

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

REGULAR MEETING

JANUARY 12, 1993

The January 12, 1993, meeting of the Charlestown Board of Commissioners was called to order at 7:30 PM by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko and Gophrey H. Richardson and Stanley W. Hearne, Town Administrator. Also attending: Peter D'Adamo with Tatman & Lee Associates, Inc., Janet Spangler, Wilmer Woodhull, Edgar A. McMullen, Sr., William Roff, Diane Letts, Joseph G. Letts. Present were Members of Coulter's Point: Nancy and Richard Simes, Margaret Miller, Dessa and B. Forsythe, Ruth Young and Dr. Ruth Breuniger.

Commissioners Oath of Office - January 12, 1993

Doris Berry, Town Clerk, gave the Oath of Office for Town Commissioner to Joseph Grant Letts, Sr. for a 2 year term and also to David A. Jarinko re-elected for another 2 year term. The two Commissioners received congratulations from everyone.

Election Results - January 11, 1993

The results of the Charlestown Town Election for Town Commissioner held on January 11, 1993, were as follows, (212 votes cast out of a possible 449):

David A. Jarinko	118 votes
Joseph G. Letts, Sr.	154 votes
Janet Spangler	95 votes

Election of Commission Office's

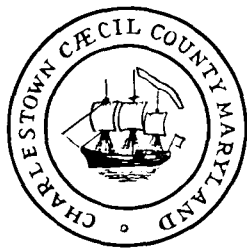
The Commissioners voted for the Office of President, Vice-President, and Treasurer. The results were as follows:

For President - Russell U. Farrell, Jr.	---4 - 0
For Vice-President - David A. Jarinko	----4 - 0
For Treasurer - Rosalyn R. Bott	-----5 - 0

The Officers remain the same.

Peter D'Adamo - Water System

Peter D'Adamo, Tatman & Lee Associates, Inc. gave his report. On the water system, the Contractor had been give 7 days to complete several



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Coulter's Point - Water System

The Coulter's Point Agreement between Charlestown and the County Commissioners needs to be corrected and completed.

David A. Jarinko motioned to approve Coulter's Point Agreement subject to typographical errors. Motion seconded by Gophrey H. Richardson and approved 4 - 1 (Joseph G. Letts abstained because he has not read or been aware of the agreement).

Water easements are needed for Coulter's Point. There is the possibility that Paul's Utility may pull out of the Coulter's Point project. The State will set funds aside only until May, then the funds will be withdrawn and may have to be rebid. The easements needed may be turned over to the County and Barry Belford will work trying to get them granted.

Sewer System Evaluation Study

An evaluation study on the sewage system will be done. High waterflows in 2 areas especially South Baltimore Street and Conestoga Street during rain, several manholes were buried or in swales. They need to be measured during dry weather and also to get the rainfall amount. These details will be needed to determine where repairs are needed and the costs.

Accounts Payable

Rosalyn R. Bott motioned to approve the bills plus an additional few that came in. David A. Jarinko seconded the motion and motion was passed 4 - 0

Being no further business, the meeting adjourned 8:30 P.M.

Respectfully submitted,

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: January 12, 1993 TIME: _____

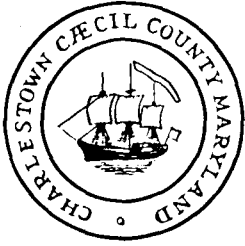
Mr & Mrs Richard V. Simier

Margaret B. Miller

Marne Letts

Proctor

Janet Spangler



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items, which has been completed. The 3rd well is completed and has been given a verbal O.K. to be placed in operation by the State Department of Environment. There will be 2 operating wells; 1 at the Ballfield and 1 by the Ward property. Each well has a usage of 45,000 gallons per day, (although 1 well would be adequate at the present time) with the Tank well being a back-up. There has been some concerns with the reliability of the brand of the pumps. Tatman & Lee Associates specified chemical feed pumps had problems with chlorine and corrosion and it reduced the reliability of pumps breaking down. The Vendor agreed to purchase and replace some of the pumps. If the Vendor is not reliable, Tatman & Lee Associates will replace the pumps. The telephone line operates tank level and there has been a chemical problem. The telephone company has agreed to replace the lines.

The Contractors submitted a final estimated bill for the water (3rd well) project for \$88,133.77. The cost of the extra paving was put under the water project for \$6,000.00. Tatman & Lee reviewed the work and considered paving to be under paving contractor's project. They suggested approving \$82,107.50 minus suitable retainage, some edging and repairs to be completed.

David A. Jarinko motioned to pay \$82,107.50 minus suitable retainage to correct for work to be completed. Rosalyn R. Bott seconded the motion and motion passed 5 - 0.

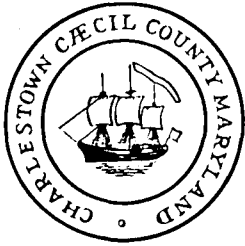
Pete D'Adamo said the Farmers Home Administration had about 14 items to be satisfied. Of the 14, Tatman & Lee Associates has completed 10. Town should complete

1. Balance sheet showing final close-out for project.
2. Copy of Certificates of Insurance, for Engineering, Fire, Auto, etc.
3. Letter from Town on Acceptance of System.

3rd Well - Paul's Utility

On the 3rd well, the Contractor submitted a bill for \$35,010.00. Drilling well, running test on well, 24 hour test, modifications of electrical control changes, etc. for \$37,710.00, Change order #23. State did not require a second pump test so a credit was given for \$720.00. \$36,990.00 was approved, leaving a balance of \$1,980.00.

Rosalyn R. Bott made a motion to approve change order #23 for \$1,980.00. Gophrey H. Richardson seconded the motion. Motion passed 5 - 0.



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TOWN OF CHARLESTOWN
REGULAR MEETING
JANUARY 26, 1993

The January 26, 1993 meeting of the Charlestown Board of Town Commissioners 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, Joseph G. Letts, Sr. and Gophery H. Richardson, Sheriff Rodney Kennedy & George Haggarty.

7:30 P.M.

Sheriff Kennedy told the Board he was dropping off a prototype of a contract for the Board to review. Commissioner Joseph Letts, stated for the record, that under advice of counsel he would abstain from any comments or votes on police matters.

Coulter's Point Residents Dessa & Ned Forsythe told Sheriff Kennedy that they were concerned that there had been two people beaten, one last week and one a couple of months ago. They stated also there was an incident the previous Saturday in the Coulter's Point Area involving youths drinking and swimming in the river. The Forsythe's stated they felt there was a curfew and it wasn't being enforced. Sheriff Kennedy responded that he was not aware of any problems when the Sheriff's Department was called to the areas and if there were any complaints he would like to hear about them. President Farrell stated that there had been a couple of isolated incidents but we have a large number of youths coming of age and as in the past we have to deal with the problems as they occur. In the past we increased police protection as needed and the problems disipate and resurface as the kids begin to come of age. President Farrell stated we had not received any request for increased police protection at this time. Commissioner Bott stated we are all going to have to work together on these problems with hopes we can resolve them.

COULTER'S POINT

The Coulter's Point Association wanted to know if there was any new information regarding the proposed agreement with Coulter's Point that is being held up by the County Commissioners. President Farrell stated the County Commissioners said they could not live with the Coulter's Point agreement. He said that until they can get the three property owners to give easements, the County

Commissioners will not approve the agreement. He said the Simes dropped off a tentative right-of-way agreement with our attorney. President Farrell said he had not reviewed the agreement yet and he thought the other two property owners might be willing to give the easement also. Ned Forsythe asked Mr. Simes what was in the tentative agreement. Mr. Simes stated he would discuss the agreement with Russell Farrell at a later time. There was a lot of discussion back and forth with no immediate solution. President Farrell stated, with permission from the Board, he will have Keith Baynes look over the Simes agreement.

PSC - MIKE POYNER

Mike Poyner gave his report for December, 1992. He stated the plant produced 1,463,000 gallons of water which breaks down to 47,000 gallons per day. He stated on December 2, 1992 a sample was collected and analyzed for coliform bacteria and the results came back negative. Throughout the month there was various minor equipment problems and they have been addressed with some being completely corrected and the others are in the process of being corrected. On December 3rd and 4th the hydrants were flushed. On December 18th, the quarterly VOC sample was collected and out of the 59 pollutants that were analyzed for not one of them showed up as detectable. Mike Poyner stated that Stan Hearne gave him a packet of new Phase 2 and Phase 5 rules for drinking water from the State. It would involve testing for another 80 contaminants routinely analyzed. Mike stated that the State estimated a figure of \$2600 for additional testing, but he contacted some laboratories and they estimated \$4000 or \$5000 for the testing. But Mike said there is a waiver form included in the package and he suggested that the Board have Tatman & Lee file the waivers with the State. President Farrell instructed Stan Hearne, Town Administrator, to check with the State and see if there was any funding for the additional testing. Mike Poyner stated he would like to know by March what the status is regarding the waiver. The Board agreed we try to get the waiver.

LEE'S MARINA

Bob Bender, Lee's Marina, told the Board they are having discussions with DNR to obtain a grant for the Marina to put in a sewage pump out station. He said he had been in touch with Seneca Point and they would accept the sewage and they have an approved system by the State. Mr. Bender stated they need a letter from the Board to the County, providing Planning & Zoning issues and approved building permit and that the Board approves the pumpout station as the Marina leases the property from the Town. After some discussion, David Jarinko made a motion to tender a letter to both Planning & Zoning and to the appropriate State and County agencies that the Town Board agrees to the installation of the pumping station and look forward to its operation as soon as possible provided they get all the necessary permits. Joe Letts seconded the motion and it was approved 5-0.

MUNICIPAL GOVERNMENT PROCLAMATION BY THE GOVERNOR

The Governor is requesting that the legislature designate the week of 26 April 1993 as Municipal Government Week and the Governor wants to issue a proclamation January 29, 1993 at 10:00 a.m. in Annapolis and is requesting we send a representative. David Jarinko stated he would probably attend.

REPAIR ATHLETIC COMPLEX FENCE

President Farrell said they received a bid from Mitco Fence to repair the fence at the ballfield for \$327.36. Rosalyn Bott made a motion to accept the proposal of \$327.36 to fix the deficiencies in the fence. Joe Letts seconded the motion and it was approved 5-0.

BREAKTYME PUB

Gary White, Breaktyme Pub, was in the office and requested a change in the water and sewage fees from Commercial to Residential since he is officially out of business. Rosalyn Bott made a motion to accept Gary White's request for change in fees to Residential. David Jarinko seconded the motion and it was approved 5-0.

TOWN HALL - REPAIR DOOR

David Jarinko stated he talked to Vernon Bryant about repairing the door and Vernon said he would replace the hinges and the lock and reframe the door for an estimate of \$600. Joseph Letts made a motion to accept the estimate of \$600. Rosalyn Bott seconded the motion and it was approved 5-0.

MINUTES: NOVEMBER 24 & JANUARY 12

Rosalyn Bott made a motion to approve the November 24, 1992 minutes. David Jarinko seconded the motion and it was approved 4-1 with Joe Letts abstaining. Rosalyn Bott made a motion to approve the January 12, 1993 minutes. David Jarinko seconded the motion and it was approved 5-0.

BEST DECORATED HOUSE - CHRISTMAS CONTEST

Russell Farrell stated the winners of the Best Decorated House Contest awarded by the Charlestown Business Association: Shreve's - first place; Gilley's - second place; Travers - third place.

ASSIGNMENTS

Russell Farrell asked the Board what duties they wanted this year. Rosalyn Bott said due to her increasing work load that she was going to have to give up some of her responsibilities and that she was turning streets and Town Maintenance over to Commissioner Letts. The rest of the Commissioners agreed to basically keep what they had before.

Sign in sheet

1/26/93

Charlestown Town Meeting

Richard + Nancy Simes

Margaret Badger - Miller

BOB BENDER - LEE'S MARINA

WAYNE FENSTERMAKER - THE TIMES

Charlotte Lewis - C/O Market

with Young Courtier's Pt.

Ned Fong the Courtier Pt

Deana Fong the Courtier Pt

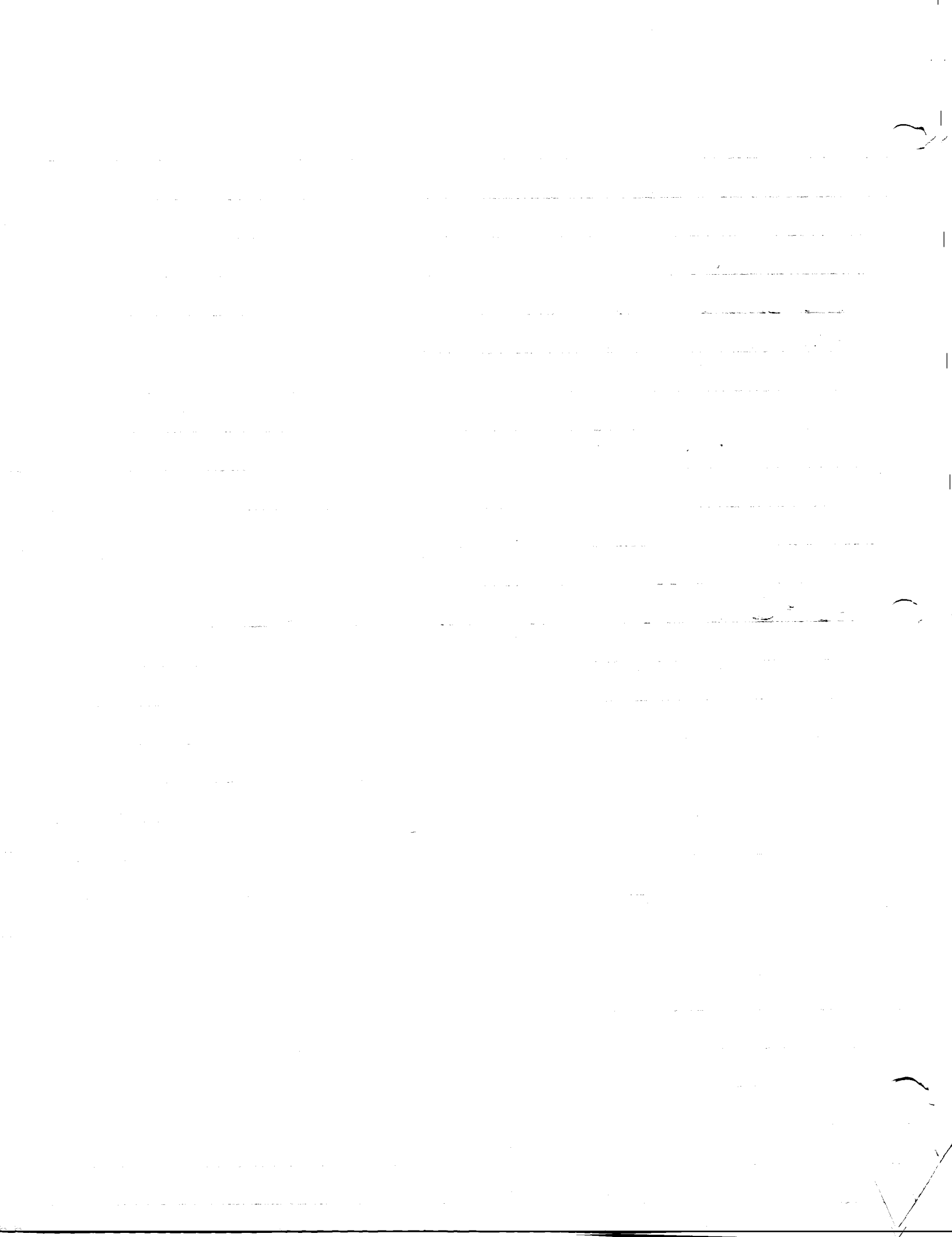
William Fong the Courtier's Pt

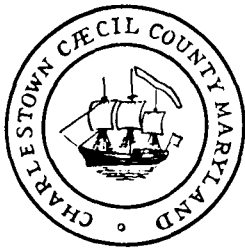
~~George Haggerty~~ Haggerty

~~George Haggerty & Co. Director LF~~

Janet Sanchez

P. Hall





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REGULAR MEETING

FEBRUARY 9, 1993

The Charlestown Town Commissioners regular meeting of February 9, 1993, was called to order at 7:30 PM 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, Joseph G. Letts, Sr., and Gophery H. Richardson. Also attending: Stanley W. Hearne, Town Administrator; Richard Simes, Nancy Simes, Margaret Miller, Janet Spangler, Donna Murphy, News-Journal reporter; and Wayne S. Fenstermacher, a reporter with the North East Times.

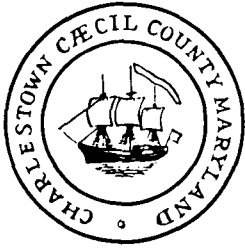
Richard Simes

Richard Simes had copies of a letter written by the Officers of the Coulter's Point Civic Association (copy attached) in regard to obtaining the necessary easements for water and sewage, quoting that the Association was under the impression that only 3 families had not signed their easements. Mr. Simes said he was fed-up of being the scape-goat for this project, as being one of the three families not sending a signed easement in. According to Mr. Simes, he and the North East Times paper, there are several families with easements not signed just as he had reported at an earlier meeting. The Commissioners, in general, replied that they were becoming fed-up also. That the members of Coulter's Point were not communicating with each other and they must agree with each other, get all their information together such as legal work, easements, engineering plans, designs, grants, signatures, before coming back to a meeting and continuing on.

Town Commissioners - Assignments

The Commissioners reviewed their assigned responsibilities for the current year. There were a few changes made. Joseph G. Letts, Sr., made a motion to accept the changes made on the responsibilities. Rosalyn R. Bott seconded the motion and it was passed 4 - 0. The current list is attached to these minutes.

Commissioner Joseph G. Letts, Sr., had Harley fill in holes with crusher-run on Louisa Lane Extended until paving can be done later.



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REGULAR MEETING

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FEBRUARY 9, 1993

Town House

A letter from Hank Adams, tenant of the Town House, asking for some repairs that are needed at the Town House for safety concerns and also permission to do a few things at his expense. Commissioners agreed and estimates are to be obtained and Commissioners will furnish paint, etc. (If the estimates go over \$2,500.00, it will need to be up for bid).

Accounts Payable

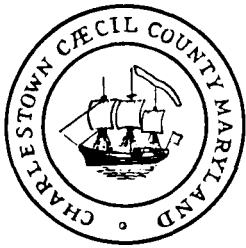
Joseph G. Letts, Sr., made a motion to pay all bills, seconded by Rosalyn R. Bott. Motion passed 4 - 0.

Commissioner Letts also reported that since C.J.'s Market doesn't handle gasoline any longer, Harley will take the truck to the Sunoco Station in North East.

Being no further business, the meeting adjourned at 7:50 P.M. to go into Executive Session.

Respectfully Submitted,

Doris Berry, Town Clerk



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TOWN COMMISSIONER ASSIGNMENT OF RESPONSIBILITIES

1993

Russell U. Farrell, Jr.

