Commissioners held on September 8, 1992 was called to order at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, William W. Roff and Gophery H. Richardson. David Jarinko did not attend the meeting as he was out of Town on business.

LARRY PORTER - TRINITY WOODS:

Larry Porter told the Board that he had reached a successful agreement with the Charlestown Planning & Zoning Commission. (Letter attached to minutes.) Jay Emory, attorney representing Larry Porter stated after lengthy negotiations all the conditions spelled out in the letter from Darlene McCall had been agreed upon. After discussing the terms agreed upon with the Planning Commission, Larry Porter presented the Board with a draft of the pending water agreement between Trinity Woods, Inc. and the County Commissioners to see if it meets the Charlestown Board's approval. After some discussion there was some deletions and additions to the draft. Wm. Roff made a motion to empower President Farrell to approve the agreement between Trinity Woods and ourselves for municipal water with the provision that the amended copy of the agreement is consistent with the hand written amended copy in Mr. Farrell's possession. Rosalyn Bott seconded the motion and it was passed 4-0. The corrected copy of the agreement will be dropped off later in the week.

MINUTES - JULY 28, 1992:

Rosalyn Bott made a motion to approve the minutes of July 28, 1992. Gophery Richardson seconded the motion and it passed 3-1. William Roff abstained as he was not at the July 25, 1992 meeting.

COULTER'S POINT ASSOCIATION:

Russell Farrell said that he had talked to Barry Belford concerning the service agreement. President Farrell said that he hoped the County Commissioners would pass the service agreement so Coulter's Point project could get started. After a lot of discussion, President Farrell said he would have the Town Administrator call Keith Baynes and see if he could get with Barry Belford and get the issue resolved.

RESOLUTION 92-3 - 250TH CELEBRATION:

President Farrell read Resolution 92-3 and asked for a motion. William Roff made a motion to approve 92-3; Rosalyn Bott seconded the motion and it was approved 4-0. (Resolution attached to these minutes.)

CRITICAL AREA COMMISSION:

Russell Farrell told the Board that the Critical Area Commission had sent a letter stating we did not have to worry about the matching funds, we will get you the money. They said we can use volunteer time to match the funds or they will use some State money donated from the various counties to help out the small towns. President Farrell said he is still waiting for clarification on what would happen if we were involved in major litigation as a result of implementation of the program.

ACCOUNTS PAYABLE:

Rosalyn Bott made a motion to pay the bills, William Roff seconded the motion and it was approved 4-0.

Being no further business, the meeting adjourned at 8:40 p.m

Respectfully submitted,

JoAnn Speck, Town Clerk

mtg9892

TOWN OF CHARLESTOWN  
REGULAR MEETING

September 8, 1992

The regular meeting of the Board of Town Commissioners held on September 8, 1992 was called to order at 7:30 P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, William W. Roff and Gophery H. Richardson. David Jarinko did not attend the meeting as he was out of Town on business.

LARRY PORTER - TRINITY WOODS:

Larry Porter told the Board that he had reached a successful agreement with the Charlestown Planning & Zoning Commission. (Letter attached to minutes.) Jay Emory, attorney representing Larry Porter stated after lengthy negotiations all the conditions spelled out in the letter from Darlene McCall had been agreed upon. After discussing the terms agreed upon with the Planning Commission, Larry Porter presented the Board with a draft of the pending water agreement between Trinity Woods, Inc. and the County Commissioners to see if it meets the Charlestown Board's approval. After some discussion there was some deletions and additions to the draft. Wm. Roff made a motion to empower President Farrell to approve the agreement between Trinity Woods and ourselves for municipal water with the provision that the amended copy of the agreement is consistent with the hand written amended copy in Mr. Farrell's possession. Rosalyn Bott seconded the motion and it was passed 4-0. The corrected copy of the agreement will be dropped off later in the week.

MINUTES - JULY 28, 1992:

Rosalyn Bott made a motion to approve the minutes of July 28, 1992. Gophery Richardson seconded the motion and it passed 3-1. William Roff abstained as he was not at the July 25, 1992 meeting.

COULTER'S POINT ASSOCIATION:

Russell Farrell said that he had talked to Barry Belford concerning the service agreement. President Farrell said that he hoped the County Commissioners would pass the service agreement so Coulter's Point project could get started. After a lot of discussion, President Farrell said he would have the Town Administrator call Keith Baynes and see if he could get with Barry Belford and get the issue resolved.

RESOLUTION 92-3 - 250TH CELEBRATION:

President Farrell read Resolution 92-3 and asked for a motion. William Roff made a motion to approve 92-3; Rosalyn Bott seconded the motion and it was approved 4-0. (Resolution attached to these minutes.)

CRITICAL AREA COMMISSION:

Russell Farrell told the Board that the Critical Area Commission had sent a letter stating we did not have to worry about the matching funds, we will get you the money. They said we can use volunteer time to match the funds or they will use some State money donated from the various counties to help out the small towns. President Farrell said he is still waiting for clarification on what would happen if we were involved in major litigation as a result of implementation of the program.

ACCOUNTS PAYABLE:

Rosalyn Bott made a motion to pay the bills, William Roff seconded the motion and it was approved 4-0.