President
Administration and Finance
Police
Legal
Storm Water Grants
Water Alternate
Sewage Alternate
Parking Alternate

Rosalyn R. Bott

Treasurer
Trees
Buildings/Grounds Alternate
Administration and Finance Alternate
Parks and Recreation Alternate
Zoning Alternate
MML Alternate

Gophery H. Richardson

Sewage
Animal Control
Parking
Police Alternate
Waterfront Grants Alternate
Snow Removal Alternate

David A. Jarinko

Vice President
Zoning
Water
Leases
Waterfront Grants
Animal Control Alternate
Streets/Lights Alternate
Trees Alternate
Legal Alternate
MML

Joseph G. Letts, Sr.

Parks and Recreation
Streets/Lights
Trees Alternate
Leases Alternate
Stormwater Grant Alternate
Buildings/Grounds
Snow Removal

Common To All

Model Ordinances and
Codification
Budget

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

EXECUTIVE SESSION

FEBRUARY 9, 1993

Personnel Assignments - Office Organization

No decisions were arrived at but there was a general round table discussion regarding organization and personal assignments with regard to increasing efficiently and productivity. A number of ideas were put forth for possible implementation. No final decisions were arrived at. Regarding the computer operations it was the concensus of opinion that July 1st, 1993, should be the target date for the completed upgrading of the town computer along with operator training. Further consideration and finalized plan will be the subject of future meetings.

Town Maintenance

Regarding Town Maintenance in the winter months due to winter weather and reduced work load during this period, Town Maintenance hours were cut back to Monday, Wednesday and Friday until further notice.

Respectfully Submitted

Doris Berry, Town Clerk

Coulter's Point Officers
Richard Simes

FEBURARY 2, 1993

DEAR PROPERTY OWNERS,

ON JANUARY 26, YOUR OFFICERS ATTENDED THE CHARLESTOWN COMMISSIONERS MEETING EXPECTING TO HEAR THAT THE COUNTY COMMISSIONES HAD SIGNED THE AGREEMENT DESIGNATING COULTER'S POINT A SERVICE AREA SO INSTALLATION OF WATER AND SEWER LINES COULD FINALLY BEGIN. HOWEVER, THE TOWN COMMISSIONERS TOLD US THAT NOW THE COUNTY COMMISSIONERS HAVE CHANGED THEIR MINDS AND WILL NOT SIGN THE AGREEMENT. (THIS AGREEMENT WAS DRAWN UP BY THE COUNTY.)

PLEASE READ THE ARTICLE THAT APPEARED IN THE " NORTH EAST TIMES" ON WEDNESDAY , JANUARY 27. IT MAY HELP ANSWER YOUR QUESTIONS AS TO WHY WE'RE UNABLE TO GET WATER AND SEWER.

YOUR OFFICERS ARE TRYING TO ARRANGE ANOTHER PUBLIC MEETING AT THE CHARLESTOWN ELEMENTARY SCHOOL WITH THE COMMISSIONERS, BARRY BELFORD, AND WILLIAM SUMNER (DIRECTOR OF ENVIRONMENTAL SERVICES FOR CECIL COUNTY). PERHAPS WE CAN GET SOME QUESTIONS ANSWERED ABOUT WHY THE COMMISSIONERS HAVE CHANGED THEIR MINDS, THE NEED FOR PUBLIC WATER AND SEWER, AND THE OPTIONS, IF ANY, THAT WE HAVE.

ACCORDING TO THE ARTICLE IN THE "NORTH EAST TIMES" THERE ARE "SEVERAL" PROPERTY OWNERS BESIDES SIMES AND LHADKY WHO HAVE NOT SIGNED THEIR EASEMENTS. RICHARD SIMES ECHOED THIS SAME STATEMENT AT THE JANUARY 26TH CHARLESTOWN COMMISSIONERS' MEETING. SOME EASEMENTS WERE SENT TO THE CIVIC ASSOCIATION AND OTHERS WERE SENT DIRECTLY TO THE TOWN OF CHARLESTOWN. WE WERE UNDER THE IMPRESSION THE EASEMENTS OF SIMES, LHADKY, AND WADDELL WERE THE ONLY ONES THAT THE TOWN OF CHARLESTOWN WAS HAVING DIFFICULTY SECURING.

IF YOU HAVE NOT RETURNED YOUR EASEMENT AND ARE PLANNING TO DO SO, PLEASE SEND IT IN TO THE TOWN OF CHARLESTOWN IMMEDIATELY.

PLEASE BE AWARE THE IMPORTANCE OF EVERYONE'S ATTENDANCE AT THE PUBLIC MEETING. TOO OFTEN THE FEW WHO ARE AGAINST SOMETHING ARE THE MOST VOCAL.

AS SOON AS THE MEETING DATE HAS BEEN DETERMINED, YOU WILL BE NOTIFIED.

OFFICERS OF THE
COULTER'S POINT
CIVIC ASSOCIATION

HANK ADAMS
630 WATER STREET
P.O. BOX 395
CHARLESTOWN, MD 21914-0395

TOWNSHIP OF CHARLESTOWN
CHARLESTOWN TOWN HALL
P.O. BOX 154
CHARLESTOWN, MD 21914-0154

1/5/93
SWA

ATTN: STANLEY HEARN
RE: 630 WATER STREET

DEAR STAN,

I've compiled A list of things that I feel the township should look into at the house for the comfort and safety of my family. I am willing to do much of the work needed around the house at my expense. There are a couple of things that I feel are the townships responsibility. Please look these over and get back to me as soon as possible so that we can start correcting these problems.

SAFETY CONCERNS

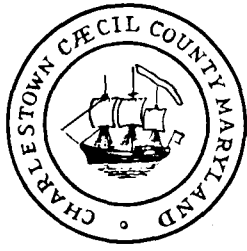
- 1) Paint peeling from ceilings and walls in the Living Room, Front Room and the Pantry.
- 2) Broken windows and windows about ready to fall out. Living Room, Play Room, Master Bedroom, Babys room and Pantry.
- 3) Hole in floor. Front room.
- 4) Fire screen needed on the Fireplace Chimney.
- 5) Doors to the second floor porch do not close or lock.
- 6) Stray Cats living under the porch. (One has already snuck into the house and attacked my nine month old son).

THINGS I'M WILLING TO DO AT MY EXPENSE.

- 1) I would like to stucko the Living room ceiling after it has been scraped to cover all cracks and blemishes.
- 2) Paint other rooms wherever needed.
- 3) Paint the Porch floor. (1st. floor)
- 4) Replace torn screens on the Porch and add chicken wire to bottom screens. (I replaced all screens last summer and stray animal distroyed them again).

SINCERELY.


HANK ADAMS.



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MML Alternate

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Sewage
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Police Alternate
Waterfront Grants Alternate
Snow Removal Alternate

David A. Jarinko


Vice President
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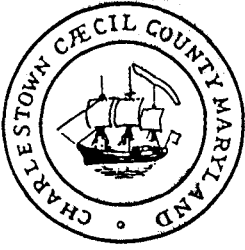
Joseph G. Letts, Sr.

Parks and Recreation
Streets/Lights
Trees Alternate
Leases Alternate
Stormwater Grant Alternate
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Snow Removal

Common To All

Model Ordinance and
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Russell U. Farrell, Jr., President
Town Commissioners of Charlestown



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TOWN OF CHARLESTOWN
FEBRUARY 23, 1993

WORKSHOP MEETING

The meeting of the Charlestown Board of Town Commissioners was called to order at 7:30 p.m. by President Russell Farrell. Other Commissioners present were: David Jarinko, Rosalyn Bott and Gophery Richardson. Commissioner Joseph Letts was absent due to his work schedule. Others attending: Carl Kline from PSC, Stanley Hearne, Town Administrator, Larry Porter, Charlie Bauer and Janet Spangler.

Carl Kline - STES:

Carl Kline, told the Board that PSC will be changing their name to STES within the next month. Mr. Kline reported the plant produced 1,289,000 gallons of water for the month of January. That was an average of 42,000 gallons per day. On January 5th, the water sample was collected for analysis for colorform and the report came back negative. On January 13th there was a momentary problem with the pump. Upon further investigation, it appeared to be some kind of glitch in the electrical system. Mr. Kline said on January 27th the soda ash line was clogged and that problem was cleared up. Mr. Kline stated January was a relatively smooth month.

Larry Porter - Trinity Woods:

Larry Porter told the Board he was proceeding with the engineering of the water lines and he wanted to present the drawings in their final form. He stated he wants to proceed with the water lines with the Board's blessing so he would leave the plan so the Board could review the plan and then he will come back to the next meeting for the Board's comments. There was a lot of discussion back and forth with some concern about the placement of the utilities under the road bed. But, Mr. Porter stated they were following County Code. The Board will look over the plans for comments at the next meeting.

Minutes of December 8, January 26, February 9:

David Jarinko made a motion to approve the regular minutes of December 8, January 26, February 9 and the executive minutes of January 26 - with a typo correction. Rosalyn Bott seconded the motion and it was approved 4-0. The executive minutes of February 9 were not approved.

Town Pier:

David Jarinko ask the Commissioners to review the new regulations for the Town Pier for the 93-94 boat season. After a brief discussion with acceptance David Jarinko made a motion to accept the 93-94 town pier regulations. Rosalyn Bott seconded the motion and it was approved 4-0.

Maryland Education Coalition:

Russell Farrell stated the Maryland Coalition has ask for the annual membership. Rosalyn Bott made a motion to approve the \$40 membership for the Maryland Education Coalition. David Jarinko seconded the motion and it was approved 4-0.

Charlestown PTA:

Russell Farrell ask the Board if they were interested in joining the Charlestown Elementary PTA. After a brief discussion, David Jarinko made a motion to pay the dues and join the PTA. Rosalyn Bott seconded the motion and the motion passed 4-0.

Tatman & Lee Associates - Retainer:

Rosalyn Bott made a motion to continue with Tatman & Lee Associates and pay the retainer fee of one dollar (\$1.00). David Jarinko seconded the motion and it was approved 4-0.

Data Services Contract:

David Jarinko made a motion to use Data Services for our Taxes again this year. Rosalyn Bott seconded the motion and it was approved. 4-0.

Avalon - Sewer Access Easement:

Commissioner Jarinko outlined a recent difficulty that developed at Avalon Marina whereby the County Sewer authority needed access to the sewer pumping station where it was necessary to drive a vehicle to the pump station location. The County has a key to the walk through gate but did not have a key to the vehicle access gate. Mr. Knapp was the sole possessor of that key and the County personnel had to borrow that from him. After the work was completed the County personnel tried to return the key but they could not locate Mr. Knapp and after waiting for a period of time had to move on to a new work site taking the key with them. Mr. Knapp became irritated with the County personnel for leaving with the key. Mr. Knapp contacted the County Sewer Authority, expressing his displeasure over that incident. The key was returned to Mr. Knapp that afternoon.

It has now become apparent that the County and Town need to have in their possession a key to the vehicle gate so that if maintenance

is needed at anytime in the night or day that access can be gained without having to depend on Mr. Knapp being available to provide a key. The Town has a signed easement access agreement with Mr. Knapp and having this key is totally reasonable and consistent with that agreement. A request for an access key will be made of Mr. Knapp and hopefully he will comply. In the event that the key is not forthcoming the Town and the County will have no alternative but to seek legal action granting 24 hour unrestricted access to the legal easement at Avalon.

Town Seal - Unauthorized use:

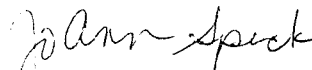
Russell Farrell told the Board that it has come to the Town's attention that the official Town Seal had been used in a commercial advertisement in the Mariner. The Charlestown Business Association will be advised that the official Town Seal may not be used without the expressed permission of the Town Commissioners.

Accounts Payable:

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

Being no further business the meeting adjourned at 9:35 p.m.

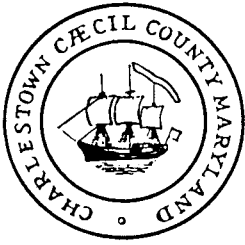
Respectfully Submitted,



JoAnn Speck

JS

mtg22393



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

EXECUTIVE SESSION

FEBRUARY 9, 1993

Personnel Assignments - Office Organization

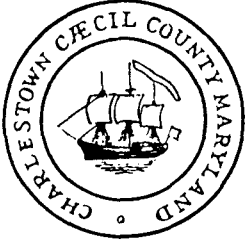
No decisions were arrived at but there was a general round table discussion regarding organization and personal assignments with regard to increasing efficiency and productivity. A number of ideas were put forth for possible implementation. Further consideration and finalized plans will be the subject of future meetings.

Town Maintenance

Regarding Town Maintenance in the winter months due to winter weather and reduced work load during this period, Town Maintenance hours were cut back to Monday, Wednesday and Friday until further notice.

Respectfully Submitted

Doris Berry, Town Clerk



Town Commissioners of Charlestown

Post Office Box 154

Charlestown, Cecil County, Maryland 21914

Phone 410-287-6173

REGULAR MEETING

MARCH 9, 1993

The March 9, 1993, meeting of the Charlestown Board of Commissioners 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 and Joseph G. Letts, Sr., and Gophery H. Richardson. Also attending were Stanley W. Hearne, Town Administrator; Nancy Simes, Richard Simes, Margaret Miller, Janet Spangler, Larry Porter, Trinity Woods; and Wayne S. Fenstermacher, North East Times.

Town Minutes - February 23 and February 9, 1993

Commissioner Richardson said he would like to see the quotes attributed to the folks who made the quotes or who related the facts. Rosalyn R. Bott motioned to approve the February 23rd minutes. Motion seconded by Gophery H. Richardson and approved 4 - 0.

The February 9, 1993, Executive Session minutes were approved on a motion by Rosalyn R. Bott considering the next to last sentence in the minutes be omitted since the Executive Session should not apply to Office Personnel or upgrading computers. Motion seconded by David A. Jarinko and passed 4 - 0.

Maryland Bar Association

Guidelines are needed from the Maryland Bar Association for the Executive Sessions concerning restricted legal matters, specific guidelines and problems.

Charlestown Town Seal

"The Mariner" published an ad and included the Charlestown Town Seal without the permission of the Commissioners. A letter from the Cecil Whig stated the Town Seal printed in the Cecil Whig for the Charlestown Business Association notice was not done by the Association but by a staff member of the Cecil Whig. This will be corrected in the future.

Trinity Woods - Larry Porter

Larry Porter had changed his map of Trinity Woods showing a new realignment

inside of circle to the water line back off of the road line as requested. Discussion on the level of water and tank fullness on the day hydrant was tested. A couple of homes on Route #7 would also like to receive water if possible.

Town House

H. Adams, tennant of the Town House on Water Street, gave the Commissioners a list of repairs that desperately needs to be corrected at the Town House. Stucco is coming off of the walls, painting, etc. Mr. Adams is willing to do some of the work. Steve Burchett will be asked to see if he is also interested in doing some of the work.

Caroline Dwyer - Sewage

Joseph G. Letts, Sr., made a motion that the request of Caroline Dwyer to obtain sewage service at her new home, based only on a prior committment with the Commissioners be honored with Cecil County's and Tatman & Lee Associates approval. Motion seconded by Gophery H. Richardson and passed 4 - 0.

Town Office - Town House

There was a discussion about the possibility of moving the Town Office from its present location to the Town House on Water Street at a future date because of the availability of more room. The will of the Estate of Semiramis M. Paulson will be reviewed for the restrictions concerning the use of the Town House.

Wellwood Yacht Club - Liquor License

The Planning and Zoning Board turned down the Wellwood Yacht Club Liquor License request (zoning conforming use). The request will go to the Appeals Board.

Maryland Municipal League Convention

Rosalyn R. Bott made a motion to send a Colonial Charlestown Mug as a door prize for the Maryland Municipal League Convention in Ocean City, Maryland for June 28, 1993. Motion seconded by Joseph G. Letts, Sr., and passed 4 - 0.

Ethics Commission Ordinance

Keith Baynes sent a sample of the Ethics Commission Ordinance. After allowing time for reading, more discussion will be held or if necessary a Special Session could be held.

REGULAR MEETING
MARCH 9, 1993

- 3 -

Comprehensive Plan

The State would like an update on our Comprehensive Plan. Rosalyn R. Bott made a motion that David A. Jarinko be appointed Chairman and the following be appointed -

- 2 members of the Planning & Zoning Board
- 2 members of the Historic Commission
- 1 member of the Board of Appeals
- 1 member of the Local Business Community
- 2 at large members

making a Board of 9 members. Motion was seconded by Joseph G. Letts, Sr. and approved 5 - 0.

Accounts Payable

On a motion by Rosalyn R. Bott all bills are to be paid except Courn & Garch. Motion was seconded by David A. Jarinko and passed 4 - 0.

Discussion - Town Problems

Town Streets

Jim Burton made a painted center street line mark on a few streets where it was thought a center line is needed. Some roads need to be widened and road beds built up and black-topped. Commissioner Joseph G. Letts, Sr., will check a few streets concerning needed lines.

David A. Jarinko will have Keith Baynes work with Claude Grace on an agreement concerning their garage on Calvert Street.

Town Buildings

Work needed at the Post Office consists of the Door and the Threshold needs to be replaced. Two (2) Emergency Lights are also needed.

Town Hall's door also needs some work.

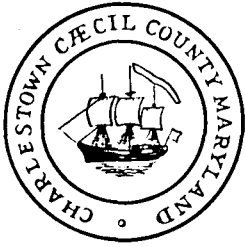
Floodplain Ordinance

The State has reviewed our Floodplain Ordinance and has given its approval.

Being no further business, the meeting adjourned at 9:30 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
FEBRUARY 23, 1993

WORKSHOP MEETING

The meeting of the Charlestown Board of Town Commissioners was called to order at 7:30 p.m. by President Russell Farrell. Other Commissioners present were: David Jarinko, Rosalyn Bott and Gophery Richardson. Commissioner Joseph Letts was absent due to his work schedule. Others attending: Carl Kline from PSC, Stanley Hearne, Town Administrator, Larry Porter, Charlie Bauer and Janet Spangler.

Carl Kline - STES:

Carl Kline, told the Board that PSC will be changing their name to STES within the next month. Mr. Kline reported the plant produced 1,289,000 gallons of water for the month of January. That was an average of 42,000 gallons per day. On January 5th, the water sample was collected for analysis for colorform and the report came back negative. On January 13th there was a momentary problem with the pump. Upon further investigation, it appeared to be some kind of glitch in the electrical system. Mr. Kline said on January 27th the soda ash line was clogged and that problem was cleared up. Mr. Kline stated January was a relatively smooth month.

Larry Porter - Trinity Woods:

Larry Porter told the Board he was proceeding with the engineering of the water lines and he wanted to present the drawings in their final form. He stated he wants to proceed with the water lines with the Board's blessing so he would leave the plan so the Board could review the plan and then he will come back to the next meeting for the Board's comments. There was a lot of discussion back and forth with some concern about the placement of the utilities under the road bed. But, Mr. Porter stated they were following County Code. The Board will look over the plans for comments at the next meeting.

Minutes of December 8, January 26, February 9:

David Jarinko made a motion to approve the regular minutes of December 8, January 26, February 9 and the executive minutes of January 26 - with a typo correction. Rosalyn Bott seconded the motion and it was approved 4-0. The executive minutes of February 9 were not approved.

Town Pier:

David Jarinko ask the Commissioners to review the new regulations for the Town Pier for the 93-94 boat season. After a brief discussion with acceptance David Jarinko made a motion to accept the 93-94 town pier regulations. Rosalyn Bott seconded the motion and it was approved 4-0.

Maryland Education Coalition:

Russell Farrell stated the Maryland Coalition has ask for the annual membership. Rosalyn Bott made a motion to approve the \$40 membership for the Maryland Education Coalition. David Jarinko seconded the motion and it was approved 4-0.

Charlestown PTA:

Russell Farrell ask the Board if they were interested in joining the Charlestown Elementary PTA. After a brief discussion, David Jarinko made a motion to pay the dues and join the PTA. Rosalyn Bott seconded the motion and the motion passed 4-0.

Tatman & Lee Associates - Retainer:

Rosalyn Bott made a motion to continue with Tatman & Lee Associates and pay the retainer fee of one dollar (\$1.00). David Jarinko seconded the motion and it was approved 4-0.

Data Services Contract:

David Jarinko made a motion to use Data Services for our Taxes again this year. Rosalyn Bott seconded the motion and it was approved. 4-0.

Avalon - Sewer Access Easement:

Recently a difficulty developed at Avalon Marina whereby the County Sewer authority needed access to the sewer pumping station where it was necessary to drive a vehicle to the pump station location. The County has a key to the walk through gate but did not have a key to the vehicle access gate. Mr. Knapp was the sole possessor of that key and the County personnel had to borrow that from him. After the work was completed the County personnel tried to return the key but they could not locate Mr. Knapp and after waiting for a period of time had to move on to a new work site taking the key with them. Mr. Knapp became irritated with the County personnel for leaving with the key. Mr. Knapp contacted the County Sewer Authority, expressing his displeasure over that incident. The key was returned to Mr. Knapp that afternoon.

It has now become apparent that the County and Town need to have in their possession a key to the vehicle gate so that if maintenance is needed at anytime in the night or day that access can be gained

without having to depend on Mr. Knapp being available to provide a key. The Town has a signed easement access agreement with Mr. Knapp and having this key is totally reasonable and consistent with that agreement. A request for an access key will be made of Mr. Knapp and hopefully he will comply. In the event that the key is not forthcoming the Town and the County will have no alternative but to seek legal action granting 24 hour unrestricted access to the legal easement at Avalon.

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Accounts Payable:

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

Being no further business the meeting adjourned at 9:35 p.m.

Respectfully Submitted,

JoAnn Speck

JS

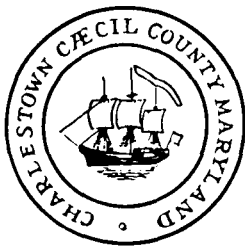
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Main body of handwritten text, consisting of several paragraphs. The text is significantly faded and difficult to decipher, but appears to contain descriptive or legal clauses.

Handwritten text at the bottom of the page, possibly a signature or date.



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

Phone 410-287-6173

REGULAR MEETING

MARCH 9, 1993

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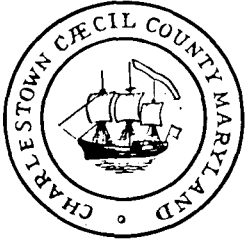
Floodplain Ordinance

The State has reviewed our Floodplain Ordinance and has given its approval.

Being no further business, the meeting adjourned at 9:30 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 COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
MARCH 23, 1993

Russell Farrell, President called the regularly scheduled meeting to order at 7:30 p.m. Commissioners present: David Jarinko, Vice-President, Rosalyn Bott, Treasurer, Gophery Richardson and Joseph Letts.

7:30 P.M.

OPERATION OF WATER SYSTEM: Carl Kline presented the February 1993 Monthly Report on the status of operations and maintenance of the water distribution system. The plant produced a total of 1,270,000 gallons during the month of February 1993, equating to 45,000 gallons per day and is compared to a rate of 42,000 gallons per day average for the month of January 1993.

David Jarinko reported that the water tower was experiencing phone line problems again and that these problems were being worked on tonight. The installation of our own phone line was discussed. Mr. Kline stated that numbers for emergency contact for the water system have been given to each commissioner and posted in the Town Hall. Commissioner Jarinko excused himself to return to the water tower.

TRINITY WOODS: Mr. Porter addressed the Board regarding permission to start Trinity Woods. Mr. Farrell stated that a fax had been received at 5:00 p.m. from Tatman & Lee regarding the revised plans for the water distribution system. There were five items that should be noted by the Town prior to accepting the water system. 1) fire hydrant flow test figures should be verified with the fire department - Mr. Hearne will check on how this was done. 2) the water lines have been relocated to 17 ft. from the centerline of the street - this was asked for by the commissioners. 3) Lot 1 is presently not served by the water distribution system - this will be taken care of by the next meeting. 4) a second air release

valve has been shown on the plan (Sheet 15) but the waterline profile and air release valve location are not shown on Sheet 4 - Mr. Porter stated that he thought that device was to be installed in the second section and he would check on it. 5) the water meter detail has been corrected - asked for by the commissioners. Mr. Porter stated he would take care of the items in question. He also stated that the State Highway Administration must issue a permit to work within their right-a-way. Work plans have been submitted to them and he has an agreement regarding their specifications. He stated, however, that since the lines will belong to the Town, the State Highway Administration must receive a request to issue this permit from the Town itself. Dennis North in Chestertown is ready to issue the permit once the request is received. Mr. Farrell stated that Mr. Hearne will check with Mr. North to find out exactly what is needed and that the State understood the situation. Mr. Porter stated that he understands that he is responsible for all costs until such time as the finished installation was turned over to the town.

OLD BUSINESS:

The minutes of March 9, 1993 were approved with correction of typos. Motion to pass by Rosalyn Bott, second by Joseph Letts - approved 4-0.

Mr. Farrell stated he had received a copy of a letter to Cecilia Metz (Wellwood Club) from the Chairman of the Board of Appeals. There will be a public hearing on April 8th at the Tory House at 7:00 p.m. to go over her appeal to the decision of the Charlestown Planning & Zoning Commission with respect to issuance of a Class B Liquor License.

PENDING:

Charlestown Public Ethics Ordinance - Mr. Farrell stated that all members of the board were provided copies of the proposed ordinance at the last meeting, along with other proposed changes and amendments. He stated that the proposed ordinance had been worked up from the Code of Maryland Administrative Regulations which details what is required. After some discussion, the Board agreed to hold a work session on Tuesday, March 30, 1993 at 7:00 p.m. in the Town Hall with a single topic item - Charlestown Public Ethics Ordinance.

NEW BUSINESS:

STES - OPERATION & MAINTENANCE FEE INCREASE: - Mr. Farrell stated the Town received a letter from STES stating they want to come to the next meeting to discuss the contract which expires in April. They are increasing the fee by 3.9% for cost of living and would like to work out some way to pay for the services provided over and above what the contract called for.

MML DINNER: - Mr. Farrell stated the MML Dinner will be held on April 15th at the Bayou Restaurant in Have de Grace. Please let the office know by April 13th if you are attending.

OPEN MEETINGS ACT: - Mr. Farrell stated the materials provided are for information. It gives the full text of the act and the manual as provided by the Attorney General on what we can and cannot do. It is the actual law written out along with the Attorney General's interpretation of it and the history behind it. He asked that the members spend some time becoming familiar with it as there are penalties for violations.

WATER SYSTEM: - Mr. Farrell presented a list of four individuals who have not completed partial payments for their Water Permits. After discussion, the Board reached a mutual agreement of how to handle each property. He then presented a list of individuals who have not hooked-up to the system or were hooked-up but not inspected. After discussion, a motion was made by Joseph Letts and second by Rosalyn Bott to have Mr. Hearne write a letter to these individuals advising them hook up is required and if compliance is not met, the matter will be turned over to the Town attorney. Passed 4-0.

ACCOUNTS PAYABLE: - The listed bills were looked over - a motion to pay all bills, except the C & P Telephone (to hold for more documentation on certain billed item) was made by Rosalyn Bott, second by Joseph Letts and approved 4-0.

WATER FOUNTAIN: - Rosalyn Bott stated she had received an estimate for the pedal water fountain. The estimate and other issues pertaining to installation of the fountain were discussed. Ms. Bott recommended that the Board think about the various issues and get back with her. She stated she would leave a copy of the fountain specifications for them to look over.

TAX DIFFERENTIAL: - Mr. Farrell stated he was addressing the County regarding the amount received from the Tax Differential.

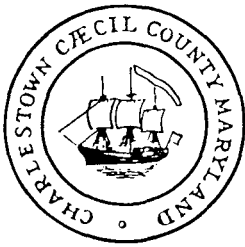
The meeting was adjourned at 9:45 p.m.

Respectfully submitted,


Dorothea A. Keller

DAK

Approved: _____



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

Phone 301-287-6173

TOWN COMMISSIONERS OF CHARLESTOWN
SPECIAL WORK SESSION
MARCH 30, 1993

The Special Workshop Session was called to order at 7:00 p.m. by Russell Farrell, President. Attendance - David Jarinko, Vice President, Gophery Richardson and Joseph Letts. Rosalyn Bott, Treasurer was absent.

Mr. Farrell stated that the sole purpose of this special workshop meeting is to discuss a revision of the Charlestown Public Ethics Ordinance. He has been advised that the current ordinance is no longer in compliance with the minimum State Regulations. He stated that the proposed "Charlestown Public Ethics Chapter" (a copy of which they all had) has been submitted to us by our attorney. It is essentially taken straight out of the Code. There are a lot of blanks and things that need to be looked at and worked on. That is the purpose of this special session.

Mr. Farrell stated the only addition he had was to add another paragraph (J) to Section 5. This paragraph deals with the appointment or employment of a relative. This section could be broken down into two parts - the first part would fall in Section 5 and the rest in the Definition part defining what a relative is. The intent and purposes of all these sections is that you do not become involved with anything that would benefit you. Some of them seem to be a little broadly worded and we need to go back and look at these and see what modifications are needed.

There was considerable discussion as to what should be done - 1) appoint an Ethics Commission; (a) give them the sample ordinance and let them come back with their recommendations or (b) give them the sample ordinance with our recommendations, letting them know our concerns and wishes. 2) It was suggested that the Board could also appoint individuals and give them all the background info and our recommendations and ask them to come back with an ordinance. Mr. Farrell stated that they could not appoint an Ethics Commission without a law and suggested the Board look at the sample they had for things that needed re-wording or further inspection, then decide whether we want to pass something and set up an Ethics Commission or set up a Commission and give this as our recommendations.

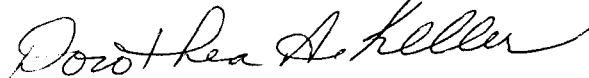
Various sections were discussed and commented on. The financial disclosure section was discussed - all agreed they had no problems with it. Other specific areas discussed and recommendations made - Section 2 (D, i); Section 4; Section 5 (a) (c) (d) (h); Section 6; Section 7, Section 10.

It was suggested that before we get into exact wording that we should decide if we are going to pass this ordinance and appoint an Ethics Commission or should we appoint a Commission and give them the job of preparing an ordinance for us, pointing out sections where we think the wording has to be looked at or a little bit stronger. Mr. Farrell stated that he felt it was our obligations to give any Commission as good of a draft as we can up front with the understanding that it is only a draft and they have the authority and responsibility to modify it as they see fit. Three individual names were recommended for a Commission. It was again discussed the possibility of appointing a group of individuals to review the ordinance and make recommendations; then, possibly, the Board can use these same people as the members of the Ethics Commission. Mr. Farrell stated that before the Board appointed anyone, he would like their permission to have their name put before the Board.

Most of the Board felt we had a good start - appoint three people to come up with a document and then appoint the commission. A motion to form a committee was made by Joseph Letts, second by David Jarinko passed by 4-0. After further discussion it was agreed to have Mr. Jarinko approach the three individuals mentioned to get their permission to be considered for appointment to serve on a committee to review and made recommendations on the Ethics Ordinance that will be submitted to them. He will report back at the next Town Meeting.

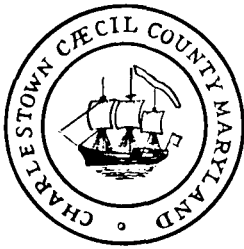
Meeting adjourned at 8:25 p.m.

Respectfully submitted,



Dorothea A. Keller

mtg33093



~~Peter A. Bares~~

~~Town Administrator~~

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

Phone 301 - 287 - 6173

REGULAR MEETING

APRIL 13, 1993

The regular Charlestown Town meeting of April 13, 1993, was called to order at 7:30 PM by President Russell U. Farrell, Jr. Other Commissioners present were Rosalyn R. Bott, David A. Jarinko, Joseph G. Letts and Stanley Hearne, Town Administrator. Commissioner Gophery H. Richardson was absent. Also attending: Vernon Bryant, Rogers Clements, Carolyn Dwyer, William Parrett, Janet Longacre and Wayne S. Fenstermacher, a reporter with the North East Times.

William Parrett

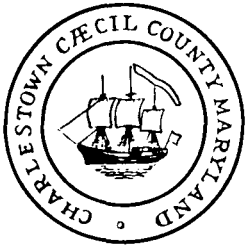
William Parrett was inquiring to purchase Parcel 238 on Route #7 if it was for sale. The Town Commissioners told Mr. Parrett they were sorry but no property was for sale and there is also a town easement in that area that the town needs to keep.

Rogers Clements

Rogers Clements of 408 and 417 Bayview Avenue is refinancing his property and has found that part of the recently paved street is on his property, approximately 24½" wide. The Town will get Ed Kuipers of Tatman & Lee Associates, Inc. to check it out for any corrections.

Vernon Bryant

Vernon Bryant, Contractor, was present to discuss with the Commissioners the possibility of repairs that would be needed if a decision was ever reached to use the Town House on Water Street as the Town Hall. One concern would be the chimney which is located in the center of the house, as to what the plans would be for on the upper floors. Suggestions for the first floor, a reception area, also designed for the handicapped and a meeting area. The electric would need changing along with keeping a smaller kitchen and perhaps installing central air. Costs would be high, \$60,000. depending on just what work would be involved. Some of the costs may be available through grants and/or other funding. More thought and suggestions to be taken at a later date.



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~~XXXXXX~~

REGULAR MEETING

APRIL 13, 1993

- 2 -

Caroline Dwyer

A letter from Edwin Cole giving confirmation of the County Commissioners action approving the extension of the Charlestown sewer lines with Tatman & Lee Associates, Inc., approval of the drawings. This approval for the sewage was granted at an earlier date. Mrs. Dwyer would also like to be able to receive water as she has none at all, however, the water would be for a new approval.

Mike Poyner & Carl Klein - ST Environmental Services

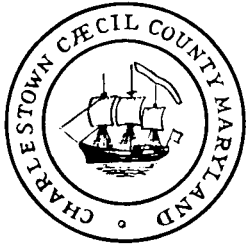
Carl Klein gave the water monitoring report for the month of March. The plant produced 1,422,000 gallons during March, 1993. 46,000 gallons per day and is compared to 45,000 gallons per day average for February, 1993. A more detailed status of operations and maintenance are attached to these minutes. A test of the water taken at Town Hall March 23rd proved to be safe for drinking.

The existing agreement is dated March 11. The present cost is \$1,945.00 per month with a 3.9% increase, making the charge #2,020.00 (\$75.00 increase). Approximately 90 hours are given to reading meters, a suggestion to read meters on one side of the street at a time rather than criss-crossing. 4 days advance notice will be required on settlements of properties. Settlement costs \$15.00, cost of a "spur of the moment reading" will be \$30.00. Lawyers should give 4 - 7 days advance notice for settlement readings to the Town.

The agreement is retroactive to April 1. Commissioner David A. Jarinko made a motion to to with Option B seconded by Rosalyn R. Bott. Motion approved.

Ethics Ordinance

David A. Jarinko motioned to have Dr. Robert Gell, Ruthann Miller and Edgar A. McMullen to form an Ethics Ordinance Committee, seconded by Joseph G. Letts and passed 4 - 0. An unmarked copy of the ordinance will be provided to the committee.



~~Peter A. Bott~~

~~XXXXXXXXXXXX~~

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

Phone 301 - 287 - 6173

REGULAR MEETING

- 3 -

APRIL 13, 1993

Cemetery

David A. Jarinko made a motion to approve Wyn Twitchell's proposal for cutting and trimming grass at the Charlestown Cemetery 1993 at \$125.00 per cutting. Motion seconded by Rosalyn R. Bott and passed 4 - 0.

Zoning Booklet Bulletin

A motion by Rosalyn R. Bott for a monthly subscription for a Zoning Booklet Bulletin for the Planning and Zoning Board was seconded by David A. Jarinko and approved 4 - 0.

Trinity Woods

Larry Porter, Trinity Woods. If Trinity Woods extends to Maryland Route #7, the residences of Greg West and Pauline Williams would like to receive water.

MD. Rural Water Association

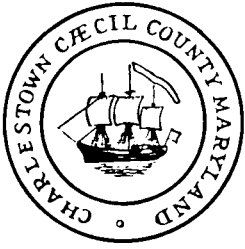
A motion by Rosalyn R. Bott for David A. Jarinko to attend a one day (April 26) possible award ceremony was seconded by Russell U. Farrell, Jr., and approved.

Andrew Thompson

Rosalyn R. Bott made a motion that Andrew Thompson be allowed to cut down a maple tree on town property that was damaged in a recent storm. David A. Jarinko seconded the motion and it was approved 4 - 0.

Defunct Properties

David A. Jarinko made a motion that the Complete Coin Company and Dana's firm be released from the tax roll since they are no longer conducting business in Maryland and are considered "defunct" businesses. Motion seconded by Rosalyn R. Bott and passed 4 - 0.



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

REGULAR MEETING

APRIL 13, 1993

- 4 -

Certificate of Occupancy

Water Meters start on the day of installation.

ISO

A notice will go out with the next water bill. The fire insurance classification for Charlestown will result in a decrease in property insurance from a class 9 to a class 5.

Town House, Boat House, Post Office and Water Fountain

Commissioner Letts reported that 4 downstairs rooms in the Town House had sheetrocking done. Windows repaired and routine maintenance. Boat House had hinges on doors replaced and lattice work completed. The Post Office needs two emergency lights. Water fountain (with only \$500. to work with) will go at present with poured concrete with bronze plaque.

Water - Non-Hooked Up Properties

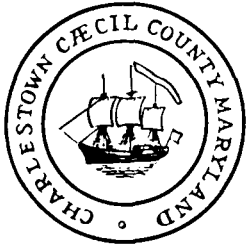
The Town properties that have not been hooked up to the Town Water System has been turned over to the town attorney to pursue legal action.

Freedom for Information Act

Identify what records are required in a written request with 30 days to respond for large number of copies. A reasonable cost of \$0.25 a page. If significant labor effort is required, the party will be billed at the hourly rate of the Town Administrator. A motion by David A. Jarinko and adopted by Rosalyn R. Bott to go along with Keith Baynes suggestion. Motion passed 4 - 0.