Being no further business, the meeting adjourned' at 8:40 p.m

Respectfully submitted,

JoAnn Speck, Town Clerk

mtg9892

September 8, 1992

Town Meeting

Margaret Bodge Miller

Richard + Nancy Simes

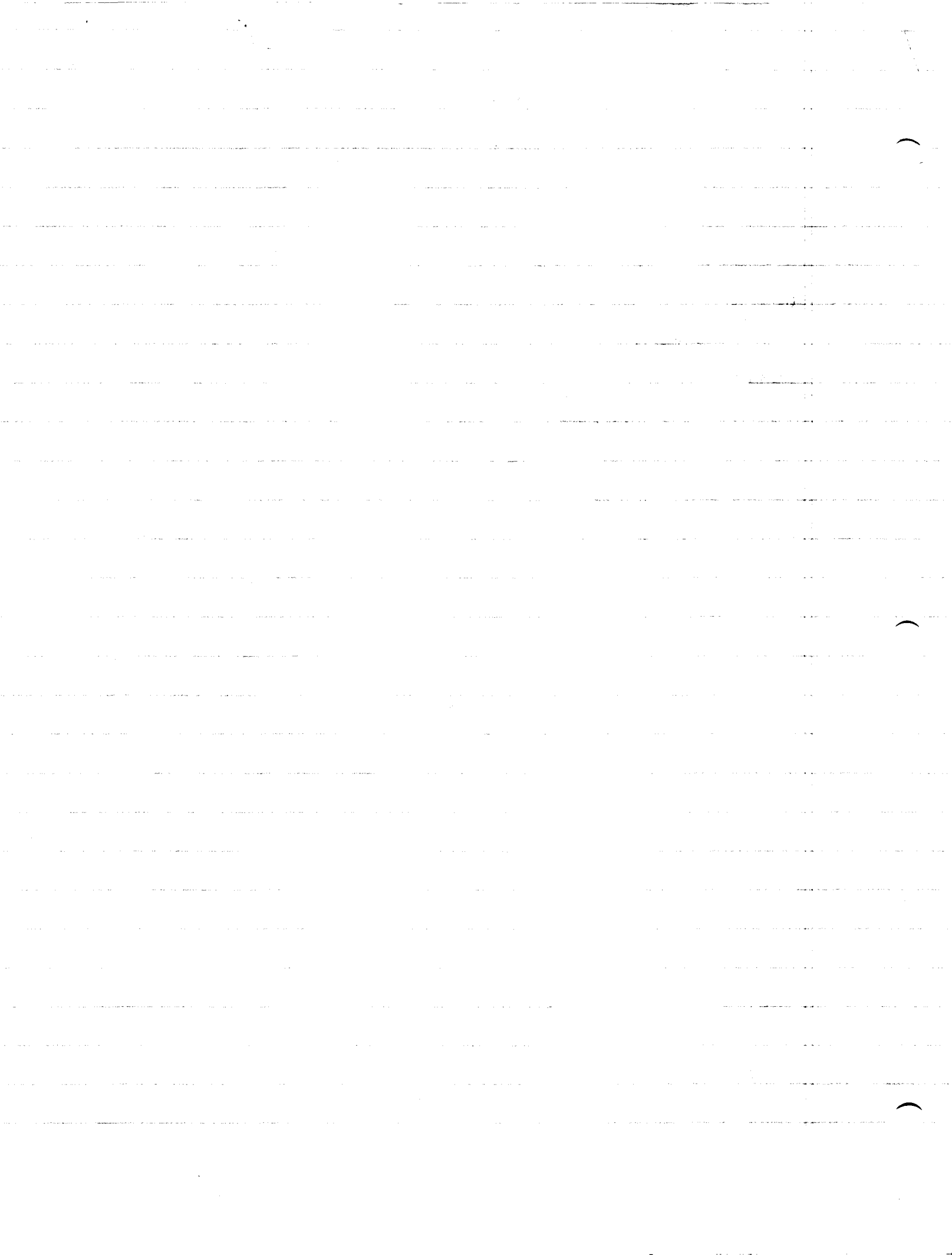
Joy Emery

Steve Peter

Janet Spangler

Dorothy E. Joy The

Russell A. Forsythe





THIS AGREEMENT made this \_\_\_\_\_ day of <sup>September</sup> ~~July~~, 1992, among TRINITY WOODS, INC., hereinafter referred to as "Developer", TOWN OF CHARLESTOWN, hereinafter referred to as "Town", and the BOARD OF COUNTY COMMISSIONERS OF CECIL COUNTY, MARYLAND, hereinafter referred to as "County".

WHEREAS, Developer is the owner of and wishes to develop a certain parcel of land East of the Town of Charlestown on the north side of Maryland Route 7 consisting of approximately 80 acres as more particularly described in a deed recorded among the Land Records of Cecil County at N.D.S. No. 343, page 664.

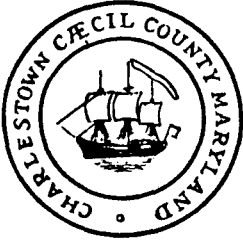
WHEREAS, Developer wishes to provide municipal water to all of the aforesaid property.

WHEREAS, the Town is in agreement to provide municipal water to said property. *plans and specifications to be developed by Transvicon, Inc., consulting engineers and approved by the Town and its Engineers.*

NOW, THEREFORE, in consideration of all of the above and of the mutual covenants contained herein, the parties agree as follows:

1. Developer agrees to install a ten inch (10") water line from the Town's existing water main in the vicinity of Route 7 to the subject property pursuant to plans and specifications to be developed by Transvicon, Inc., consulting engineers and approved by the Town and its Engineers. The cost of developing said plans and specifications, and of installing said water line shall all be at Developer's sole expense.

2. Town will provide and set water meters to residences ~~and other structures~~ constructed on said property upon collection of



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

Phone 301-287-6173

September 8, 1992

Russell Farrell, President  
Town Commissioner of Charlestown  
P. O. Box 154  
Charlestown, Maryland 21914

Dear President Farrell:

The Charlestown Planning and Zoning Commission at its September 2, 1992, meeting granted an affirmative recommendation to Trinity Woods. This subdivision is located outside town limits under Cecil County zoning, R-2. Since the subdivision is adjacent to Charlestown zoning, R-1, the Planning and Zoning Commission felt that it should conform to Charlestown zoning, R-1 as much as possible.

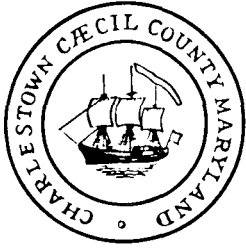
Therefore, the affirmative recommendation is contingent on the following changes to Preliminary Plat, Trinity Woods, Revision dated July 27, 1992.

1. One lot shall be removed from the southern moiety of Salvation Circle. The area from this lot shall be added to the remaining lots to bring them closer to 20,000 square feet.
2. Two lots shall be removed from the east side of Inspiration Road. One lot shall be removed from the east side of Revelation Road and one lot shall be removed from the west side of Revelation Road.  
The area from these four lots shall be added to the remaining contiguous lots to bring their width closer to 100 feet.
3. The paved area of all turnarounds shall be 100 feet in diameter.
4. Inspiration Road shall be paved to a width of 36 feet.
5. All streets shall have curbing on both sides. All streets shall have sidewalks on one side with the perimeter of all cul-de-sacs having sidewalks.

Sincerely,

Darlene McCall, Chairman  
Planning and Zoning Commission

CC: Town Commissioners of Charlestown  
Members,  
Planning and Zoning Commission  
Stephen L. Porter, Vice President  
Trinity Woods, Inc.



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

Phone 301-287-6173

WORKSHOP MEETING

SEPTEMBER 22, 1992

The workshop meeting of the Board of Town Commissioners held on September 22, 1992, was called to order 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: Darlene McCall, Chairman, Planning and Zoning Administration; Ruth Ann Breuninger and Ruth Young of Coulter's Point Association; Mike Poyner, PSC; Mr. and Mrs. Richard Simes, Margaret Miller, Laura Hladsky, Janet Spangler and Donna Murphy, Reporter for the News-Journal paper.

Darlene McCall, Planning & Zoning - Duck Hollow

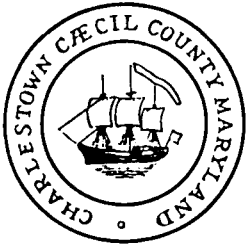
A revised public works agreement with Frank Lee (scheduled as a release). The gravel driveways are in, drain pipes are in the roads (no inner roads) and the 20,000 ft. lot plats are guaranteed to be signed by Tatman & Lee Association. David A. Jarinko made a motion to approve all required information being supplied with signature of Russell Farrell being the last. William W. Roff seconded the motion to all pertinent information and the Town being the last signature. Motion passed 4 - 0.