Comprehensive Plan

A Committee to review the Comprehensive Plan will meet shortly. Thomas Hartenstine and Janet Shriver of the Planning and Zoning Commission along with members at large from the Historic Commission and Dr. R. Gell will assist.



Town Commissioners of Charlestown
Post Office Box 154
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Phone 410-287-6173

REGULAR MEETING

APRIL 13, 1993

- 5 -

Water Tank Telemetry

Telephone lines not being to reliable, Tatman & Lee Engineers have suggested to laying lines and burying them. It would take about 4,000 ft. of cable to service 2 wells, trenching, crossing water. 410 ft. of cable and cable poles. Total cost would be approximately \$12,000. to \$13,000. Paul's Utility is interested. The Town will wait for a quote or see if there is a grant available.

Minutes - March 23 & March 30

On a motion by David A. Jarinko to approve the minutes of March 23 was seconded by Rosalyn R. Bott and approved 4 - 0.

Rosalyn R. Bott made a motion to approve the minutes of March 30. Motion was seconded by David A. Jarinko and approved 4 - 0.

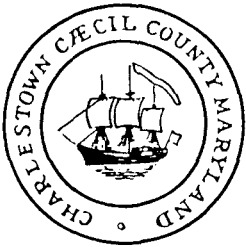
Accounts Payable

Rosalyn R. Bott motioned to pay the bills as amended. Motion seconded by David A. Jarinko and passed 4 - 0.

Being no further business, the meeting adjourned 11:00 P.M.

Respectfully Submitted

Doris Berry
Town Clerk



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

WORKSHOP MEETING

APRIL 27, 1993

The April 27, 1993, Town Commissioners meeting was called to order at 7:30 PM by President Russell U. Farrell, Jr. Commissioners present were: David A. Jarinko, Rosalyn R. Bott, Joseph G. Letts and Gophery H. Richardson. Also in attendance: Nancy & Richard Simes, Margaret Miller, Darlene McCall, Janet Spangler, Carol Hampton, Mark & Mary McNanney (Caroline Dwyer's daughter), and Larry Porter, Trinity Woods.

Larry Porter - Trinity Woods

Larry Porter, developer of Trinity Woods, has just about finalized the plans for water in Trinity Woods. The Town will have to get the water permit to cross Route 7 as this will come under the jurisdiction of the Town when completed. Ms. West, in the area of Trinity Woods, would accept annexation to be able to receive water, however, she would have to get a "right-of-way agreement" from the Town, County and Trinity Woods. Mr. Porter said the sewer line is about 60% to 70% complete. Sidewalk around one side of the street in the culdesac is paved but paving should go all the way around the circle of the culdesac.

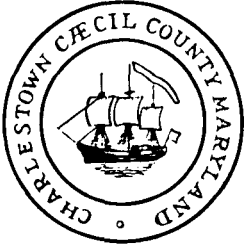
A motion by Joseph G. Letts to allow Mr. Porter to commence laying the water lines on the interior side of his property and to be approved for us to get a permit to cross under Rt. 7. Rosalyn R. Bott seconded the motion and to add that the sidewalk goes completely around the culdesac. All in favor and passed 4 - 0.

TCI Cablevision of MD., Inc.

On a motion by Rosalyn R. Bott that the TCI Cablevision \$250,000. Construction Bond be signed by President Russell U. Farrell, Jr. for release and cancellation. Motion seconded by David A. Jarinko and approved 4 - 0.

Minutes - April 13, 1993

On a motion by David A. Jarinko and seconded by Joseph G. Letts, the April 13, 1993, Town minutes was approved 3 - 0, with one abstaining (Gophery H. Richardson).



Town Commissioners of Charlestown
Post Office Box 154
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Phone 410-287-6173

WORKSHOP MEETING

APRIL 27, 1993

Mark & Mary McNanney - (Caroline Dwyer's Daughter)

Mark and Mary McNanney (Caroline Dwyer's Daughter) due to an earlier agreement with Melvin Reeside and Caroline Dwyer, they can receive Town sewage service connecting into the manhole at Chesapeake Road. They would also like to receive the water service but the Town would need a service area to get water to the Coulter's Point.

Rogers Clements

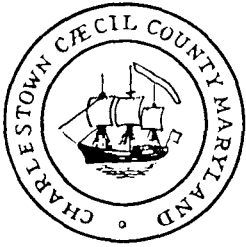
Rogers Clements on refinancing his loan on his property at 408 and 417 Bayview Avenue found that the street is on his property and the refinancing is being held up (until May 30) until correction can be made. American Engineering laid the plans and is well marked.

Pumping Station - Avalon Yacht Basin

Boats, etc. of Avalon Yacht Basin, are stored or parked on the Town easement to the pumping station and the men cannot get in to read the meters, gates are locked and keys are not always available. Rosalyn R. Bott made a motion to have a possible easement taken to Joseph Mahoney for the County to be able to do their work with security and with unlimited access day or night. Motion seconded by David A. Jarinko and approved 3 - 0, with one abstaining (Joseph G. Letts). All extentions and negative votes on motions passed or abstained are recorded in the Town minutes.

S T Environmental Services

After discussion on the cost of contract and services, David A. Jarinko motioned to approve S T Environmental Services contract retroactive to April 1, 1993, with the additional services and time limits seconded by Joseph G. Letts. Motion approved 4 - 0. The Town will be notified of hydrant flushings in advance.



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WORKSHOP MEETING

APRIL 27, 1993

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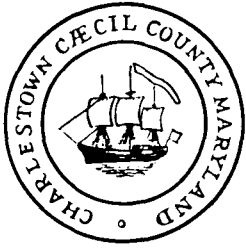
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Minutes - April 13, 1993

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Town Commissioners of Charlestown
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WORKSHOP MEETING

APRIL 27, 1993

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Rogers Clements

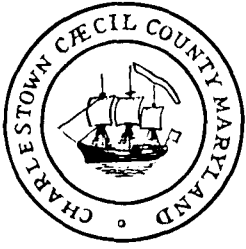
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WORKSHOP MEETING

APRIL 27, 1993

TCI Bond

On a motion by Rosalyn R. Bott that the TCI \$250,000. 1986 Construction Bond be signed by Russell U. Farrell, Jr., President, for release and cancellation was approved by David A. Jarinko and approved 4 - 0.

Budget - 1993

A draft of the Budget is being completed. To hold in Budget for this year, "Painting the exterior of the Town Hall" or any other changes.

Cemetery - Ordinance #88

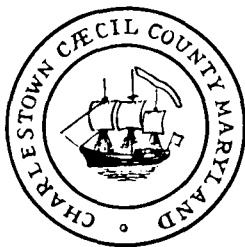
Rosalyn R. Bott motioned for Edgar A. McMullen, Sr., to draw up a Resolution for the Charlestown Cemetery.
If any owner of a Charlestown Cemetery lot wants to sell their lot or lots they must sell them back to the Town for 80% of the current value. Motion seconded by Joseph G. Letts and passed 4 - 0.

Annexation - Charlestown Manor

Nine property owners on Edgewater Avenue, Charlestown Manor have petitioned the Town for annexation (4/9/93). Robert Jones (1st property) did not sign as his property is for sale. The petition will not be considered tonight as no-one has had a chance to study the petition. It will be considered at the next meeting.

Claude & Cecilia Grace

An agreement has been reviewed by the Commissioners concerning part of Calvert Street at Louisa Lane that has been used as a driveway for several years for the property now of Claude and Cecilia Grace. A motion by Rosalyn R. Bott to sign the agreement was seconded by David A. Jarinko and approved 4 - 0.



Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

APRIL 27, 1993

Town House - 630 Water Street

Henry Adams, Tenant of the Town House, agreed to do some painting and repair work, etc. in the Town House. Rumors that the Town Hall would relocate there when his lease was up disturbed him. It is a option and only an option that the Commissioners may consider using the Town House as the Town Hall office sometime in the future.

On a motion by Rosalyn R. Bott to get Steve Burchett, who completed the ceiling work, to do the painting and to get the paint at American Home & Hardware after Thursday (paint sale). Motion seconded by Joseph G. Letts and approved 4 - 0.

Rose Kist - Annexation

Ms. Kist owns property that abutts 3 sides of Buck Smith's property and one side of the Town. She is willing to annex to the Town so as to receive Town water, however, the discussion was she would be responsible for crossing Rt. 7 and would need to extend the line to her property. She has to use Buck Smith's driveway to get into her property. The Town is not in favor of spot annexation at this time, perhaps at a later date.

Hershel Armour - Volunteer Fire Council Annual Award

Joseph G. Letts made a motion to nominate Hershel Armour to be awarded "The Volunteer Fire Council Annual Award". David A. Jarinko seconded the motion. Motion passed 3 - 0 with one abstaining (Rosalyn R. Bott).

Sewer Service - County

The sewer service with the County was brought up and discussed.

Account Payable

Rosalyn R. Bott motioned to correct C & P Telephone bill concerning the water tower and pay the bills. Motion seconded by David A. Jarinko and approved 4 - 0.

The water bills were sent out this week.

No further business, the meeting adjourned 10:00 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/27/93 TIME: 7:30 PM

Richard & Nancy Simes

Margaret Budge - Heller

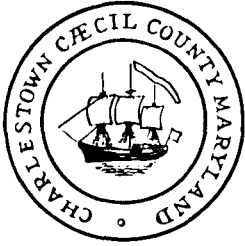
Darlene McCall

Steve Holt

Mark & Mary McHoney

Jack Spangler

Carl [unclear]



Town Commissioners of Charlestown

Post Office Box 154

Charlestown, Cecil County, Maryland 21914

Phone 410-287-6173

**TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
TOWN HALL - 7:30 P.M.
MAY 11, 1993**

The Regularly Scheduled Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by the President of the Board, Russell Farrell. Vice-President David Jarinko, Treasurer Rosalyn Bott, Commissioner Gophery Richardson, Commissioner Joseph Letts and Town Administrator, Stanley Hearne were present. Roster of audience attendance is attached.

7:30 P.M. - ADDRESS TO THE BOARD FROM THE FLOOR

Mrs. Wright, on behalf of St. John's United Methodist Church, requested permission to have certain trees removed from an area near the church building. The structure stays damp and has moss growing on it. It was agreed by the Board that this condition is not good for the structure and permission was given. Rosalyn Bott, who is responsible for trees, will submit a permit to Planning and Zoning and upon approval will have the trees in question removed.

Carol Hampton, representing the Citizens Association, requested the town truck be available for a beach clean up on Saturday, May 22 (raindate May 24) at 9:00 - Noon. Rosalyn Bott stated the truck will be parked at the Veterans Park and suggested the clean-up from areas away from the truck be bagged and left for Harley to pick up on Monday. Russell Farrell will see if the Cub Scouts would also be available to help.

PENDING

Quitclaim Deed - John W. Simperts, Jr. - Russell Farrell stated that he had received from Steve Baker on behalf of John W. Simperts, Jr. (on Conestoga) a quitclaim deed for that area of land contained between the old street lines and new street lines. Russell Farrell explained the history behind this process. Motion to approve the quitclaim deed between the Town and John W. Simperts, Jr. was made by David Jarinko, second by Joseph Letts and approved 5-0.

Minutes of April 27, 1993 - A motion to approve the minutes, pending noted corrections, was made by Rosalyn Bott, second by Joseph Letts and approved 5-0.

Russell Farrell stated that there were two questions from the last meeting that need to be answered: 1) Combining of the Sewer and Water Bills - He stated that he would like the Board to look over the memo he had included

in this meeting's material and get back with him as soon as possible if there were any questions. 2) Rose Kist - He stated that in answer to a question he had been asked - Rose Kist's problem is a lack of water. He stated that the Board may want to reconsider the annexation question again within the next few meetings.

ST Environmental Services Contract - Russell Farrell stated the contract was approved at the last meeting and he has now received it back (with the terms and conditions the Board had approved) for signature. The contract was signed.

Meter Reading Charges - Mr. Farrell stated that the charges set by the Board for reading of meters for settlement did not include an administrative processing charge. After Board discussion, David Jarinko made a motion to add a \$10.00 processing fee to the St Environmental Services charge to Charlestown for Settlement Meter Readings, second by Joseph Letts - approved 5-0.

Boat Ramp Parking - David Jarinko reported that there is a problem of the boat trailers being parked on the street by individuals using the town boat ramp. He stated that last weekend, after he had posted some parking signs, the problem was eliminated. He asked the permission of the Board to have official signs made and posted. One sign will be posted at the boat ramp, containing parking instructions and the other two will be posted at appropriate locations along Water Street indicating No Trailer Parking. The Board gave Mr. Jarinko permission to have the signs made and posted.

Annexation of Charlestown Manor - Russell Farrell stated he would like to appoint a two-person committee of Gophery Richardson and David Jarinko to meet with Walter Hutchison and Mark Connors in reference to the petition received at the last meeting. He would like to be assured these individuals know what is exactly involved, costs, etc. David Jarinko will take care of setting up a meeting with these individuals to be held at the Town Hall.

Maryland Rural Water Association - David Jarinko informed the Board that he had been elected to serve as one of the seven members of the Board of Directors of the Association.

Police Contract - Russell Farrell stated he had spoken with George Haggerty. Mr. Haggerty stated he had received a letter from the Attorney General stating that he is sending back the Police Contract with some minor changes to clear up liability insurance wording. Mr. Farrell stated that by the next meeting the town should have a copy of this document to look over.

NEW BUSINESS

Budget - Russell Farrell stated the Budget was a draft for the Board to look over during the next two weeks. He went over various items. He then asked for a motion to keep the tax rate at the current \$.80 per \$100 assessment. Rosalyn Bott made the motion and Gophery Richardson second - approved 5-0. He also mentioned a letter regarding various sewage rate items received from the Department of Public Works. It was decided that

the people involved (Charlestown, Department of Public Works and County Commissioners) would hold a meeting and work out the problems together.

Portable Restrooms - A motion was made by Rosalyn Bott, second by Joseph Letts to contact MackShacks and place a portable restroom at the Veterans Park, Town Boat docking Area (near the Town House) and at the Ball Field - approved 5-0. Stanley Hearne stated there was grant money available to off-set some of the cost.

Comprehensive Plan - Update - David Jarinko stated that a few months back the Board had asked him to Chair a Committee to update the Comprehensive Plan. He stated that Tatman & Lee had come in and looked over the Town along with a copy of the current plan. They sent back a detailed work proposal. Mr. Jarinko suggested that the Town take this format (minus Tatman & Lee's figures) and send a similar proposal out to companies that do this type of work for bids. The form will be made up and sent to selected companies.

Ethics Commission - David Jarinko reported that Stanley Hearne will compile a packet containing all the pertinent information, so that he can give it to the committee.

Flag Pole - Russell Farrell stated he would write a note to the American Legion Post expressing the Boards appreciation. He stated the Legion would be here on Memorial Day and suggested a plaque be presented. Mr. Farrell stated he is still looking for a volunteer to put the flag up and take it down every day. Mr. Hearne was asked to call Mr. Gilchrest's office and request a flag.

Calvert Street - Review was done on paving work - David Jarinko stated that it was agreed that an overlay of a certain number of feet would have to be done. Other items were mentioned and would be called to the attention of the paving contractors.

Russell Farrell asked the Board if they wanted to roll-over the present trash contract or bid it out. As there have been no major complaints with the present contractor, it was agreed to continue with the present one.

ACCOUNTS PAYABLE

A motion to approve Accounts Payable was made by Rosalyn Bott and second by David Jarinko - approved 5-0.

There being no further business, the meeting was adjourned at 8:50 p.m. by President Russell Farrell.

Respectfully submitted,
Dorothea A. Keller
Dorothea A. Keller, Clerk

approved:
min51193

May 25, 1993

AGENDA

MAY 11, 1993

7:30 P.M.

OLD BUSINESS

Approval of Minutes, April 27, 1993

PENDING

ST Environmental Services - Contract
Meter Reading Charges
Boat Ramp Parking
Annexation Charlestown Manor

NEW BUSINESS

Tax Rate - FY 1994
Portable Restrooms
Comprehensive Plan Update

ACCOUNTS PAYABLE

(A51193)

ACCOUNTS PAYABLE

MAY 11, 1993

Approved 5-11-93

General Account

Mac's Shacks - April '93		55.00
Julie H. Parrack, Reporter, Board of Appeals (Wellwood)		40.00
Stanley's - Office Supplies		17.68
Conowingo Power Co. - T. Hall	125.29	
Garage	22.19	
Boat House	<u>7.62</u>	155.10
Cecil Whig - Community Services		20.00
Benjamin Lumber Company - Supplies, Town House		291.10
Crothers-Little Insurance Agency - Bond, D. Berry		50.00
Tatman & Lee Association - Park Walkway		106.47
Alarm Systems Co. of MD.		18.00
Keith Baynes - General Representation - Claude & Cecilia Grace		150.00
Wellwood Yacht Club		
Cecil County, Dept. of Public Works (109.65-credit of 55.65)		54.00
Best Electric, Inc. - Flag Pole installation & materials		<u>117.28</u>
		Total 1,074.63
Radio Shack - Tapes	7.98	<u>1,082.61</u>

Special Account

Western Auto Association - Battery, Tires, Tubes, Reflectors		108.78
(Mower)		
Rogers Home & Hardware - Paint, Light Bulbs		15.97
Tatman & Lee Associates - Road Resurf.		926.52
American Home & Hdw. - Cap, (weed eater)		6.19
Conowingo Power Co. - Street Lighting		1,104.85
Sunoco		<u>42.40</u>
		Total <u>2,204.71</u>

Utility - Sanitation-Sewage Account

Conowingo Power Co. - Sta. #1	301.06	584.74
Sta. #3	238.40	
Lift Sta.	12.30	
Rt. #7	<u>32.98</u>	
		Total <u>584.74</u>

Utility - Water Account

Fire Prevention Company, Inc. - 2 Fire Extinguishers		128.50
Conowingo Power Co. - Well 1	84.46	
Well 3	213.78	
Water Tank	<u>285.08</u>	583.32
Tatman & Lee Associates - RPR		<u>535.13</u>
		Total 1,246.95
C & P Telephone Co.		<u>402.21</u>
McCardell Griffin, Inc. - Water Bills		<u>372.93</u>
		Total <u>2,022.09</u>

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/11/93 TIME: 7:30 PM

Richard + Nancy Simes

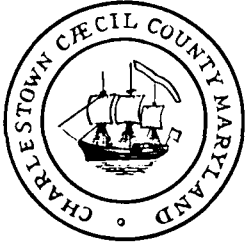
Margaret Badger Miller

Carol Hampton

Bruce Lewis

Ruth P. Wright

Janet Spangler



Town Commissioners of Charlestown
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TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
TOWN HALL - 7:30 P.M.
MAY 25, 1993

The regularly scheduled meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by the President of the Board, Russell Farrell. Vice-President David Jarinko, Treasurer Rosalyn Bott, Commissioner Gophery Richardson and Town Administrator Stanley Hearne were present. Commissioner Joseph Letts was absent. Roster of audience is available.