Mike Poyner - PSC

Mike Poyner, PSC, gave the water report for August, '92. The plant produced a total of 1,160,000 gallons during the month of August. This equates to 37,400 gallons per day. Large volume of air was noticed in the treated water. Problem was corrected by using Well 2, and using Well 1 as primary water source.

Ruth Young, Ruth Ann Breuninger - Coulter's Point Assn.

Ruth Young and Ruth Ann Breuninger of Coulter's Point Association were inquiring on the progress of the water and sewage systems. Barry Belford, Director of Public Works for Cecil County, and Tatman & Lee Associates are meeting tomorrow for right-of-way agreement on water and sewage. The paper work from the State should be back shortly.



Town Commissioners of Charlestown  
Post Office Box 154  
Charlestown, Cecil County, Maryland 21914  
Phone 410-287-6173

**TOWN OF CHARLESTOWN  
REGULAR MEETING  
OCTOBER 13, 1992**

The regularly scheduled meeting of Town Commissioners was called to order at 7:30 p.m. by President Russell Farrell. Commissioners William Roff and David Jarinko were absent.

7:30 P.M.

Darlene McCall - Planning & Zoning Commission  
Denis Richardson:

Darlene McCall stated that Denis Richardson had approached the Planning and Zoning Commission regarding permission for a driveway coming off Ogle Street running down Louisa Lane to a piece of property he is purchasing. The Planning & Zoning Commission reviewed this request with the Town Attorney and recommended approval; however, it was felt that a public works agreement should be worked out and signed by Denis Richardson and the Town of Charlestown. Russell Farrell stated that his concern was the accessibility of the area to fire equipment and emergency vehicles. Darlene McCall recommended the public works agreement be recorded at the Court House in the Land Records office.

Michael Miklas:

Russell Farrell thanked Mr. Miklas for his efforts on behalf of the 250th Celebration. Michael Miklas thanked those on his committee and spoke of the efforts of the various individuals. He stated that the organizations participating all made a profit. He stated the committee would return the working capital donated by the Town and that the committee wished to give back to the citizens of Charlestown something that would be of benefit to all and a drinking fountain for the Fairgreen Park had been suggested. After discussion by the Board, Russell Farrell appointed Rosalyn Bott and Michael Miklas as a committee to work together on the planning and installation of the fountain.

Robert Phillips:

Mr. Phillips asked directions from the board regarding the installation of the bulletin board. After discussion, it was agreed to place the box on the outside of the Town Hall. The commissioners agreed with Bob Phillips' suggestions of placing a hood over the top of the board to protect it from the weather, to

line the inside of the box with cork board and to seal the door. Bob also requested permission to take the 250th Anniversary sign off the Town Hall. Permission was granted. He will get a price on the hood and present it to the Commissioners.

**OLD BUSINESS:**

The minutes of August 25, 1992 and September 8, 1992 were approved. Motion made by Rosalyn Bott and second by Gophery Richardson.

Stanley Hearne is to investigate when Corun & Gatch will return to finish the road work. There are a few places on the new road surfaces that are puddling. This will also be addressed with the contractor.

**PENDING:**

Russell Farrell stated they had a meeting with George Haggerty of the Sheriff's Department in an effort to put together a contract for continuation of a program with the deputies. He thought he would have the contract back to us for approval tonight. Instead they decided to pass it by the Attorney General's Office in an effort to make sure they can legally enter into a contract with us, or will they have to go through the County Commissioners. We are now awaiting the outcome.

Pete D'Adamo, Keith Baynes and Russell Farrell attended Coulter's Point Association Meeting to go over their plans. The service area agreement between the County and Charlestown was held up last week because of the clause where the County Commissioners would have approval authority over our water rates. That was not agreeable. The Commissioners stated that was a mis-reading by the staff - the County Commissioners did not want that - they want to know what the rates are - to review them - not approval authority. Keith Baynes is re-working the agreement between Charlestown and the Coulter's Point Civic Association and will present it when done. The only paper work beyond that is the remaining three properties that have not yet granted a right of way. The County has agreed if we try to get the right of way and cannot do so, they will then use their eminent of domain. Keith Baynes will contact them to find out what the problem is. The funding is in place. Also went over again the fact that when the water is available it is on a voluntary hook up basis; however, when the sewer is available, everyone must hook-up as it is mandatory. This is in compliance with State Law and thus a provision the County included in the Service Agreement. Pete D'Adamo will check with the State and Tom Watson as to exactly what the time limits are regarding the State Construction Permit. Rosalyn Bott suggested the residents on Cecil Road be surveyed as to their potential hook ups.

Rosalyn Bott inquired as to how many Mac Shacks are to be picked up and which ones are to stay for the Winter. It was agreed to keep the one in back of the Town Hall only and to have the other ones picked up at the end of November.

NEW BUSINESS:

Russell Farrell requested the Board to direct him on how they wish him to proceed with the Boat Slip Tax issue. It was suggested and agreed upon to have a full Board Meeting to discuss the issue. The meeting will be held next Tuesday at 7:00 p.m. and will be a workshop meeting of the full Board - with the public invited to listen, but not participate. A public hearing would be held at a future date if necessary.

Rosalyn Bott stated she had the roads marked for painting and now needs to find someone to paint them. Stanley Hearne will investigate who the County uses.

Russell Farrell stated that the Computer will generate water totals, but not a mailable bill-form at this time. They will be done by hand. Enclosed will be a little note letting the people know how the bill was put together. As soon as a form and program can be formulated in the existing program, with the required information, the billing process will be computerized.

A motion was made by Rosalyn Bott, second by Gophery Richardson to pay the accounts. Motion passed.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Dorothea A. Keller

approved: \_\_\_\_\_

(101392)

MINUTES  
SPECIAL WORKSHOP SESSION,  
7:00 pm, 20 October, 1992

A Special Workshop Session was called for this date by the Commissioners to discuss actions available to the Town under Senate Bill 521, the Boat Slip User Fee Authorization. While the public was invited to attend this session, all discussion was limited to the Commissioners. Numerous members of the Charlestown Business Association were in attendance, but no formal sign in sheet was provided.

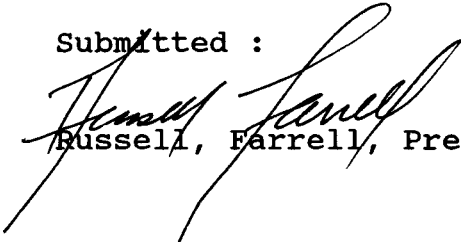
After lengthy discussion, the following collective position was established : for various reasons, at the present time no action would be taken towards implementing the Boat Slip User Fee. The Board decided to continue drafting appropriate Ordinance language, but no Ordinance would be presented for adoption. Any concerns or suggestions with respect to the presented draft Ordinance would be provided to the President no later than the 27 October meeting.