7:30 P.M. - MATTERS FROM THE FLOOR

Carol Hampton thanked Rosalyn Bott and complimented her for her quick response to a few problems this past weekend. Ms. Bott secured a truck for the beach clean up and had the grass cut at the park. Ms. Hampton stated that the Ball Field grass needed cutting and as well as various other locations that needed attention. Mr. Farrell stated that the concerns would be forwarded to the appropriate commissioner.

Janet Spangler, on behalf of the Citizens Association, stated they would like to present two signs to the Town, one for each end of the Town. She showed the Commissioners a sketch of possible designs. A finished design would be presented to the Board for final approval. David Jarinko made a motion, second by Gophery Richardson to "Accept the Welcome To Charlestown signs by the Citizens Association, allowing them to use the Town Seal and commend their efforts". Approved 4-0. Brown and cream were agreed upon as the colors to be used on the signs. Mr. Farrell suggested that the Town might want to purchase two more signs for along Route 7. Stanley Hearne stated that as soon as he receives the final sketch he would submit the necessary zoning permit.

OLD BUSINESS

Comprehensive Plan Update - David Jarinko reported that Stanley Hearne would solicit two other bids. Mr. Farrell asked that the Comprehensive Planning Committee be formed prior to placing the bid so they could have some input into the selection if necessary and stated that Mr. Jarinko would be chairman of the Committee.

Ethics Commission Update - David Jarinko stated that the committee is in place, Dr. Gell serving as chairman and the packet of material will be delivered to him with a few minor instructions.

Approval of Minutes May 11, 1993 - Motion made by David Jarinko, second by Gophery Richardson. Approved 4-0.

PENDING

Boat Ramp Parking Update - Mr. Jarinko reported that the temporary signs seems to have taken care of the problem. The permanent signs have been promised for the latter part of the week.

Charlestown Manor Update - Mr. Richardson reported that nothing much has happened; they had been contacted by a couple of people in the Manor who are in favor of the little annexation; however, we have not had any discussion with Mark Conner regarding his property. Mr. Richardson stated that he had relayed the Boards' feelings that they might reluctantly consider annexation; however, they would not consider it without the bulk of Mr. Conner's property being involved. Mr. Farrell stated that since they were aware of our position, it is up to those individuals wanting the service to do whatever needs to be done.

Street Paving - Mr. Jarinko stated that Corun & Gatch had a number of reasons why they have not been able to comply with the written contract date of May 28th; the point being that their equipment is tied up with a larger project for the State. They have promised us a return date of the second or third week in June. Various options were discuss; however, Tatman & Lee suggested that we look at taking liquidated damages. Mr. Jarinko felt that this was a reasonable way to handle this, but suggested that we also include the double work involved by Tatman & Lee and that it be handled as a deduction from the final payment to Corun & Gatch.

Ball Diamond - The parking lot is completed (approximately 95%); however, the ball diamond needs some work.

Grass Mowing - Various areas in the Town that need mowing before the holiday weekend were discussed. A motion was made by Gophery Richardson and second by David Jarinko - "To authorized Rosalyn Bott to contact Charlie Mars to do whatever mowing is necessary to make the Town presentable for the Memorial Day Weekend and if not available to find an alternate. Supplementary mowing will be discussed at the next meeting." Approved 4-0.

Budget Fiscal Year 1993-94 - Russell Farrell stated that minor adjustment had been made since the initial presentation and identified by a check mark. The Comprehensive Plan had been added as it was not included originally. David Jarinko made a motion to approve the Budget as now presented, second by Rosalyn Bott. Russell Farrell stated that he wanted it on record that this budget leaves the property tax rate at \$.80/per \$100.00 and makes no

changes in the sewer or water fees for the upcoming year. The office staff were granted an increase. Approved 4-0.

Combining Sewer & Water Bills - Mr. Farrell referenced a memo he had distributed last meeting outlining the process of combining both bills into one billing. After Board discussion, a motion was made by David Jarinko to combine the sewer & water bills into one billing, second Gophery Richardson. Approved 4-0.

Water Bill Update Status - Russell Farrell referenced the memo he distributed tonight, giving figures of the amount billed and the amount still outstanding. He stated this is why he had outlined a procedure for turning the water off after a certain period of non-payment. He stated that the amount billed for this quarter was \$26,477.26; adding the previous balance of \$4,743.50, the total billed out was \$31,220.76. The amount received prior to the penalty date of 5/20/93 was \$18,617.43. This left an outstanding amount of \$12,514.10 and with the penalty of \$385.46 applied, the total amount due still outstanding is \$12,899.56. This is a considerable amount - about a third of the billing.

NEW BUSINESS

ST Report - The written report was submitted by Russell Farrell. The plant produced 1,336,000 gallons during the month of April, 1993 - 45,000 gallons per day.

Waterfront Projects - Russell Farrell stated that he had received a letter from the Maryland Department of Natural Resources regarding funds that will be allocated for future Waterway Improvement Projects. Mr. Farrell asked David Jarinko and Stanley Hearne to work together on this.

Joseph Mahoney Memorandum - Russell Farrell briefly discussed the contents of Mr. Mahoney's memorandum regarding an elected official holding a position in the Town while employed by the County. This discussion will be continued at the next meeting.

Avalon Yacht Basin - Mr. Jarinko stated that Mr. Mahoney sent Mr. Knapp a letter stating that the Town Commissioners wish to prepare an addendum to the legal easement for access and maintenance to the pumping station. Apparently, the easement is non-passable and individuals have to leave the legal easement to access the pumping station. Mr. Knapp has in the past been upset because of this. Mr. Knapp has advised the Town that he would consider a deviation from the legal easement and so the Town would not have to remove some trees and shrubbery preventing the access. Mr. Mahoney stated that a deviation would solve the problem and be acceptable but only under certain specific conditions. Any deviation to go outside the legal easement would have to be carefully written up in an addendum defining that area that would be the deviation and also that it did not alter any conditions of the present easement that is in place as it is also used for power lines, etc. If Mr. Knapp is willing to enter into a carefully written addendum it will have to be filed

in the Court House as a legal addendum. This addendum would cover "for travel" - not for pipes, etc. Rosalyn Bott made a motion - "To instruct Mr. Hearne to approach Mr. Knapp, in writing, to see if he is agreeable to entering into a legal addendum to the easement under the terms and conditions set forth by Mr. Mahoney - his answer must be returned in writing." Approved 4-0.

ACCOUNTS PAYABLE

Russell Farrell asked and received permission for reimbursement for a data base purchased for the Fire Hall. Permission granted and amount was added to the accounts payable.

Motion to pay Accounts Payable made by David Jarinko, second by Gophery Richardson. Approved 3-0. (Rosalyn Bott not eligible to vote due to a Post Office Bill.)

There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Dorothea A. Keller

Dorothea A. Keller, Clerk

Approved: 6-8-93

min52593

ACCOUNT PAYABLE

GENERAL ACCOUNT:

United States Postal Service
P.O. Box Fee \$ 7.25

UTILITY ACCOUNT:

GE Capital-Servicer
Sewer Loan #01-035981 \$5,254.48

Software Package
Sue Hall

49.99
+ tax

ap

TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
MAY 25, 1993
TOWN HALL - 7:30 P.M.

7:30 P.M. - MATTERS FROM THE FLOOR

OLD BUSINESS

Comprehensive Plan Update
Ethics Commission Update
Approval of Minutes May 11, 1993

PENDING

Boat Ramp Parking Update - David Jarinko
Charlestown Manor Update - David Jarinko
Street Paving
Budget Fiscal Year 1993-1994

NEW BUSINESS

ST Report
Waterfront Projects
Joseph Mahoney Memorandum
Avalon Yacht Basin

ACCOUNTS PAYABLE

A52593

ROSTER

CHARLESTOWN TOWN MEETING

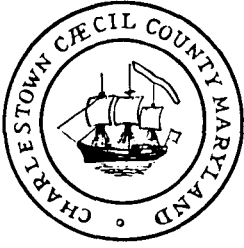
DATE: 5/25/93 TIME: 7:30 PM

Richard + Nancy Sines

Margaret Badger-Miller

Janet Spangler

Paul Hampton



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

TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
TOWN HALL - 7:30 P. M.
JUNE 8, 1993

The Regularly Scheduled Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by the President of the Board, Russell Farrell. Vice-President David Jarinko, Treasurer Rosalyn Bott, Commissioner Gophery Richardson, Commissioner Joseph Letts and Town Administrator, Stanley Hearne were present. Roster of audience attendance is available.

7:30 P.M. - There were no matters from the floor.

OLD BUSINESS - Minutes of May 25, 1993 were approved 4-0, Joseph Letts abstained as he was not present on May 25th. Motion to approve by Rosalyn Bott, second by David Jarkino.

PENDING

Waterfront Projects The Town received a letter from Maryland Department of Natural Resources, Boating Administration-Waterway Improvement Program notifying us of grants and matching-fund grants available for various types of waterfront projects. This was discussed by the Board and a motion was made by Rosalyn Bott, second by Joseph Letts - "To have the Town Administrator apply for available grants for a comfort station and a Louisa Lane landing facility as well as any other needed projects - i.e. "T" section for the Town fishing pier". Approved 5-0.

Pumping Station Easement A deviation (submitted by letter from Mr. Knapp) to his existing easement was discussed and as long as the original easement is not diminished in any way, the Board passed a motion (5-0) " To give David Jarinko the authority to continue the drafting of the deviation document with the Town lawyer". Motion made by Rosalyn Bott, second by Joseph Letts.

Boat Ramp Parking David Jarinko stated that Mr. Knapp wished to install a chain-link fence on the lot used for the boat ramp parking along an area drawn on a map Mr. Jarinko presented. This was discussed but no action was taken by the Board. However, the consensus of the Board is they have no objections to him extending his existing fence at his expense along his property line and all required permits are obtained.

Budget Corrections Russell Farrell made note of minor items corrected in the budget. Corrections will be made and new pages will be distributed.

Sewer Agreement Mr. Farrell pointed out a few changes made in the new proposed Sewer Agreement with the County since the last distribution of this document to the Board members. He explained the Amendment #1 of the Charlestown Usage Rate. He stated this Agreement had been sent to the County for consideration. If it was acceptable to the County Commissioners, it would be signed at their next (6/29/93) meeting. Motion to "approve the agreement as currently drafted if no major deviations are made" by David Jarinko, second by Gophery Richardson - approved 4-0. Joseph Letts abstained - he stated he had not had time to fully go over it.

Procedures Mr. Farrell requested that each Commissioner provide written instructions for how they want the office staff to respond to problems/inquiry for their individual areas of responsibilities.

Charlestown Manor - Gophery Richardson reported on the current status. After discussion, the consensus of the Board is that until a formal package is brought before the Board by all individuals involved, nothing can be considered by the Board. He also stated that these individuals should be aware of the time limits on funding.

NEW BUSINESS

Sewer Study Russell Farrell went over the study of the sewer system done by Tatman & Lee. After discussion, motion was made by Rosalyn Bott "to approve repairs per recommendation of Tatman & Lee", second by Joseph Letts - approved 5-0.

Administrator's Report Stanley Hearne reported on progress of properties not complying with water hook up. He attended two meetings: 1) Lead & Copper Testing Seminar; 2) Circuit Rider (Wilmapco) meeting. He updated the Board on Project Open Space.

Bid Document for Charlestown Park Walkway Notice for bids will be advertised in compliance with regulations and may be picked up at the Town Hall. They will be opened at the next Town Meeting on June 22, 1993.

DNR Letter Mr. Farrell referenced the Town's copy of a letter sent to Mr. Knapp by Bruce Gilmore, DNR, Boating Administration, responding to Mr. Knapp's concern. Mr. Farrell stated he will respond to this.

ACCOUNTS PAYABLE

Motion "to approve the accounts payable as amended" made by Rosalyn Bott, second David Jarinko - approved 4-0. Joseph Letts abstained.

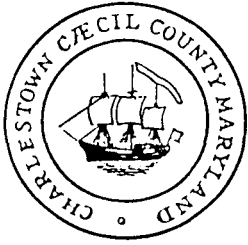
Motion to go into Executive Session, per Section 10-508, Sub-paragraph A, 1. i" was made by Joseph Letts, second - David Jarinko. Approved 5-0.

There being no further business, the meeting was adjourned at 9:25 p.m. by President Russell Farrell.

Respectfully submitted,
Dorothea A. Keller, Clerk

Approved: 6-22-93

Dorothea A Keller



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

TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
JUNE 8, 1993
TOWN HALL - 7:30 P.M.

7:30 P.M. - MATTERS FROM THE FLOOR

OLD BUSINESS

Approval of Minutes May 25, 1993

PENDING

Waterfront Projects

Pumping Station Easement

NEW BUSINESS

Sewer Study

Administrator's Report

Parking Lot B Fence

ACCOUNTS PAYABLE

A6893

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/8/93 TIME: 7:30 PM

Mr + Mrs Richard V Series
Janet Spangler

**ACCOUNTS PAYABLE
JUNE 8, 1993**

UTILITY ACCOUNT **\$3,996.46**

WATER: \$3,222.50

C & P Telephone	\$	
410-287-3708-342-02		64.51
Conowingo Power		
60-18-01-685715 (Well 1)		38.16
60-18-01-696217 (Well 3)		243.72
60-18-01-685616 (Tank)		275.13
Tatman & Lee (Project # 532011)		
Invoice # 11760		111.43
ST Environmental Services (Invoice # 069305)		
Contract Operations - June 1993		2,489.55

SEWER: \$ 773.96

Conowingo Power		
60-18-01-593018 (Station 1)		194.36
60-18-01-638516 (Lift)		16.72
60-18-01-832010 (Route 7)		32.18
60-18-01-663514 (Station 3)		87.38
Tatman & Lee (Project # 532019)		
Invoice # 11684		300.00
(Project # 532026)		
Invoice # 11763		143.32

SPECIAL ACCOUNT **\$4,162.88**

Loving's Mower Service (mower repair)		
Invoice # 8297		120.01
Hallstrom Saw Service		
Invoice # 32457		19.95
Conowingo Power (Street Lights)		
60-21-90-003510		1,104.85
Wyn Twitchell - Cemetery Cutting		
April		250.00
May		375.00
Tatman & Lee (Project # 532020)		
Invoice # 11761		2,093.02
American Home & Hardware		63.22
Russells Sunoco		136.83

*Special Account
Charlie Myers*

550.00

GENERAL ACCOUNT

\$5,085.57

Stanleys - Office Supplies	25.70
C & P Telephone	
(410-287-6173-189-07)	161.61
CJ's Market	3.48
Radio Shack	7.98
Alger Oil, Inc.	
Burner Contract - Town Hall	95.00
Burner Contract - Town House	95.00
Alarm Systems	18.00
Macs Shacks	
Invoice 5535	55.00
Invoice 5563	330.00
Vernon Bryant - Town Hall front door repairs	556.70
Sheriff's Office	
Gasoline (3/31-4/30/93)	54.68
Patrol (4/2-4/30/93)	1,230.27
Atlas Plumbing (Invoice 001840)	73.38
Mr. & Mrs. Phillips'	
(reimburse per Court of Special Appeals)	50.40
AT&T	
Account # 011-021-4076-001	33.47
Satellite Specialties	
Signs - waterfront	357.50
Tatman & Lee (Project # 532023)	
Invoice # 11762	76.76
Joseph Mahoney	
Research & Preparation of Opinion	1,250.00
Wellwood Club Matter	250.00
Conowingo Power	
60-18-01-638011	7.62
60-18-01-597019	155.26
60-18-01-685517	23.51
Cecil County Public Works	
Invoice # 20 (5/1/93-5/31/93)	14.25
Jeff Iaacs	
Lighting at Post Office	160.00

ap6893

Invoice 11760 *11.49*
11761 *2,073.02*
11762 *76.76*
11763 *143.32*
11684 *300.00*

2,441.53

EXECUTIVE SESSION MINUTES
8 JUNE 1993

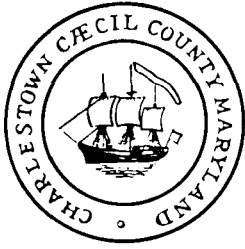
At the conclusion of the regularly scheduled 8 June 1993 meeting of the Board of Town Commissioners, Commissioner Letts requested an Executive Session under the authority of Subtitle 5 of Title 10 of the State Government Article, subsection 10-508 (a) (1), dealing with the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of employees.

After a lengthy discussion, no actions or votes were taken and no other items were discussed and the meeting adjourned.

The minutes for the regularly scheduled 8 June 1993 meeting reflect the vote taken to enter Executive Session, the time and place of the session, and the reasons for the session. All Town Commissioners were present, as was the Town Administrator Mr. Stanley Hearne. No other persons were present.

Submitted :

Russ Farrell
President, Town
Commissioners of
Charlestown



Town Commissioners of Charlestown

Post Office Box 154

Charlestown, Cecil County, Maryland 21914

Phone 410-287-6173

**TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
TOWN HALL - 7:30 P.M.
JUNE 22, 1993**

The Regularly Scheduled Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by Vice President David Jarinko. Treasurer Rosalyn Bott, Commissioner Gophery Richardson, Commissioner Joseph Letts and Town Administrator, Stanley Hearne were present. President Russell Farrell was absent. Roster of audience attendance is available.

7:30 P.M. - MATTERS FROM THE FLOOR:

Bid Opening: Three (3) bid packages for the Park Walkway were picked up. One bid was submitted by Edwards Service Station Equipment, Inc. of Rising Sun, Maryland. Total of Base Bid - \$24,969.00. It will be reviewed for compliance by the Town's Engineering firm. A decision will be made at the next Commissioner's Meeting of July 13, 1993.

ST Environmental Services: Carl Kline presented the May, 1993 Monthly report on the Water System operation.

Mark Conners: Mr. Conners presented a sketch of the area prudent to annexation for purpose of water service. He took a head count and approximately 20% were against annexation - which the law states that 20% or more against annexation have a right to a referendum. Mr. Jarinko stated that if funding was available, it would be for the existing dwellings only. He asked that Mr. Conners submit the petition with a more detailed drawing and a cover letter. He stated that the only way to supply water to the area would be through annexation. Mr. Conners is to send a letter to the Town stating this information. Stan will contact the Maryland Department of the Environment to see if they can keep the Water System funding open until a formal request letter and material is received and the Board reaches a decision.

Larry Porter: Mr. Porter presented a letter from their engineering firm, referencing a technical design change. Tatman and Lee have been advised of the change and had no objection. A State representative will also be advised of the revisions.

OLD BUSINESS

Approval of Minutes: Rosalyn Bott made a motion to approve the minutes of June 8, 1993. Second by Gophery Richardson - approved 4-0.

Christmas Decoration: Stanley Hearne, Town Administrator, stated that Perryville has offered to give Christmas decorations to anyone who wanted them. After discussion, a motion was made to accept the decorations by Gophery Richardson, second by Joseph Letts and approved 4-0.

PENDING

Ramp Parking: David Jarinko stated the signs were doing a good job in eliminating most of the parking problems. Consensus of the Board was that the situation had been taken care of adequately.