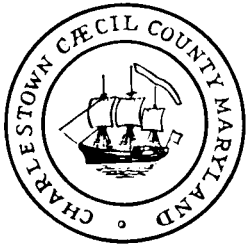
The following summarizes the stated positions of the various Commissioners :

- a. Russ Farrell, President : For adoption of the enabling Ordinance as soon as implementation strategies could be developed.
- b. Dave Jarinko, Vice-President : Withhold taking action until the general public is afforded an opportunity to voice an opinion in a controlled manner, preferably by ballot.
- c. Rosalyn Bott, Treasurer : Withhold taking action until more information is available on the impacts of the fee and the feelings of the general public.
- d. William Roff, Commissioner : Against enacting an Ordinance at this time because of the current conditions of both the general economy and the boating industry. Also voiced concerns about the implementation mechanics of the Ordinance.
- e. Rich Richardson, Commissioner : Against enacting the Ordinance out of deference to opposition by the Charlestown Business Association. Also raised some of the concerns voiced by Commissioner Roff.

No votes were taken and the meeting was limited to this single issue.

Submitted :

  
Russell, Farrell, President



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

Phone 301-287-6173

WORKSHOP MEETING

OCTOBER 27, 1992

The October 27, 1992, workshop meeting of the Town Commissioners of Charlestown was called to order at 7:30 PM 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: Stanley W. Hearne, Town Administrator; James Martin, Peter Williams, John and Charlotte Lewis, Janet Spangler, Sara Evans, Margaret Miller, Florence Raminato, Dessa and Benjamin Forsythe, Nancy and Richard Simes, Carl Kline, PSC: Perry Wood, representing Representative Wayne Gilchrest. Also representatives from Lee's Marina and Pat's Marina.

Carl Kline, PSC Services

Carl Kline, PSC Services gave his report for September. 1,457,000 gallons of water was used resulting with 48,000 gallons per day up 37,000 gallons from August. There was trouble with the chemical feeder pumps which have been repaired. The water was tested and found to be safe for human consumption. Doors were found open on September 19th but there was no vandalism, and the locks to the water tower have been changed. Hydrants were flushed because of the dirty water problems. A Mettler Analytical Balance 80100 (a \$2,000. piece) of the over-all equipment package in our lab and of no current use to us at the present time. On a motion by David A. Jarinko to pursue lending the Mettler valves to the Cecil County Community College for their use or until such time as we would need it. A written agreement concerning the loan with Dr. Gell and the College will be made and brought back to the Board for final approval. Motion seconded by Rosalyn R. Bott and approved 4 - 0.

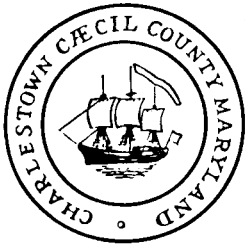
Mark Connor - Charlestown Manor

Mark Connor, Charlestown Manor, is planning to form a committee of 3 or 4 persons to draw up a proposal for the purpose of receiving Town water.

Coulter's Point Association

The State permit has been issued. An agreement proposed from the County on the Out-of-Town rates needs to also specify any repair work and the stormwater management will go out within 2 weeks.





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

Phone 301-287-6173

WORKSHOP MEETING

OCTOBER 27, 1992

- 2 -

250th Anniversary Celebration

Michael Miklas and Philip Micklas have offered their services to head the committee for the fair next year if the town elects to have one.

Perry Weed, Representing Wayne Gilchrest

Mr. Perry Weed, representing Representative Wayne Gilchrest said he had attended 44 town meetings on behalf of the 1st District Republican running for re-election on November 3, speaking with some of the residents and if anyone had any questions, he would be happy to answer them.

Minutes - September 22, 1992

A motion by Rosalyn R. Bott and seconded by David A. Jarinko to approve the minutes, was passed 4 - 0.

Jogging Trail - (Walkway)

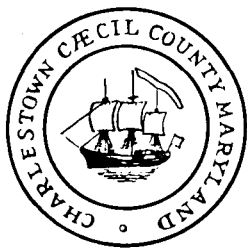
A motion by William W. Roff to accept the agreement for \$1,750.00 by Tatman & Lee Associates, Inc., Town Engineers, for engineering and to cover all bids, (3 sides of track for 3, 4, and 5' wide jogging trail) and to evaluate storm water pond with some correction with respect to removing it. Motion was seconded by Rosalyn R. Bott and approved 4 - 0.

Boat Slip Tax

The Board of Town Commissioners will not enter into a decision on the Boat Slip Tax at this time. It will be shelved temporarily.

Third Well

A discussion was held on whether to pave or place crusher run on Conestoga Street leading to Well #3. Since there is a right-of-way to the 3rd well, it has been decided to pave it. There is also an access to the tunnel for the sewage line which needs to be capped and staked.



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

Phone 301-287-6173

WORKSHOP MEETING

- 3 -

OCTOBER 27, 1992

Critical Area Agreement - Town

There is a waiver of a requirement to pay matching funds, the State will pay ours directly, however, it is not in writing at this time. David A. Jarinko motioned to go forward with the agreement, seconded by Rosalyn R. Bott and approved 4 - 0.

Accounts Payable

A motion by David A. Jarinko to pay PSC Services \$2,303.10 and Cecil Tree Services (Cemetery Service) for \$760.00, was seconded by Rosalyn R. Bott and approved 4 - 0.

Halloween "Trick or Treat"

Halloween "Trick or Treat" will be held Saturday, October 30 from 6 - 8 PM. The Fire Company siren will blow at 6 PM to signify the beginning of "Trick or Treat" and again at 8 PM for the close.

Notes:

The Charlestown Business Association will hold a can and food drive for the holidays. Donations can be left at C.J.'s Market and Spangler's.

The Christmas tree will be decorated December 5 between 2 and 3 o'clock with Santa Claus arriving at 3 PM.

Being no further business, the meeting adjourned at 8:15 PM.

Respectfully submitted,

Doris Berry  
Town Clerk

ACCOUNT PAYABLE

OCTOBER 27, 1992

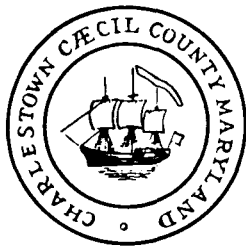
Special Account

Cecil Tree Service - Charlestown Cemetery	\$ 760.00
Pruning hedge and removal of Mulberry trees and Walnut tree next to tool shed	
	<u>\$ 760.00</u>

---

Water Account

PSC Environmental Services	\$1,945.00
Monthly Operating Fee - (November, 1992)	
Additional Expenses (Sept. 1 - Sept. 30, '92)	<u>358.10</u>
	<u>\$2,303.10</u>



Town Commissioners of Charlestown  
Post Office Box 154  
Charlestown, Cecil County, Maryland 21914  
Phone 410-287-6173

NOVEMBER 10, 1992  
REGULAR MEETING

The regular meeting of the Board of Town Commissioners held on November 10, 1992 was called to order at 7:30 p.m. by President Russell U. Farrell, Jr. Other Commissioners present were Rosalyn R. Bott, David Jarinko, William W. Roff and Gophery H. Richardson.

BENNY SUPPA

Benny Suppa told the Board that he owns a piece of property that borders Town property and he would like to hook up to Town sewage if possible and tie into Frank Lee's line. After some discussion the Board told Benny that they were willing to work with him but the County has not designated an out of Town Service area yet. Russell Farrell said that he will try to get in touch with Barry Belford about the situation and Benny can call us in a couple of days.

MARK CONNERS

Mark Connors discussed with the Board his concerns about trying to get water to his property located in Charlestown Manor. He was concerned that the County has not designated a service area for water when there were people in the area that desperately need water. Mr. Connors asked the Board if they were strictly interested in annexation or a service area that might lead to annexation. Mr. Connors said he was interested in any advice or direction the Board could give him. The Board basically said they were not interested in annexation because the Board already went through that process with the Manor and they turned down annexation. President Farrell said that maybe the Board could be approached if there was a contiguous block of people who were interested in annexation. Mr. Connors asked the Board if he put up the money to run the line into the Manor how could he recoup some of the monies that he had invested. The Board said they could not answer that. Mr. Connors said he would like to get some kind of proposal before the Board in the near future. The Board told Mark Connors that they were willing to work with him.

MINUTES - OCTOBER 20 & 27, 1992

David Jarinko made a motion to approve the October 20th and October 27 minutes. Rosalyn Bott seconded the motion and it was approved 5-0.

PSC - WATER SYSTEM

David Jarinko will meet with PSC to iron out some relatively minor metering problems with the water system on Wednesday, and Commissioner Jarinko stated we need an ongoing maintenance or identification of mechanical problems. He stated we need to let PSC know what we expect of a first class operation.

MARYLAND RURAL ASSOCIATION

David Jarinko told the Board that he attended a Rural Maryland Association Directors meeting on Thursday and he stated it was the most unprofessional meeting he had ever attended. Commissioner Jarinko was asked to join their Board of Directors, but after attending the meeting he stated he would positively not accept a position on their Board and he is recommending we do not renew our membership whenever it expires.

COPIER

Russell Farrell told the Board that it is time to purchase a new copier. The Board reviewed the literature we requested from various companies. After some discussion, Rosalyn Bott made a motion to let Russell Farrell meet with the clerks and make a final decision on which copier we will purchase.

ED ENSLEY

William Roff said that Mr. Ensley would like some crusher run in front of his house as there is a big drop off where he parks his car. Russell Farrell said that every where the road is two inches above the ground will get some crusher run when Corun & Gatch come back to Town in a week or so.

HANDICAP RAMP

Russell Farrell told the Board that the Boy Scouts are not interested in doing the ramp. After some discussion, the Board decided to bid out the job.

ACCOUNTS PAYABLE

William Roff made a motion to pay the bills. Rosalyn Bott seconded the motion and it was approved 5-0.

RE-APPOINTMENTS

President Farrell said that Darlene McCall, Chairperson, Planning & Zoning recommended the Board reappoint Nancy Bowles to an extension of her term which expires Friday. Rosalyn Bott made a motion to reappoint Nancy Bowles to a new term of the Charlestown Planning & Zoning Commission. William Roff seconded the motion and it was approved 5-0.

Nelson Howard McCall, Chairman, Board of Appeal recommended the Board reappoint Edgar McMullen, Jr. to the Charlestown Board of Appeals for a term of three years as his term expires Friday. Rosalyn Bott made a motion to reappoint Edgar McMullen, Jr. to the Charlestown Board of Appeals. William Roff seconded the motion and it was approved 5-0. Nelson McCall, Chairman, Charlestown Historic Commission, recommended that the Board reappoint Diane Letts & Ruth Wright to serve on the Charlestown Historic Commission. Rosalyn Bott made a motion to reappoint Diane Letts and Ruth Wright to serve on the Historic District Commission for a term of three years. David Jarinko seconded the motion and it was approved 5-0.

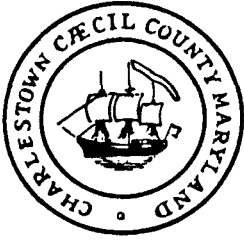
Diane Letts, Chief Judge, Charlestown Election Board recommended that Esther Heisler and Ruth Lewis be reappointed to serve on the Charlestown Board of Elections for the standard term of two years. Gophery Richardson made a motion to reappoint Esther Heisler and Ruth Lewis to the Charlestown Board of Elections. William Roff seconded the motion and it was approved 5-0.

METLER ANALYTICAL BALANCE

David Jarinko stated that Dr. Gell apologized about not getting back with the Board about the college using the metler analytical balance, but Dr. Gell said they already had enough equipment. Dr. Gell indicated that Perryville High School Chemistry Department was very interested in having the use of the balance if the Commissioners would so allow it. The Board approved lending the balance to Perryville High School providing they enter into an agreement concerning the Town's ownership of the device and they would provide a secure place and take care of any maintenance necessary and the device would be returned to the Town on demand. Being no further business the meeting adjourned at 8:45 p.m.

Respectfully submitted,

JoAnn Speck



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

Phone 301-287-6173

November 9, 1992

Russell Farrell, President  
Town Commissioners of Charlestown  
P. O. Box 154  
Charlestown, Maryland 21914

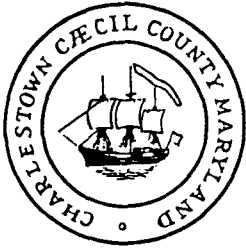
President Farrell:

I would like to take this opportunity to ask for the reappointment of Mr. Edgar A. McMullen, Jr. to the Charlestown Board of Appeals. Mr. McMullen is a very esteemed member of the board and his services are highly valued.

Sincerely,

A handwritten signature in cursive script, which appears to read "Nelson Howard McCall".

Nelson Howard McCall  
Chairman, Board of Appeals



# Town Commissioners of Charlestown

Post Office Box 154

Charlestown, Cecil County, Maryland 21914

Phone 410-287-6173

NOVEMBER 10, 1992  
REGULAR MEETING

The regular meeting of the Board of Town Commissioners held on November 10, 1992 was called to order at 7:30 p.m. by President Russell U. Farrell, Jr. Other Commissioners present were Rosalyn R. Bott, David Jarinko, William W. Roff and Gophery H. Richardson.

## BENNY SUPPA

Benny Suppa told the Board that he owns a piece of property that borders Town property and he would like to hook up to Town sewage if possible and tie into Frank Lee's line. After some discussion the Board told Benny that they were willing to work with him but the County has not designated an out of Town Service area yet. Russell Farrell said that he will try to get in touch with Barry Belford about the situation and Benny can call us in a couple of days.