Pumping Station Easement - Avalon: Deviation of the easement for access was drawn up by Joe Mahoney for signature. Mr. Jarinko picked it up and delivered it to Mr. Knapp for signature. Mr. Jarinko stated that Mr. Knapp told him he was no longer interested in signing it. Mr. Mahoney advised Dave that the Town should write Mr. Knapp a letter indicating the easement document had been delivered to him and was rejected. He stated we indicate in the letter that he had five (5) days to either change his mind and accept it or we will consider that he has formally rejected it and that the Town would move forward in preparing the existing easement for use. A motion was made by Rosalyn Bott, stating this, - second by Joseph Letts and approved 4-0.

Waterfront Grants: The Board discussed a letter received from the Maryland Department of Natural Resources regarding existing grants and matching-fund grants available for various types of waterfront projects. The Board agreed to apply for funding for 1) comfort station at the Vets Park, 2) addition of a T section on the Fishing Pier and 3) pier facility at Louisa Lane. Tatman & Lee will assist in writing up a presentation at no charge, under a development fund. A motion was made by Joseph Letts, second by Gophery Richardson to pursue these grants. Approved 4-0.

R. H. Johnson - Tennis Court & Ball Field: The repairs/completion of these projects were discussed and it was suggested to table this matter until the jogging trail bid has been awarded. Perhaps this firm would do the repairs and the cost could be subtracted from Johnson's final bill. The consensus of the Board was to carry this as a pending item.

Corun & Gatch Update: David Jarinko stated that they have done all paving except minor repairs and patching. The State is doing some major work and will need macadam work redone. They talked with Corun and Gatch and they are willing to do the State repair work if they can co-ordinate it with the remainder of the Town's work. The Commissioners were asked to make a list of paving problems they

noticed in Town, so Tatman & Lee can assess it. Dave stated that the gravel crew will be in Town next week.

NEW BUSINESS

Copier Machine: Stan Hearne stated that the service contract on the office copier had expired and because of problems being experienced with the machine - need for possible major repair, the purchase of a more serviceable machine was discussed. It was agreed that Mr. Hearne will secure prices and specifications on other brands. These will be presented with recommendations at the next Board meeting.

ACCOUNTS PAYABLE

The accounts were presented - motion to pay was made by Rosalyn Bott, second by Joe Letts - approved 4-0.

It was moved to hold an executive session, per "Section 10-508, Sub-paragraph A, 1. i" motion by Joe Letts, second by Rosalyn Bott - approved 4-0.

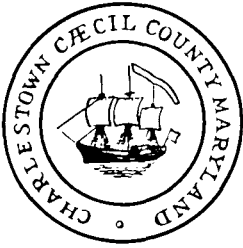
There being no further business, the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Dorothea A Keller
Dorothea A. Keller

approved 7-13-93

(mtg62293)



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

Phone 410-287-6173

TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
JUNE 22, 1993
TOWN HALL - 7:30 P.M.

7:30 P.M. - MATTERS FROM THE FLOOR

Carl Kline - ST Environmental Services
Bid Opening
Mark Conners
Larry Porter

OLD BUSINESS

Approval of Minutes June 8, 1993
Christmas Decorations - Perryville

PENDING

Ramp Parking - Avalon
Pumping Station Easement - Avalon
Waterfront Grants
R.H. Johnson Tennis Court & Ball Field
Corun & Gatch update

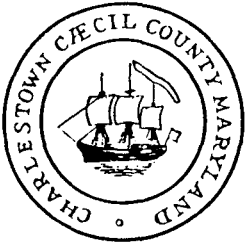
NEW BUSINESS

Copier

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE
JUNE 22, 1993

UTILITY ACCOUNT	\$ 3,860.50	
WATER:	\$ 3,309.50	
C & P Telephone 410 287 3708 342 02		\$ 64.76
ST Environmental Services (Invoice # 079306) July 1993 Billing		2,849.92
Maryland Municipal League Invoice 3573 (Member dues & subscriptions)		394.82
SEWAGE:	\$ 551.00	
Erie Insurance Company Bond # 092 7560014 M		551.00
GENERAL ACCOUNT	\$ 250.02	
Mac's Shacks Invoice 5695		55.00
C & P Telephone 410 287 6173 189 07		152.46
AT & T 410 287 6173		42.56
SPECIAL ACCOUNT	\$ 40.51	
Western Auto (keys)		10.71
Hallstrom Saw Service		8.51
American Home & Hardware DOC # 37585		21.29



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

**TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
TOWN HALL - 7:30 P.M.
JULY 13, 1993**

The Regularly scheduled meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President Russell Farrell. Vice President David Jarinko, Treasurer Rosalyn Bott, Commissioner Gophery Richardson, Commissioner Joseph Letts were present. Town Administrator Stanley Hearne were absent to attend the Cecil County Park & Recreation meeting in Elkton. Audience attendance is available upon request.

7:30 P.M. - MATTER FROM THE FLOOR: Walt Hutchinson presented the Commissioners with a petition, and documentation, for annexation for the purpose of water service. He showed the Board a map of the area, marking those requesting water. Rosalyn Bott motioned to accept the petition for annexation and to start the annexation process. Seconded by Joseph Letts and approved 5-0. The Town Administrator will contact the Maryland Department Environment to see how long funding can be kept open.

Carol Hampton addressed the Commissioners concerning crusher run dumped on her property even though she requested that it not be done. Joseph Letts stated that he would send Harley, maintenance, to remove what he could.

OLD BUSINESS

Motion to approve the minutes of June 22, 1993, with the addition of the Executive Session Minutes from June 8, 1993, was made by Joseph Letts, seconded by David Jarinko. Approved 4-0, Russell Farrell abstained as he was not present at the June 22nd meeting.

PENDING

COPIER: - The need and purchase of an office copier was discussed. One of the companies contacted agreed to loan the office a machine for demonstration use. A decision will be made at the next meeting regarding purchase.

WELCOME TO CHARLESTOWN SIGNS: - This issue was discussed and Janet Spangler stated the Citizens Association would purchase two "Welcome to Charlestown" signs. The Town Administrator will submit the minor permit request.

WATER FOUNTAIN: - This project was discussed as to the amount of funds available and from what source. Rosalyn Bott moved that the Town authorize up to \$2,500 to complete a water fountain for the park area at the rear of the Town Hall. Second by Joseph Letts and approved 5-0.

LOUISA LANE: - The Commissioners discussed the paving of Louisa Lane Extension. Russell Farrell stated the road, as it is now, is not located where it legally should be and that problems could possibly arise if it were paved as it exists. There was a general consensus, however, to go ahead and solicit bids for paving. As heavy trucks are often seen in that area, weight restrictions would need to be posted and understood by the residents along the road. It was agreed that Joseph Letts would contact the people on Louisa Lane and David Jarinko would contact Keith Baynes regarding the legality of paving the roadway.

PARK WALKWAY - BID: - The sole bid accepted was discussed and the Commissioners decided not to act on it at this time until the amount of funds available from Open Space through the State and County are known.

NEW BUSINESS

SWIMMING - BOAT RAMP/DOCK: - The complaint received at Town Hall with reference to juvenile swimming in unauthorized areas and creating problems for boat owners was discussed. A registered letter will be sent to the parents of the offenders addressing the Town's concern regarding safety.

MARYLAND EDUCATION COALITION CONTRIBUTION: - A letter requesting a contribution was presented to the Board. A motion to give a contribution was made by Rosalyn Bott, second by David Jarinko and approved 5-0.

AMENDMENT TO STORM WATER STUDY: - Russell Farrell stated this document extends the time frame in the grant process for the Storm Water Study. Motion to accept was made by Rosalyn Bott, second by David Jarinko and approved 5-0.

ST ENVIRONMENTAL SERVICES: - David Jarinko stated he had talked with Carl Kline regarding general housekeeping functions as a part of their responsibilities under the contract. He will put this in a letter to ST. He also stated that he will address a continuing problem with incomplete quarter water meter readings and the location of the wand reader when not in use.

COMPUTER UPGRADE: - Russell Farrell stated upgrades are needed for the computer system. Rosalyn Bott made a motion to approve, up to \$700, the following up-grade-additions: 1) addition of a 3-1/2" disc drive, 2) math co-processor, 3) larger hard drive, 4) tape drive back-up system. Second by Gophery Richardson - approved 4-0. Joseph Letts abstained.

JIM MARTIN - WATER: Mr. Martin, Edgewater Avenue, is currently billed for in-town sewer usage; however, he did not apply for and is not currently being billed for water usage. The Town Administrator will investigate the reasons for this situation in more detail.

WATER SERVICE REQUESTS: Three property owners on Route 7, adjacent to Trinity Woods, have requested water service from the Town. All have agreed to annexation if necessary. Various methods of supplying water was discussed. Russell Farrell stated that one solution would be to annex Route 7. The Board was asked to think about this solution as well as others discussed.

ACCOUNTS PAYABLE

Motion to pay the Accounts Payable, as amended, was made by David Jarinko, second by Rosalyn Bott and approved 4-0. Joseph Letts abstained.

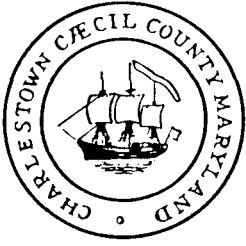
There being no further business, the meeting was adjourned at 9:55 p.m.

Respectfully submitted,

Dorothea A. Keller

DAK/
APPROVED: _____

mtg71393



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

EXECUTIVE SESSION MINUTES
JUNE 22, 1993

At the conclusion of the regularly scheduled June 22, 1993 meeting of the Board of Town Commissioners, Commissioner Joseph Letts requested an Executive Session under the authority of Subtitle 5 of Title 10 of the State Government Article, subsection 10-508 (a) (2), dealing with "protecting the privacy or reputation of individuals with respect to a matter that is not related to public business."

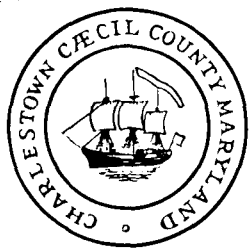
The Board discussed a letter concerning a personal financial difficulty relating to a Town matter, received from the individual under discussion. It was agreed to the solution offered in the letter.

The minutes for the regularly scheduled June 22, 1993 meeting reflect the vote taken to enter Executive Session, the time and place of the session, and the reasons for the session. Four of the Five Town Commissioners were present, as was the Town Administrator Mr. Stanley Hearne. President, Russell Farrell was not present as he was out of town. No other persons were present.

Submitted:

A handwritten signature in black ink, appearing to read "David Jarinko", written over a horizontal line.

David Jarinko
Vice President
Commissioners of Charlestown



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

**TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
TOWN HALL - 7:30 P.M.
JULY 13, 1993**

The Regularly scheduled meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President Russell Farrell. Vice President David Jarinko, Treasurer Rosalyn Bott, Commissioner Gophery Richardson, Commissioner Joseph Letts were present. Town Administrator Stanley Hearne were absent to attend the Cecil County Park & Recreation meeting in Elkton. Audience attendance is available upon request.

7:30 P.M. - MATTER FROM THE FLOOR: Walt Hutchinson presented the Commissioners with a petition, and documentation, for annexation for the purpose of water service. He showed the Board a map of the area, marking those requesting water. Rosalyn Bott motioned to accept the petition for annexation and to start the annexation process. Seconded by Joseph Letts and approved 5-0. The Town Administrator will contact the Maryland Department Environment to see how long funding can be kept open.

Carol Hampton addressed the Commissioners concerning crusher run dumped on her property even though she requested that it not be done. Joseph Letts stated that he would send Harley, maintenance, to remove what he could.

OLD BUSINESS

Motion to approve the minutes of June 22, 1993, with the addition of the Executive Session Minutes from June 8, 1993, was made by Joseph Letts, seconded by David Jarinko. Approved 4-0, Russell Farrell abstained as he was not present at the June 22nd meeting.

PENDING

COPIER: - The need and purchase of an office copier was discussed. One of the companies contacted agreed to loan the office a machine for demonstration use. A decision will be made at the next meeting regarding purchase.

WELCOME TO CHARLESTOWN SIGNS: - This issue was discussed and Janet Spangler stated the Citizens Association would purchase two "Welcome to Charlestown" signs. The Town Administrator will submit the minor permit request.

WATER FOUNTAIN: - This project was discussed as to the amount of funds available and from what source. Rosalyn Bott moved that the Town authorize up to \$2,500 to complete a water fountain for the park area at the rear of the Town Hall. Second by Joseph Letts and approved 5-0.

LOUISA LANE: - The Commissioners discussed the paving of Louisa Lane Extension. Russell Farrell stated the road, as it is now, is not located where it legally should be and that problems could possibly arise if it were paved as it exists. There was a general consensus, however, to go ahead and solicit bids for paving. As heavy trucks are often seen in that area, weight restrictions would need to be posted and understood by the residents along the road. It was agreed that Joseph Letts would contact the people on Louisa Lane and David Jarinko would contact Keith Baynes regarding the legality of paving the roadway.

PARK WALKWAY - BID: - The sole bid accepted was discussed and the Commissioners decided not to act on it at this time until the amount of funds available from Open Space through the State and County are known.

NEW BUSINESS

SWIMMING - BOAT RAMP/DOCK: - The complaint received at Town Hall with reference to juvenile swimming in unauthorized areas and creating problems for boat owners was discussed. A registered letter will be sent to the parents of the offenders addressing the Town's concern regarding safety.

MARYLAND EDUCATION COALITION CONTRIBUTION: - A letter requesting a contribution was presented to the Board. A motion to give a contribution was made by Rosalyn Bott, second by David Jarinko and approved 5-0.

AMENDMENT TO STORM WATER STUDY: - Russell Farrell stated this document extends the time frame in the grant process for the Storm Water Study. Motion to accept was made by Rosalyn Bott, second by David Jarinko and approved 5-0.

ST ENVIRONMENTAL SERVICES: - David Jarinko stated he had talked with Carl Kline regarding general housekeeping functions as a part of their responsibilities under the contract. He will put this in a letter to ST. He also stated that he will address a continuing problem with incomplete quarter water meter readings and the location of the wand reader when not in use.

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ACCOUNTS PAYABLE

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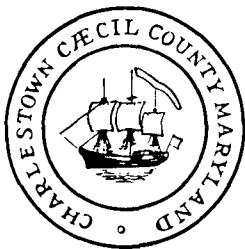
Respectfully submitted,



Dorothea A. Keller

DAK/
APPROVED: July 27, 1993

mtg71393



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

EXECUTIVE SESSION MINUTES
JUNE 22, 1993

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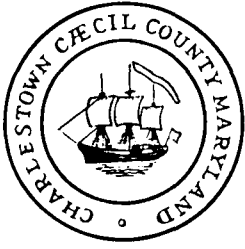
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The minutes for the regularly scheduled June 22, 1993 meeting reflect the vote taken to enter Executive Session, the time and place of the session, and the reasons for the session. Four of the Five Town Commissioners were present, as was the Town Administrator Mr. Stanley Hearne. President, Russell Farrell was not present as he was out of town. No other persons were present.

Submitted:

A handwritten signature in black ink, appearing to read "David Jarinko", written over a horizontal line.

David Jarinko
Vice President
Commissioners of Charlestown



Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

JULY 27, 1993

The July 27, 1993, meeting of the Town Commissioners was called to order at 7:30 PM by Vice-President David A. Jarinko. President Russell U. Farrell, Jr., was out of town on business travel. Other Commissioners present were: Rosalyn R. Bott, Joseph G. Letts, Sr., Gophery H. Richardson, and Stanley W. Hearne, Town Administrator. Also attending: William Jacobs, new Director of Law Enforcement; Perry Weed representing Congressman Gilchrest's Office; Chris Marino, Project Card; Carl Kline, S T Environmental Service; Deputy Steven P. Stauffer, Cecil County Sheriff's Office; David W. Callis, Hershel Armour, Walter Hutchinson, Janet Spangler, Carol Hampton, Margaret Miller, Nancy Simes and Richard Simes.

William Jacobs - Director of Law Enforcement, Cecil County

Commissioner Joseph G. Letts, Sr., introduced William Jacobs, new Director of Law Enforcement for Cecil County. Director Jacobs gave the Commissioners his background of being with the Maryland State Police for 24 years in criminal investigations, having worked in Harford and Cecil Counties. He asked if anyone had any questions or problems. If any problems occur you may call him direct or call the Sheriff's Office.

Carl Kline - S T Environmental Services

Carl Kline is leaving S T Environmental Services this Thursday (29th). He is getting married and will be joining an Industrial Waste firm closer to his home. Mike Poyner will be our Contact Operator. Carl Kline then gave the Commissioners June's report (copy attached). He reported the testing of water at the Town Hall 2 weeks ago proved safe for consumption.

Chris Marino - Project Card

Chris Marino, Project Card, has worked in neighborhoods for prevention of Crime, Alcohol, Drugs, etc. On August 3, 1993, it will be a "Night-Out Against Crime" with all towns participating. Project Card does have some small grant money for the activities. One town will have a parade of candles with the candles being provided with a small grant. Other towns are having basketball and volleyball tournaments and cook-outs. They are asking all towns to have individual porch lights turned on from 7 - 10 PM. If any further information is required, you may call her at 392-0055.

Perry Weed - Congressman Wayne Glichrest Office

Perry Weed representing Congressman Wayne Gilchrest Office asked the Board and also visitors if anyone had any problems or questions that he could help with. Congressman Gilchrest has an office in the Town Hall at North East and everyone is welcome to call his office or stop in.

Charlestown Manor - Annexation

A group of the upper section of Charlestown Manor presented a petition for annexation to Charlestown. A motion is not sufficient to get it started. A formal motion - "a resolution is required by the Annotated Code of Maryland specifically Article 23-A pursuant to the Annexation of certain portions of an area contiguous with Charlestown Corporate boundaries and known as Charlestown Manor."

Resolution - Joseph G. Letts, Sr. made a motion for a resolution, seconded by Rosalyn R. Bott and approved 4 - 0. The area must be formally surveyed of "meets and bounds" by a Surveyor.

Resolution #93-1 - Annexation (Certain area of Charlestown Manor)

Joseph G. Letts, Sr. made a motion of acceptance of Resolution 93-1, Annexation. Motion was seconded by Rosalyn R. Bott and passed 4 - 0. (copy attached).

Louisa Lane Extended - Paving

A discussion on paving all of Louisa Lane Extended with Quit-claims as an option. The Quit-claims were decided against. Rosalyn R. Bott made a motion to pave, seconded by Joseph G. Letts, Sr. Motion passed unanimous. Bids will be acceptable.

Corun & Gatch

Corun & Gatch, Paving Contractors, have been a big disappointment, their promises to meet Tatman & Lee's men not being kept on time. They are 60 days behind on an extended deadline, etc. Lack of performance of contract.

On a motion by Joseph G. Letts, Sr. for Tatman & Lee Associates to charge Corun & Gatch for Administration Charge (for time Tatman & Lee's men were here waiting to meet them). Motion seconded by Rosalyn R. Bott and approved 4 - 0.

The State requires Towns to update their Comprehensive Plans every 15 - 20 years. \$13,000.00 has been budgeted to update our Comprehensive Plan. We requested 4 bids for updating and rewriting. We received 2 bids as follows:

Tatman & Lee Associates	\$12,400.00
Frederick Ward	\$24,400.00

Rosalyn R. Bott made a motion to accept Tatman & Lee's bid of \$12,400.00. Gophery H. Richardson seconded the motion. Motion passed unanimous.