## MARK CONNERS

Mark Connors discussed with the Board his concerns about trying to get water to his property located in Charlestown Manor. He was concerned that the County has not designated a service area for water when there were people in the area that desperately need water. Mr. Connors asked the Board if they were strictly interested in annexation or a service area that might lead to annexation. Mr. Connors said he was interested in any advice or direction the Board could give him. The Board basically said they were not interested in annexation because the Board already went through that process with the Manor and they turned down annexation. President Farrell said that maybe the Board could be approached if there was a contiguous block of people who were interested in annexation. Mr. Connors asked the Board if he put up the money to run the line into the Manor how could he recoup some of the monies that he had invested. The Board said they could not answer that. Mr. Connors said he would like to get some kind of proposal before the Board in the near future. The Board told Mark Connors that they were willing to work with him.



MINUTES - OCTOBER 20 & 27, 1992

David Jarinko made a motion to approve the October 20th and October 27 minutes. Rosalyn Bott seconded the motion and it was approved 5-0.

PSC - WATER SYSTEM

David Jarinko will meet with PSC to iron out some relatively minor metering problems with the water system on Wednesday, and Commissioner Jarinko stated we need an ongoing maintenance or identification of mechanical problems. He stated we need to let PSC know what we expect of a first class operation.

MARYLAND RURAL ASSOCIATION

David Jarinko told the Board that he attended a Rural Maryland Association Directors meeting on Thursday and he stated it was the most unprofessional meeting he had ever attended. Commissioner Jarinko was asked to join their Board of Directors, but after attending the meeting he stated he would positively not accept a position on their Board and he is recommending we do not renew our membership whenever it expires.

COPIER

Russell Farrell told the Board that it is time to purchase a new copier. The Board reviewed the literature we requested from various companies. After some discussion, Rosalyn Bott made a motion to let Russell Farrell meet with the clerks and make a final decision on which copier we will purchase.

ED ENSLEY

William Roff said that Mr. Ensley would like some crusher run in front of his house as there is a big drop off where he parks his car. Russell Farrell said that every where the road is two inches above the ground will get some crusher run when Corun & Gatch come back to Town in a week or so.

HANDICAP RAMP

Russell Farrell told the Board that the Boy Scouts are not interested in doing the ramp. After some discussion, the Board decided to bid out the job.

ACCOUNTS PAYABLE

William Roff made a motion to pay the bills. Rosalyn Bott seconded the motion and it was approved 5-0.

### RE-APPOINTMENTS

President Farrell said that Darlene McCall, Chairperson, Planning & Zoning recommended the Board reappoint Nancy Bowles to an extension of her term which expires Friday. Rosalyn Bott made a motion to reappoint Nancy Bowles to a new term of the Charlestown Planning & Zoning Commission. William Roff seconded the motion and it was approved 5-0.

Nelson Howard McCall, Chairman, Board of Appeal recommended the Board reappoint Edgar McMullen, Jr. to the Charlestown Board of Appeals for a term of three years as his term expires Friday. Rosalyn Bott made a motion to reappoint Edgar McMullen, Jr. to the Charlestown Board of Appeals. William Roff seconded the motion and it was approved 5-0. Nelson McCall, Chairman, Charlestown Historic Commission, recommended that the Board reappoint Diane Letts & Ruth Wright to serve on the Charlestown Historic Commission. Rosalyn Bott made a motion to reappoint Diane Letts and Ruth Wright to serve on the Historic District Commission for a term of three years. David Jarinko seconded the motion and it was approved 5-0.

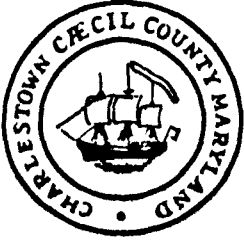
Diane Letts, Chief Judge, Charlestown Election Board recommended that Esther Heisler and Ruth Lewis be reappointed to serve on the Charlestown Board of Elections for the standard term of two years. Gophery Richardson made a motion to reappoint Esther Heisler and Ruth Lewis to the Charlestown Board of Elections. William Roff seconded the motion and it was approved 5-0.

### METLER ANALYTICAL BALANCE

David Jarinko stated that Dr. Gell apologized about not getting back with the Board about the college using the metler analytical balance, but Dr. Gell said they already had enough equipment. Dr. Gell indicated that Perryville High School Chemistry Department was very interested in having the use of the balance if the Commissioners would so allow it. The Board approved lending the balance to Perryville High School providing they enter into an agreement concerning the Town's ownership of the device and they would provide a secure place and take care of any maintenance necessary and the device would be returned to the Town on demand. Being no further business the meeting adjourned at 8:45 p.m.

Respectfully submitted,

JoAnn Speck



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

Phone 301-287-6173

November 9, 1992

Russell Farrell, President  
Town Commissioners of Charlestown  
P. O. Box 154  
Charlestown, Maryland 21914

President Farrell:

It is with great pleasure that I ask for the reappointment of Mrs. Nancy Bowles to the Charlestown Planning and Zoning Commission. Mrs. Bowles serves the Commission very well as secretary and member. I feel that her devotion to the community and its welfare through zoning is a valuable asset to us all.

Sincerely,

A handwritten signature in cursive script that reads "Darlene McCall".

Darlene McCall, Chairman  
Planning and Zoning Commission

November 10, 1992

Board of Charlestown Commissioners  
PO Box 154  
Charlestown, Md 21914

Commissioners:

I would like to recommend the re-appointment of Ruth Lewis and Esther Heisler to the Charlestown Board of Elections for the standard term of two (2) years.

Sincerely,

A handwritten signature in cursive script, appearing to read "Diane B Letts", with a horizontal line extending from the end of the signature.

Diane B Letts  
Chairman, Election Board  
of Charlestown

Nov. 10, 1992

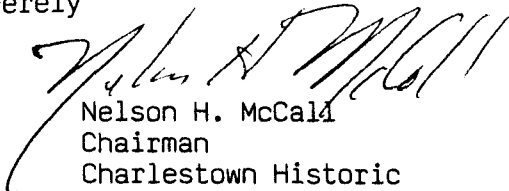
Town commissioners  
Charlestown, MD

Dear Commissioners:

I would like to recommend Diane Letts and Ruth Wright for reappointment to the Charlestown Historic District Commission.

Diane and Ruth have both served as dedicated members of this important commission, and I feel that their continued participation would be very much to Charlestown's advantage.

Sincerely



Nelson H. McCall  
Chairman  
Charlestown Historic  
District Commission

**TOWN OF CHARLESTOWN  
REGULAR MEETING  
NOVEMBER 24, 1992**

The regularly scheduled meeting of Town Commissioners was called to order at 7:30 p.m. by President Russell Farrell. Commissioners present: Vice-President David Jarinko, Secretary Rosalyn Bott, Commissioner Gophery Richardson and Commissioner William Roff.

7:30 p.m. - Requests From the Floor

Charlotte Lewis - Charlestown Business Association: The Association would like to award prizes for the best Christmas decorations in the Town. Prizes: 1st - \$50.00; 2nd - \$25.00; 3rd - \$15.00. There will be no rules or regulations. She asked that three of the Commissioners act as judges - judging to be done by December 21st. William Roff and Gophery Richardson volunteered; the 3rd would come from the Association.

PSC Report - Carl Kline

Carl Kline gave the October 1992 report for the operation of the Water System. October 1992 - 1,358,000 gallons were produced; 44,000 gallons per day; down from 48,000 gallons per day from September. This is to be expected as the weather was colder. A detailed report was filed with the Town. Various problems were discussed and resolved. Mr. Kline will send a letter to the Town Commissioners regarding various problems and who is responsible to solve these problems, once the Engineering firm has finished their responsibility in Town. He stated that when dead-ends are to be flushed, a notice will appear in the Cecil Whig a week prior, for two days, starting the week of the flushing. It will be done on a quarterly basis first and then they will determine from that how often it will need to be done.

Tom Hartenstine - Planning & Zoning Commission

Tom Hartenstine came before the Board in lieu of Darlene McCall, who withdrew from the discussion regarding Duck Hollow. He wished to bring the Board up to date on this issue. The Commission has accepted this plan for review as a tentative sketch. He stated they had met with Mr. Granger and his associates and made a preliminary review of the subdivision. He stated they now have 30 days from accepting

the sketch to reply to Mr. Lee whether the sketch plan meets the objectives and requirements of the subdivision regulations and other regulations and ordinances. At their next monthly meeting the commission would like to organize their thoughts and compose a letter to Mr. Lee as to what our feelings are to his subdivision regarding objectives of the Planning Ordinance and Comprehensive Plan. He asked the Commissioners to address two areas:

- 1) Fee Schedule needs to be set to prevent any misinterpretation. He referenced the subdivision book - Fees - Section 150-9. A schedule of fees the Board now uses was distributed to the Board. He referenced Mr. Lee's previous subdivision where the fee's exceeded the \$3,500 maximum. Anything over this according to the Administrative Section would be born by the Town of Charlestown. He requested that the Commissioners review this fee schedule and adjust for inflation and bring into line with today's cost of living. All the cost in his previous subdivision were born by the developer; however, he would like a set schedule this time. Mr. Hartenstine stated his deadline is December 15th. Russell Farrell stated that a resolution would have to be enacted tonight in order to allow the required time frame for enactment. He suggested they leave the fees as they are and enact a pass through to the developer of the amount of legal and engineer fees in excess of the \$3,500 cost for plan review phases a & b. Motion was made by William Roff, second by Rosalyn Bott - passed 5-0.
- 2) He also addressed the issue of a sidewalk to the school in content of Public Improvements available to service the subdivision and the Comprehensive Plan. Various problems were discussed regarding this issue. Mr. Hartenstine stated he would like something in writing from the Commissioners dealing with this issue. Russell Farrell stated a letter would be written regarding the sidewalk issue.

#### Forest Conservation Program

Russell Farrell stated a notice has been received that our Forest Conservation Plan has been granted conditional approval. The next step is to formally draw up an ordinance and pass the ordinance and implement the Program. Stan Hearne will figure out what the time line is on this.

#### Minutes

November 10, 1992 - Motion made by William Roff to accept as written and second by David Jarinko. Accepted.

October 13, 1992 - Motion made by Rosalyn Bott to accept as written and second by Gophery Richardson. Accepted.

## Pending

Bulletin Board Posting: - Russell Farrell stated that notices will be posted regarding Town Hall Business only. All notices posted will be drafted by the Town Hall.

Louisa Lane - Unopened Portion: - The Town received a letter from Mr. Faulkner regarding paving the unopened portion of Louisa Lane. Mr. Faulkner had worked out agreement re paving this portion. Russell Farrell stated he would like to turn this over to David Jarinko to have him work out the details of the opening of the roadbed.

Fernandez Violation of Zoning Ordinances: - David Jarinko reported on the Court action regarding these violations.

Coulter's Point: - Keith Baines will contact the three people regarding right of way problems.

Rosalyn Bott stated that Peter Williams had approached her regarding a request he had received from the ladies of the North East VFW. They wanted the Athletic Complex named after Carty Dennison. She told him we had tried to stay away from naming places after specific individuals. She suggested since he had been working on the Christmas tree, she saw no problem with naming the tree for him. After Board discussion it was decided to place a small sign near the tree honoring him and to keep to their original decision of not naming places after specific people. Rosalyn Bott stated Peter Williams was looking for a reply addressing this request. A motion was made by David Jarinko to continue with the on-going policy re naming major facilities/structures for individuals. Second by William Roff - approved 4 - 0; opposed 1. Rosalyn Bott will take care of acquiring the sign.

## New Business

Corrections in previous appointments:

Approval - Diane Letts to continue as Supervisor -  
Motion by Rosalyn Bott, second David Jarinko - passed.

Motion by Rosalyn Bott, second David Jarinko to correct error in appointments of the Historic District Commission. - passed.

Russell Farrell asked for what the Board felt about him sending a letter to the registered voters asking three questions, answerable by yes/no.

a) do you want us to/not to adopt a slip/storage tax.

b) change our charter - currently has no provision for bringing a motion, ordinance or resolution up to referendum. We currently have no way people can bring this up - a direct control of the Board.



c) should there be a term limitation for Town Commissioners. These issues were discussed.

Sewer Problems - David Jarinko stated there was a problem with the Cecil Street pumping station. He has addressed the problem with the County and will do the follow up if not resolved. The phone lines are in at the Avalon Station, but not hooked up as yet.

Main Sewer Turn-off at the Ball Field - Rosalyn Bott inquired if the turn-off had been raised. Russell Farrell stated it had been located and marked but the work was not completed yet.

Sewer Problem on Route 7 - Stanley Hearne will continue to pursue.

Portable Mikes for Recording - Gophery Richardson stated he had checked into a different system of mikes for recording. Radio Shack has a system available for approximately \$180.00. He was given approval by the Board to purchase a system at an advantageous price not to exceed \$180.00. Motion by William Roff and second by David Jarinko. Passed 5-0.

Russell Farrell stated the Town Hall will be closed on Friday and a notice will be posted in the Bulletin Board.

Rosalyn Bott stated she has scheduled a Christmas Party on December 23rd and will notify all committees.

Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Dorothea A. Keller

approved: \_\_\_\_\_

mtg112492

**TOWN COMMISSIONERS OF CHARLESTOWN  
REGULARLY SCHEDULED MEETING**

**DECEMBER 8, 1992**

The regularly scheduled meeting of Town Commissioners was called to order at 7:30 p.m. by President Russell Farrell. Present were Vice President David Jarinko, Treasurer Rosalyn Bott, Commissioners Gophery Richardson and William Roff.