Karl Knapp - Avalon Yacht Basin (Lot B - Trailer Park)

This letter will go to Planning & Zoning

The Town Commissioners and Planning & Zoning Commission have been informed by Karl Knapp of Avalon Yacht Basin that we are in violation of Article #200-18 - Shoreline Recreational Residential R-R - "Structures and uses shall not be located nearer than one hundred (100) feet to an existing summer home, cabin or residence".

The Commissioners have ordered a survey Lot 7 in order to determine its boundary along Water Street as well as the legal limits of the 20' wide easement for access and parking granted Avalon Marina on a motion by Rosalyn R. Bott and seconded by Gophery H. Richardson. Motion was unanimous. Zoning will address the letter.

Retainage - Tatman & Lee Associates

Tatman & Lee Associates recommends that part of Paul's Utility's bill of \$4,000.00 be kept open. It is on the cables of the well pumps. A change order waiting for approval with the State for running buried lines to control the pumps. Rosalyn R. Bott made a motion to pay \$3,700.00, retaining #300.00. Motion seconded by Gophery H. Richardson and was approved 3 - 0.

Copier

The Advanced Copier broke down and the discussion was either have it repaired or go to a new one. Hilyard's lent us a "Sharp" as a demonstrator for a week and it does work well. However, after discussion on the cost of a new one with the cost of repairs, etc., it was decided to keep the old one. Rosalyn R. Bott made a motion to repair the Advantage seconded by Gophery H. Richardson. Approved 3 - 0.

WORKSHOP MEETING
JULY 27, 1993

- 4 -

Minutes - July 13, 1993

The minutes of the Town meeting of July 13, 1993, and the Executive Session of June 22, 1993, were approved on a motion by Gophery H. Richardson and seconded by Rosalyn R. Bott and approved 3 - 0.

Maryland Municipal Clerk's Association

A single membership in the Maryland Municipal Clerk's Association for a year is \$25.00.

A motion by Gophery H. Richardson that a single membership be taken among the 3 clerks. Motion seconded by Rosalyn R. Bott and approved 3 - 0.

Mrs. Charles Brinkmann

Mrs. Charles Brinkmann asked for permission to use the Town Point area by the flagpole for the wedding ceremony of her son, Damon on August 31, 1993, from 11 AM - 12 Noon. Rosalyn R. Bott made a motion to grant permission, seconded by Gophery H. Richardson and approved 3 - 0.

Accounts Payable

Rosalyn R. Bott made a motion to pay the bills, seconded by Gophery H. Richardson and approved 3 - 0.

David A. Callis - Stop Signs

David A. Callis owner of a home at Ogle and Caroline Streets asked that a 3-way stop sign at that intersection be erected. It was approved.

Also the stop sign at Cecil and Chesapeake Road will be erected again.

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

Respectfully Submitted

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: July 27, 1993 TIME: 7³⁰

Richard + Nancy Simes

MARGARET BARBER-MILLER

Walt. Hatchison

WANDA L CROCKETT

Chris Ann Marino Project CARP

STEVEN P. STASSEN

BILL JACOBS, Director of Law Enforcement, Cecil Co. Sheriff's Office

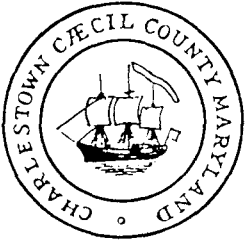
Frank Spangler

Carol A. Hampton

FERRY WEED for Long Gulchrest

David W. Callis

Carl Klein ST Environmental Services



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

TOWN COMMISSIONERS OF CHARLESTOWN
REGULARLY SCHEDULED MEETING
TOWN HALL - 7:30 P.M. AUGUST 10, 1993

The Regularly Scheduled Meeting of Town Commissioners, Charlestown, was called to order at 7:30 p.m. by President Russell Farrell. Treasurer Rosalyn Bott and Commissioner Gophery Richardson were present. Vice President David Jarinko and Commission Joseph Letts were absent. The minimum number of Commissioners were present to conduct Town business. Roster is available.

7:30 P.M.

Greg West - Re Utility Service - Greg West, Route 7, requested Water/Sewer service through his easement with Mr. Porter. He has County approval if the Town agreed to service him. Alternatives ways to service him were discussed. Motion "directing the President to proceed with necessary legal steps for Annexation of properties as discussed" was made by Gophery Richardson, seconded by Rosalyn Bott and approved unanimously 3-0 by those present.

Fire Company - Re Trinity Woods Development - Mr. Farrell stated the concerns of the Fire Company with the service line to Lot 1 of Porter's sub-division. The Board agreed it is important to maintain high fire protection standards and directed Stanley Hearne to contact Mr. Porter re upgrading the line according to recommendations proposed by the Fire Company. He will contact the State Highway Department regarding annexation of Route 7.

OLD BUSINESS

The Minutes of July 27, 1993 were approved. Motion by Rosalyn Bott, seconded by Gophery Richardson - approved 2-0; Mr. Farrell was not present on 7/27.

PENDING

Ronald Lynch - broken sewer pipe - Gophery Richardson will contact Mr. Lynch for more information.

Charlestown Manor Annexation - Update - The Board discussed this and agreed to proceed by legally addressing certain issues. Mr. Hearne will contact the Town engineers for the necessary survey to start the annexation process and to get in writing the availability of funds for the water system. A document meeting the State law will be ready Tuesday, August 17th for a Special Meeting to publicly announce our intention to annex this portion. All Commissioners not present will be notified.

Corun & Gatch Update - This was postponed for an update by Mr. Jarinko.

Louisa Lane Update - It was decided that a full Board should be in attendance before proceeding with this issue. Stan Hearne is to inform the property owners by letter (with legal approval as to wording) of the Town's desire to pave the roadway.

No Camping Overnight Sign(s) - Stan Hearne to coordinate with Mr. Jarinko.

Ethic Ordinance Update - Stanley Hearne to coordinate with Mr. Jarinko.

Comprehensive Plan Update - It was noted that at the previous meeting the Town had agreed to accepted the bid presented by Tatman & Lee. Mr. Hearne will notify Fred Ward that his bid was rejected and follow up with David Jarinko on the status of Tatman & Lee.

Draft - Cemetery Ordinance 93-1 - The Board was asked to look over and make any necessary changes so adoption can proceed at the next meeting. Mr. Hearne will contact the Town attorney for review of the document.

NEW BUSINESS

Purchase of Additional Water Meters - Purchase of additional water meters was discussed and Mr. Hearne will look into where they are available and how long delivery will take.

Town Administrator's Report - The ST monthly report is available for review. The Board moved to take a "Patron's ad" for \$ 20.00 from the Maryland Education Coalition (motion by Rosalyn Bott, seconded by Gophery Richardson; approved 3-0. Edwards Service Station Bid was formally rejected by a motion from Rosalyn Bott, seconded by Gophery Richardson; approved 3-0. The bid check will be returned. It was agreed to accept Johnson's (re Tennis Court) final amended bill with a motion by Rosalyn Bott, seconded by Gophery Richardson; approved 3-0. The Board had no problems with the notices to be sent regarding non payment of Utility bills.

ACCOUNTS PAYABLE

A motion was made by Gophery Richardson, seconded by Rosalyn Bott to pay the bills as presented. Approved 3-0.

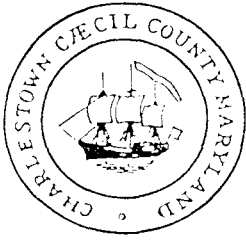
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Respectfully submitted


Dorothea A. Keller

Approved: _____

mtg81093



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

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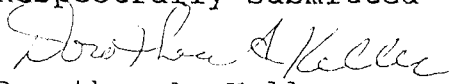
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Respectfully submitted


Dorothea A. Keller

Approved: _____

mtg81093

ROSTER

CHARLESTOWN TOWN MEETING

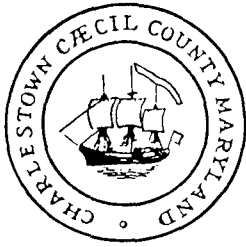
DATE: August 10, 1993 TIME: 7³⁰ pm

Richard + Nancy Simes

Margaret Badger - Miller

Gillett

James Spangler



Town Commissioners of Charlestown

Post Office Box 154

Charlestown, Cecil County, Maryland 21914

Phone 410-287-6173

SPECIAL MEETING
COMMISSIONERS OF CHARLESTOWN
TUESDAY, AUGUST 17, 1993
7:30 P.M.
TOWN HALL

The Special Town Meeting of the Commissioners of Charlestown was called to order at 7:30 p.m. by President Russell Farrell. In attendance were, Treasurer Rosalyn Bott and Commissioner Gophery Richardson. Vice President David Jarinko and Commissioner Joseph Letts were absent. A roster of attendance is available.

He stated the sole advertised purpose of this public meeting was for the introduction of Resolution 93-2 which is an annexation resolution that deals with a petition the Town received from certain members of Charlestown Manor requesting annexation into the Town.

This resolution defines the area under consideration and provides the necessary zoning classification changes. It lays out the fact that there will be a public hearing on this annexation resolution on the 28th of September 1993 at 7:30 p.m. at the Charlestown Elementary School to receive comments from the public prior to the Boards enactment of the resolution.

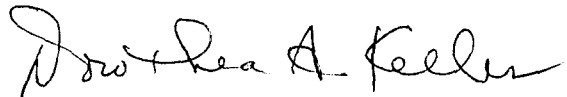
It also stipulates the resolution must be advertised four (4) times at weekly intervals between now and when we have the actual public hearing. The last date of advertisement must be not less than fifteen (15) days prior to the hearing. The annexation resolution would become effective forty-five (45) days from whenever it is enacted.

Mr. Farrell presented a map stating the colored areas represented the area under annexation consideration. He stated the color codes were: 1) **GREEN** represents those parcels for which the owners had already signed when the partition was presented. 2) **YELLOW** represents the roads within this area. 3) **ORANGE** indicates those people who have not signed the petition for whatever reason and have not been heard from either one way or the other. He stated that they would be included as those parcels were in the area under consideration.

The annexation resolution gives the description of the boundary. It does not have the meets and bounds description of the property, but that will be provided to us prior to the public hearing by Tatman & Lee and will also become a part of this document. Keith Baines, Town attorney, advised we were not required to have it in the document at this time; however, it must be a part of this document prior to the adoption.

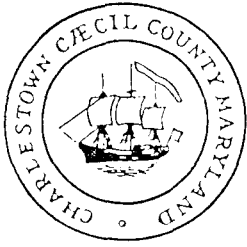
Mr. Farrell stated that the resolution had now been presented and asked for any comments. He stated that it must remained posted in the Town Hall throughout the entire period. Mr. Farrell stated that since there were no comments, the sole purpose of this meeting had been accomplished. He adjourned the meeting at 7:40 p.m.

Respectfully submitted,



Dorothea A. Keller

approved: _____



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Post Office Box 154
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SPECIAL MEETING
COMMISSIONERS OF CHARLESTOWN
TUESDAY, AUGUST 17, 1993
7:30 P.M.
TOWN HALL

The Special Town Meeting of the Commissioners of Charlestown was called to order at 7:30 p.m. by President Russell Farrell. In attendance were, Treasurer Rosalyn Bott and Commissioner Gophery Richardson. Vice President David Jarinko and Commissioner Joseph Letts were absent. A roster of attendance is available.

He stated the sole advertised purpose of this public meeting was for the introduction of Resolution 93-2 which is an annexation resolution that deals with a petition the Town received from certain members of Charlestown Manor requesting annexation into the Town.

This resolution defines the area under consideration and provides the necessary zoning classification changes. It lays out the fact that there will be a public hearing on this annexation resolution on the 28th of September 1993 at 7:30 p.m. at the Charlestown Elementary School to receive comments from the public prior to the Boards enactment of the resolution.

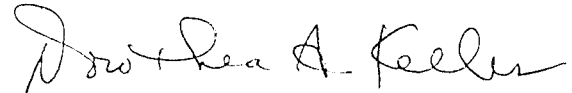
It also stipulates the resolution must be advertised four (4) times at weekly intervals between now and when we have the actual public hearing. The last date of advertisement must be not less than fifteen (15) days prior to the hearing. The annexation resolution would become effective forty-five (45) days from whenever it is enacted.

Mr. Farrell presented a map stating the colored areas represented the area under annexation consideration. He stated the color codes were: 1) **GREEN** represents those parcels for which the owners had already signed when the partition was presented. 2) **YELLOW** represents the roads within this area. 3) **ORANGE** indicates those people who have not signed the petition for whatever reason and have not been heard from either one way or the other. He stated that they would be included as those parcels were in the area under consideration.

The annexation resolution gives the description of the boundary. It does not have the meets and bounds description of the property, but that will be provided to us prior to the public hearing by Tatman & Lee and will also become a part of this document. Keith Baines, Town attorney, advised we were not required to have it in the document at this time; however, it must be a part of this document prior to the adoption.

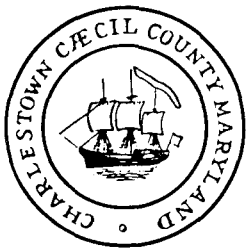
Mr. Farrell stated that the resolution had now been presented and asked for any comments. He stated that it must remain posted in the Town Hall throughout the entire period. Mr. Farrell stated that since there were no comments, the sole purpose of this meeting had been accomplished. He adjourned the meeting at 7:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dorothea A. Keller".

Dorothea A. Keller

approved: _____



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

WORKSHOP MEETING

AUGUST 24, 1993

The workshop meeting of the Board of Town Commissioners held on August 24, 1993, was called to order at 7:30 PM by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Joseph G. Letts, Sr., and Gophery H. Richardson. Also attending: Stanley W. Hearne, Town Administrator; Mike Williams, TCI Cablevision; Richard Simes, Nancy Simes, Carol Hampton, Janet Spangler, Margaret Miller, Russ Farrell, 3rd, Mr. & Mrs. Raymond Greenblatt.

Avalon Yacht Basin - David A. Jarinko

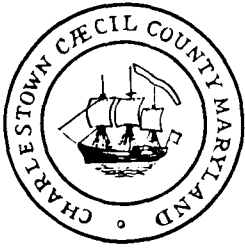
Rosalyn R. Bott made a motion "to provide for legal representation and support through the Town's Attorneys for Commissioner Jarinko who was assaulted on July 29 in carrying out official Town duties. As a consequence of this assault upon him, charges have been filed that may require the need for legal advice and representation for Commissioner Jarinko". Motion was seconded by Joseph G. Letts, Sr., and approved 4-0-1 abstaining, David A. Jarinko.

Mike Williams - TCI Cablevision

Mike Williams, Manager of TCI Cablevision reported that a charge change starts September 1, 1993 instead of October 1, 1993. There will be 18 channels instead of 13. Basic and Expanded Basic will be \$17.52 instead of \$22.65 a month starting September 1, 1993. There will be program changes and other increases. For more detail information and price changes, a booklet is available from the Cable Company. Also a booklet is available for reading in the Town Hall. Our contract of 1984 covers 15 years.

New Residents

Mr. and Mrs. Raymond Greenblatt of Frederick Street (Smith's Landing) were introduced and welcomed as new residents of Charlestown by Vice-President David A. Jarinko.



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WORKSHOP MEETING

AUGUST 24, 1993

- 2 -

Carol Hampton

Carol Hampton reported that the Crusher Run at the front of her property still had not been removed as requested 2 or 3 weeks ago. Charles Mars will be contacted.

Approval of August 10 and August 17 Minutes

Gophery H. Richardson made a motion to approve the minutes of August 10 and August 17, 1993. Motion seconded by Rosalyn R. Bott and passed 4-0-1 abstaining, President Russell U. Farrell.

Louisa Lane Extended - Paving

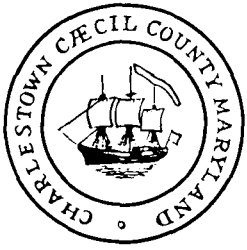
To pave Louisa Lane Extended had previously been decided on a motion by Rosalyn R. Bott and seconded by Joseph G. Letts, Sr. Motion passed unanimous, July 27, 1993.

Howard Lynch

Howard Lynch had earlier explained that the sewer pipe at his property line had been crushed into a "V" shape approximately 12" to 15" in diameter. It apparently drains Ronald Lynch's basement. Repairs would probably be under \$1,000.00. The pipe has been in approximately 20 years, around the time the small pumping station was established. The statute of limitations has run out.

Charlestown Manor - Annexation

There will be a public hearing at the Charlestown Elementary School on September 28, 1993, at 7:30 PM. concerning annexation of a portion of Charlestown Manor to Charlestown. The Commercial (C-1) area runs from Ron Good's property to Rt. 267 and the Residential (R-2) is more restricted.



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

WORKSHOP MEETING

AUGUST 24, 1993

- 3 -

Trinity Woods

Rosalyn R. Bott made a motion to have a 10" pipe from Porter's last water connection to Lot 1, extended off that to his house and we would concur the cost difference between the 10" and 2" pipe making a loop system. Motion was seconded by Joseph G. Letts, Sr., and approved 5 - 0. (Approximately 525 ft. upgrading between the 2" and 10" line).

Corun & Gatch - Update

Some charges of Corun & Gatch were inappropriate, i.e. Tatman & Lee employees would be in Charlestown to meet Corun & Gatch workers and they wouldn't arrive. The current bill of Corun & Gatch is \$70,316.96. As a final payment (per Tatman & Lee Associates, Inc.), because of double charges and work schedule continued beyond the limit of completion that was agreed upon we should only pay \$53,032.00. On a motion by David A. Jarinko to accept \$53,032.49 (per Tatman & Lee, Inc.) final payment for services performed by Corun & Gatch. Motion seconded by Joseph G. Letts and passed 5 - 0.

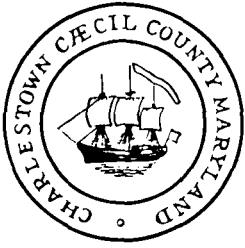
Bid Documents - Sewer Repair Contract (Tatman & Lee Assoc.)

Pete D'Adamo of Tatman & Lee Associates, Inc. will advertise and open bids on Manhole Rehab on a motion by David A. Jarinko at 7:15 PM on September 28, 1993, at the Charlestown Elementary School. Motion seconded by Rosalyn R. Bott and passed 5 - 0. Company's interested in bidding are: Tri State Grouting, Paul's Utility, HIE Contactors and Meredith Contractors.

The Annexation meeting of Mark Connors will follow at 7:30 PM.

Comprehensive Plan

At a previous meeting, the motion was completed and the contract signed to accept the bid by Tatman & Lee, Inc. to do the Comprehensive Plan.



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WORKSHOP MEETING

AUGUST 24, 1993

- 4 -

Walk Track

The bid for the walk track was rejected. Track may be redesigned and moved outside of fence.

Charlestown Critical Area Program

A meeting will be held August 25, 1993, for the State of Maryland, Chesapeake Bay fund grant for anyone who cares to attend. Every four (4) years the Town must update the Charlestown Critical Area program. David A. Jarinko made a motion to aid grant agreement, seconded by Rosalyn R. Bott and approved 5 - 0.