**7:30 P.M.**

**PERRYVILLE HIGH SCHOOL PRESENTATION**

Russell Farrell presented Perryville High School with an electronic Mettler Balance Scale. He stated that a large amount of laboratory equipment had come with the water system. Since we could not use this particular piece of equipment and could not really take care of it in the tower environment, we had looked around for someone to house it, take proper care of it and be readily available for us to use should it become necessary. Perryville High School had graciously offered to do this for us. Mr. Alvin Renwick accepted the meter. Russell Farrell and Mr. Renwick signed a receipt agreement between the Town and Perryville High School.

**BANNER BIDS**

The bids for the 250th Anniversary Banners were opened. The following individuals were winners:

Kathy Farrell (2 banners), Chip Mueller-Thyme, Kathy & Bill Roff, Dawn Maichle, Charles Murphy, Linda & Willard Slicer, Charlestown Fire Company, Russell Farrell. A banner was also given to: Colonial House, Mike Miklas and the Town Hall.

Rosalyn Bott stated that the Fire Hall was the first in-town people to hang Christmas decorations - so that is a bit of history.

**OLD BUSINESS**

Non-Completed Water Hook-Ups - Russell Farrell stated that notices were sent out about 60 days ago to these individuals. He asked what the Board's suggestions were on how this situation might be handled. David Jarinko stated that since we were charging minimum rates even though the properties were not hooked up, eventually the

situation would take care of itself. When the properties changed hands, the deeds would not be stamped at Town Hall until the hook-up was completed. Russell Farrell stated that some of these properties were not paying water charges and their property would be included on the delinquent list for tax sale. (This list includes municipal properties delinquent for any/all taxes, sewer or water. The consensus of the Board was to flag these properties and handle each as it would come up for transfer of title.

Forest Conservation Ordinance - Russell Farrell referenced a letter of 11/25/92 received from the Maryland Department of Natural Resources and stated we had received conditional approval of the program sent them. They do have some minor word changes before we formally adopt it. Russell Farrell stated that a couple of the six issues he will reply to as "non-issues" pertaining to Charlestown. The Board suggested that Russell Farrell go ahead and answer the questions. Stan will contact the writer and go through the six issues as they apply to us and prepare an ordinance for adoption the first meeting in January. Russell Farrell suggested that consideration be given to extending the Critical Area to include the whole town and if this were done, it would eliminate the need for a Forest Conservation Program entirely

#### **NEW BUSINESS**

20/20 Plan - Stanley Hearne stated the 20/20 Plan lays out some guidelines we have to follow on Planning & Zoning and setting up a check list. Russell Farrell stated that he would like the Board to look over the Plan over the next few weeks.

Fax Machine Usage - Russell Farrell stated we have had a few requests to use the fax machine and wanted the Board to make a decision on whether we allow the public to use the machine or not and if so, what to charge for the service. After some discussion a motion was made by David Jarinko and second by William Roff that the Town Hall office would fax material charging \$4.00 for the first page and \$2.00 each subsequent page. This would be done on a trial basis and if it does not become disruptive, it could be continued as a service. Domestic fax material only would be accepted. Motion passed 5-0.

Town Monuments - While doing roadwork it was noticed that some of the Town Monuments (Price & Price Survey) were no longer there or had been paved over. Russell Farrell stated he had asked Tatman & Lee what it would cost to replace these. They quoted a flat fee per monument of \$250 each. Jim D'Orazio had talked with David Jarinko and informed him there were about 7 or 8 that were missing or disturbed enough they needed rework. Russell Farrell stated this included the resetting, concrete work, surveying relocating, etc. per monument. Rosalyn Bott made a motion to accept the bid, maximum of 10 monuments; second by William Roff - approved 5-0.

Town House Lease - David Jarinko discussed the renewal of the lease for the Town House. Stanley Hearne and David Jarinko will do

a walk through inspection of the house. Also, prior to the signing, Hank Adams, the leasee, will provide the Town Hall with a list of those people living in the house. A motion by William Roff was made giving David Jarinko the authority to enter into a lease agreement with Hank Adams for the Town House on Water Street. Second by Gophery Richardson - passed 5-0.

Approval of Updated Charlestown Voter Registration Listing - Russell Farrell read the list of names recommended by the Chairman of the Board of Election for deletion from the Basic Voter listing. Motion was made by Rosalyn Bott to accept the listing and second by David Jarinko - passed 5-0.

Water Service - Fee - Russell Farrell stated that a few requests have been received to turn off the Water from summer residents and that this issue of water turn off/turn on needs to be addressed. After discussion, motion was made by William Roff to charge a \$25 turn off (with a minimum billing to continue) and \$25 turn on fee. Second by Rosalyn Bott - passed 5-0.

Partial Payment Plans - Russell Farrell passed out to the Board members only a list of individuals who had arranged for partial payment of the water permit fee and for whatever reason, were not keeping up to date on their previous arrangements. The Board agreed that Rosalyn Bott should contact some of the names on the list and Stanley Hearne would handle the others.

Woodland Terrace - Water Hook-up - Russell Farrell stated they can access sewer and water off Charlestown Place at cost to the developer - then there would be lateral connections. All of this would be the developer's responsibility.

Russell Farrell stated he had a note from Jim that the road paving in the cemetery would go from a minimum of 10 ft. width to 8 ft. width - saving of \$700. William Roff made a motion to amend the approval motion of cemetery road paving to accept the reduction in cost. Second by Rosalyn Bott - approved 5-0.

William Roff stated that due to unforeseen business commitments, he would not be seeking the office of Commissioner. He thanked the Board for the opportunity to serve. Members of the Board expressed their thanks for his service.

Accounts Payable - Motion was made to pay bills by Rosalyn Bott and second by David Jarinko - passed 5-0.

Meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Dorothea A. Keller

mtg12892



*Chesapeake Publishing Corporation*

P.O. BOX 429 ELKTON, MARYLAND 21922-0429

(301) 398-3311

FAX: (301) 398-4044

**AFFIDAVIT OF PUBLICATION**

**STATE OF: MARYLAND**

**COUNTY OF: CECIL**

Personally appeared before me this 21 day of December,  
19 92, Amy Brown *Amy Brown* of the Cecil Whig/Chesapeake  
Publishing Corporation, a daily newspaper printed and published in the  
City of Elkton, County of Cecil, State of Maryland, circulated in the towns  
of Cecilton, Charlestown, Chesapeake City, Elkton, North East, Perryville,  
Port Deposit, and Rising Sun, who, being duly sworn, states that  
advertisement of Meeting December 22, 1992

\_\_\_\_\_

was published in:

the Cecil Whig on: 12/18, 12/21

*Jeff Mezzatesta*  
\_\_\_\_\_  
Jeff Mezzatesta  
General Manager



**NOTICE**  
The December 22, 1992  
meeting of the Charlestown  
Board of Commissioners has  
been cancelled due to the  
Christmas holiday.  
Russell Farrell,  
President  
cw 12/18,12/21