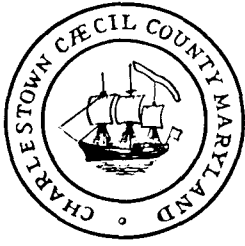
Accounts Payable

A motion by Rosalyn R. Bott to approve for payment the Accounts Payable was seconded by Joseph G. Letts, Sr Motion passed 5 - 0.

Rosalyn R. Bott made a motion to adjourn and go into an Executive Session, to review the job applications replacing Dorothea Keller. Motion was seconded by Joseph G. Letts, Sr. Motion passed 5 - 0. The workshop meeting adjourned 9:35 PM.

Respectfully Submitted,

Doris Berry, Town Clerk



~~XXXXXXXXXXXX~~
Town Administrator

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

Phone 301 - 287 - 6173

Regular Meeting
September 14, 1993

The regular meeting of the Board of Town Commissioners held on September 14, 1993 was called to order at 7:30p.m. by President Russell U. Farrell, Jr. Other Commissioners present were Rosalyn R. Bott, David A. Jarinko, Joseph G. Letts, Sr., Gophery H. Richardson and Town Administrator Stanley Hearne. Roster of audience attendance is attached.

Ethics Ordinance

President Russell Farrell stated that Commissioner David Jarinko was put in charge of getting a committee together to draft an Ethics Ordinance. David Jarinko stated he contacted Dr. Robert Gell, Ruth Ann Miller and Edgar McMullen to serve as a citizens committee to review our Attorneys suggestions and the Boards suggestions for an ethics ordinance so they put together an ethics ordinance for the Boards review and comment. Commissioner Jarinko stated he ask Dr. Gell to be present at the meeting to answer any questions or address any concerns from the Town Board. After review and some clarification from Dr. Gell the Board made a few minor changes to the ordinance. The Board will go over the changed ordinance at the next meeting.

Ruth Wright - Upright Stone

Ruth Wright told the Board she was told she could put in an upright stone on her husbands grave but after she ordered the stone she was told she would have to get permission from the Town Board. Rosalyn Bott stated the Town Board has already deviated from the Cemetery Ordinance in the past and that the Board needs to put into effect definite rules that everybody will abide by. David Jarinko suggested that the Board go back and take a look at the Cemetery Ordinance and decide once and for all if the Town should or should not allow upright stones. The Board decided to allow Mrs. Wright to put in her stone. Rosalyn Bott made a motion to allow Ruth Wright to put in her upright stone. Gophery Richardson seconded the motion and the motion passed 5-0.

Frances Thompson

Frances Thompson ask the Board if a letter sent to Denis Richardson was going to be enforced. (letter attached to minutes) Russell Farrell stated that the house that Denis Richardson built on 701 Ogle Street would not be signed off until Denis Richardson meets the requirements stated in the letter from the Town.

Mrs. Thompson stated that the contractors were using the privately maintained road leaving behind debris and damaging the road. She would like the contractors to use the driveway that fronts off Ogle Street. Mrs. Thompson stated that one of the sub-contractors working at the job site used profanity to her and she thinks she is entitled to an apology. Russell Farrell stated that Denis Richardson will be advised of the problems discussed at this meeting.

Approval of Minutes - August 24, 1993

Joseph Letts made a motion to approve the minutes of August 24, 1993. Rosalyn Bott seconded the motion and it passed 4-1-David Jarinko abstained as he did not attend that meeting.

Corun & Gatch

The Board postponed any decision on Corun & Gatch until the next meeting.

Louisa Lane Extended - Paving

David Jarinko stated that Jim D'razio from Tatman and Lee dropped off the specs regarding Louisa Lane Extended. Russell Farrell stated that the Board had in front of them an opinion rendered by Keith Baynes regarding the paving of Louisa Lane Extended. After discussing some of the issues involved in the paving of Louisa Lane Extended the Board decided they would proceed with paving Louisa Lane Extended.

Trinity Woods - Upgrading of Water Line

Commissioner David Jarinko told the Board that HIE Construction Co. has given the Town a price to upgrade the water line at the end of Trinity Woods bordering Route 7. Commissioner Jarinko said he did not wish to disclose the amount at this time as we would be soliciting other bids. HIE said they could do the complete job or the Town could purchase the material and they would install the line. Tatman & Lee looked over the figures and advised the Town to let HIE do the total package. Commissioner Jarinko stated that time was of the essence and that HIE comes highly recommended. It was also stated that Steve Porter has no objection to upgrading the line. After a lot of discussion Rosalyn Bott made a motion to allow HIE to upgrade the water line from Porters property so that the water line we be looped out there and we can install a fire hydrant there. After some discussion the Board concluded that they needed to get another bid so the motion dies.

Lab Equipment

Commissioner David Jarinko stated that because of government funding of the water system we were supplied with very sophisticated lab equipment that we will never need or use. Commissioner Jarinko suggested that we loan out part of the lab equipment to the Cecil Community College for their wastewater course and loan the rest of the equipment to Perryville High School. Joseph Letts made a motion to donate the equipment to Cecil Community College and Perryville High School. Gophery Richardson seconded the motion and it passed 5-0. David Jarinko will oversee the transactions

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Cecil Whig - Specialty Ads

Russell Farrell ask the Board if they wanted to continue Specialty Ads with the Ceciiil Whig. The Board decided not to take the ads.

Being no further business, the meeting adjourned at 9:30p.m.

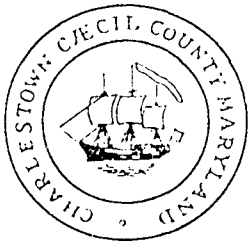
Respectfully Submitted,
JoAnn Speck

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/14/93 TIME: 7:30 PM

Richard & Nancy Simes
Margaret Beep Miller
Carol Hampton
Jack Spaulding
Frances Thompson
Harvey Wright
Ruth Wright



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

September 13, 1993

Denis Richardson
Post Office Box 81
Charlestown, Maryland 21914

re: Property under construction 701 Ogle Street

Dear Mr. Richardson

On Friday, September 10, 1993 at the intersection of Caroline and Ogle Streets a major defect in the workmanship on the part of your plumbing sub-contractor was observed. This defect was due to improper or lack of appropriate compaction of the backfill in the roadway cut for the installation of a sewer lateral which resulted in severe and unacceptable settling in the roadway cut.

The town's consulting engineer was brought in to inspect this cut and subsequent backfill. He determined that the workmanship was unacceptable. His written report (attached) specifies that all unsuitable backfilling be removed and be replaced in accordance with the attached engineering specifications, "Section 5 - Backfill" and an engineer's representative is to be present during this corrective procedure.

On September 10, 1993 you were made aware of the defect and the corrective action to be taken as you spoke with the town's engineer on-site and at Town Hall, in addition to speaking with Commissioners Jarinko, Letts, and Farrell concerning the correction of this unsatisfactory work. Please make arrangements with the Town so an engineer can be scheduled to be on-site to assure compliance with the specifications for the proper backfilling of this roadway cut.

Additionally, the Thompsons have complained you and your sub-contractors have used their private easement on the stub end of Caroline Street to gain access to the construction site and in doing so have deteriorated their privately maintained accessway. This deterioration of the Thompsons' private access easement must be repaired to their satisfaction and to the condition it was in prior to your unauthorized use of that accessway to the construction site.

Denis Richardson
September 13, 1993
Page 2 of 2

And, finally, you must construct an adequate driveway from the house under construction to Ogle Street as per your building permit.

Please be advised that the Town of Charlestown will not sign off on the deed transfer until all three (3) of the above-mentioned items have been satisfactorily addressed.

Sincerely,

Stanley W. Hearne
Stanley W. Hearne
Administrator

SWH/lcm

cc: Commissioners
Hammons
Keith Baynes
Thompson



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

WORKSHOP MEETING

SEPTEMBER 28, 1993

The Workshop Meeting of the Charlestown Commissioners was held on Tuesday, September 28, 1993, at the Charlestown Elementary School. President Russell U. Farrell, Jr., called the meeting to order at approximately 7:20 P.M. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko and Joseph G. Letts, Sr. Also attending: Stanley W. Hearne, Town Administrator. Commissioner Gophery H. Richardson was absent.

Bids - Manhole Restoration

Bids received on the Manhole Restoration were opened and they are:

Paul's Utility	\$12,630.
Cecilton Construction	19,489.
H.I.E. Inc.	27,045.
Tri-Stating Grouting	24,700.

A motion by Joseph G. Letts, Sr., to award Paul's Utility the bid for the Manhole Restoration was seconded by Rosalyn R. Bott and passed 4 - 0 based on a review of the Town Engineers.

Bids - Update Water Line of L. Porter to Rt. #7

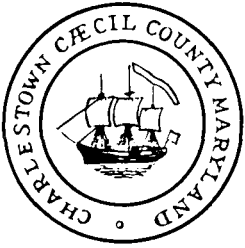
Bids received on extending and upgrading the water line from a residence that Larry Porter acquired with his property, to Rt. #7 were opened and they are:

Paul's Utility	\$13,010.
H.I.E. Inc.	10,350.

On a motion by Joseph G. Letts, Sr., to award H.I.E. Inc. the bid on Updating the Water Line and Extending it to Rt. #7 was seconded by Rosalyn R. Bott. Motion was approved 4 - 0.

Ethics Ordinance

A motion by Joseph G. Letts, Sr., to accept Ethics Ordinance #93-1 effective September 28, 1993, was seconded by Rosalyn R. Bott and approved 4 - 0.



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

WORKSHOP MEETING

SEPTEMBER 28, 1993

- 2 -

Town Election Committee

Diane Letts submitted her resignation as Chairman of the Charlestown Election Board. Rosalyn R. Bott made a motion to accept Diane Letts' resignation seconded by David A. Jarinko and passed 3 - 0 -1 abstaining (Joseph G. Letts, Sr.)

Peter Williams will replace Diane Letts as Chairman of the Election Board on a motion by David A. Jarinko and seconded by Joseph G. Letts, Sr. Motion approved 4 - 0.

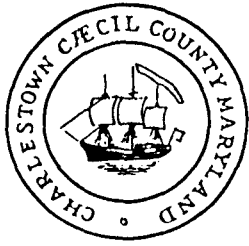
Accounts Payable

David A. Jarinko made a motion to pay all the bills. Motion was seconded by Joseph G. Letts, Sr., and approved 4 - 0.

The Town meeting adjourned approximately 7:35 P.M. and the Public Hearing on the Annexation of Charlestown Manor was held.

Respectfully Submitted

Doris Berry, Town Clerk



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

Phone 410-287-6173

REGULAR MEETING

OCTOBER 12, 1993

The regular meeting of the Board of Town Commissioners of Charlestown held on October 12, 1993 was called to order at 7:30 p.m. by President Russell U. Farrell, Jr. Other Commissioners present were Rosalyn R. Bott, David A. Jarinko, Joseph G. Letts, Sr., and Gophery H. Richardson. Town Administrator Stanley W. Hearne was also present. Roster of audience attendance is attached.

The first order of business was a presentation of laboratory equipment to Cecil Community College and Perryville High School. President Farrell stated when the water system was installed the Town was required to purchase certain equipment and it has been found some of the equipment is not necessary for the daily operation of it. He further stated Commissioner Jarinko contacted Cecil Community College and Perryville High School to see if they were interested in using the equipment and they were. Presentation of the equipment was duly made by President Farrell to Mr. Sonny Tenney, principal, and Mr. Al Renwick, science teacher, both of Perryville High School, and Mr. Bradley Walker, member of the science department at Cecil Community College. As the equipment is being loaned and remains the property of the Town of Charlestown, agreements were signed so if in the future the Town has need of the equipment it will be returned.

The second order of business was the annexation resolution for a portion of Charlestown Manor. A public hearing was held a few weeks ago where the Board received public comment on the proposed annexation resolution. President Farrell stated he would now open up the matter for action, inaction, or comment by the Board. He further stated the following:

- if the referendum petition was adopted, it would take effect in 45 days, which is Friday, November 26, 1993, the day after Thanksgiving
- a referendum petition may be submitted by the people in the proposed annexation area within that 45 days or by the people in the Town
- depending on the number of registered voters in the proposed area, the petition would have to be signed by 20% of them

- after the petition is presented, the Board would review it, verify the signatures, verify the people who signed it are registered voters, and if so, a referendum would be held
- the referendum vote must be held in the area to be annexed
- referendum vote cannot be held until at least 15 days after the last advertisement
- if a referendum vote is held and the majority vote for annexation, the resolution would be effective 14 days after the vote
- if people in Charlestown wish to petition for referendum, it is the same procedure but the voting for them would be in town. If both areas are voting, the votes cannot be commingled. It would have to be approved by both sets of voters

President Farrell also reiterated that they know the town tax rate is 80 cents per \$100 of assessed value and they have been made more than aware of all the other stipulations and provisions, such as zoning. Having said all this, President Farrell asked if there were any motions or discussion on how to proceed. Commissioner Jarinko proposed to accept the annexation resolution as written. Seconded by Commissioner Letts. President Farrell stated it has moved and seconded to accept the annexation resolution as originally proposed and written and called for the Board to vote. The motion passed 5-0. Several members of the audience attempted to discuss the resolution after passage. President Farrell explained to them the resolution has been adopted. Commissioner Jarinko stated you have 45 days to present a petition. Commissioner Letts commented that the only ones who can vote on it are the ones who are involved in the annexation. President Farrell stated they would have to be registered voters of the county and it would be a majority vote. There was some discussion by the audience about who are the registered voters. President Farrell stated that would be up to the County Board of Election Supervisors to decide. Commissioner Jarinko stated that further discussion is immaterial as the Board has voted. President Farrell said the Board would continue on to other business.

The third order of business was Rebecca Phillips. She stated she and Bob are in the process of purchasing memorial stones for their cemetery lots and they were interested in getting one very similar to the one on Tunie's lot which they are next to. President Farrell stated that the Board is in the process of reviewing that entire ordinance and may decide to throw out the section of the ordinance that restricts stones or has anything to do about stones.

He also stated Mr. Hearne had checked with the Twitchells, the people who cut the grass because there has been a lot of comment about the restrictions of having flush stones. Mr. Hearne had talked to the Twitchells and they said it would only be a \$2.00 a cutting difference with or without the restriction making the amount immaterial so the Board has decided to review the ordinance. Mrs. Phillips then asked if it would be all right to put the stones in. President Farrell said the Board hasn't made a decision yet. Commissioner Bott asked Mrs. Phillips if she had talked to Mr. McMullen. Mrs. Phillips said she didn't because the Board has the authority. Commissioner Bott said Mr. McMullen has the authority first. Commissioner Jarinko commented that Mrs. Phillips is right in the fact the Board could change the ordinance and his personal position was the Board had made a mistake making an exception, not that he was against upright stones, but the Board should change the ordinance. He stated he was against making exceptions to ordinances and we do have a draft ordinance we will be considering in the next meeting or two. President Farrell said the Board didn't want to get into the exception business. Mrs. Phillips asked if she should come back in 2 weeks and see what has been decided. President Farrell said it would probably be longer than that and that Mr. Hearne would notify her as to what has been decided. Mrs. Phillips asked for a general time frame as bad weather is coming and she would like to have the cement in for the base. Commissioner Jarinko stated a decision should be made in 30 days. President Farrell stated by the meeting of November 9, 1993 a decision should be made.

President Farrell asked if there was anyone else who wished to address the Board before it moved on to other business. Mr. West asked about the annexation resolution for Route 7. President Farrell stated he had requested Mr. Hearne to prepare an annexation resolution for out there also but in the process of discussing it with other members of this Board, the Board decided he needs to get a hold of every property owner out there so the Board knows exactly which ones do or don't want to come in. He said Mr. Hearne was working on that now and the Board will have an annexation resolution on the table at the next meeting. Mr. West stated he's looking at major expense on his well in the very near future and asked if there was any way he could be included in town because he wants to be annexed prior to the actual annexation. Commissioner Richardson stated he didn't think he was in the service area. Commissioner Jarinko said he wasn't but the water and sewer lines to Mr. Porter's property, to whom he gave an enabling easement, runs across his property making it an unusual situation. President Farrell said he didn't have any problem with Mr. West entering into an agreement with us but, since Mr. West was out of town, would need the County Commissioners' approval. Mr. West stated he's had that for 6 months. Commissioner Richardson stated we would like to

give Mr. West service but the Board has had similar situations before and believed there were only 2 ways he knew of that we can provide service: either they have to be annexed or they have to be in a service area and the third option would be an okay by the County Commissioners. President Farrell stated the Board can't even enter into a service area agreement until the County Commissioners okay it. Mr. West stated on the master plan for service area to service with water that he was on it. General discussion followed. Mr. Hearne said he didn't believe Mr. West was in Mr. Porter's service area as such but he did have a letter from them stating we could service Mr. West. President Farrell asked Mr. Hearne if we have permission from the County to enter into a service area agreement with Mr. West. Mr. Hearne stated yes. Commissioner Jarinko said we don't have a service area agreement yet. President Farrell stated we could generate our own service area agreement and it would be valid with respect to the County. Commissioner Bott asked Mr. West if he had talked to any of his neighbors about this. Mr. West said he had contacted a few. Commissioner Jarinko commented that the Board didn't have a service area agreement at this point and that the County Commissioners have only said they have no objection to one. Commissioner Richardson asked if the county has a map that shows the service area drawn out. Commissioner Jarinko commented that the Board doesn't have a service agreement irregardless that they said that they don't care whether it gets into one and that at the present time we don't have a service area agreement. President Farrell said it would look like the Board would be drafting a service area agreement with one person. Commissioner Richardson said he didn't like that idea. Mr. West stated Mr. Porter signed a paper that stated he would agree to be annexed when annexation was done and asked what was the difference between him doing that and Mr. West doing that. Commissioner Jarinko stated that did occur but since that time the Board has formulated a policy about water service that the Board will not serve any water without any annexation. Commissioner Letts said to Mr. West that there is noone in Charlestown, and there was noone on this Board, who didn't understand water problems so Mr. West's water problems are not new to the Board and we have the system. He further stated he was against servicing one area and stated that if it hadn't been for the Conners' property, this annexation tonight, as far as he was concerned, would have been dropped. He said to Mr. West it seemed he was asking for us to make an exception for one. Mr. West stated he was only looking to get what Mr. Porter got and he got water and sewage by agreeing to be annexed. Commissioner Jarinko stated what the Board is saying is the Board decided that was bad policy. Mr. West said then the Board set a precedent. Commissioner Jarinko replied the Board also set a precedent by changing the policy. Commissioner Richardson stated he didn't believe the Board changed the policy but thought the Board would have the same policy that either you have to be

annexed or you have to be a designated service area and believed that was still the policy. Commissioner Jarinko commented that he thought the Board had changed it to the point that with this Board that the Board was not going to provide service without annexation and then stated that this was not law. President Farrell stated there is no official ordinance that allows that. Commissioner Letts stated that in January that might change and Commissioner Jarinko agreed but stated that right now that it is the consensus of this Board that it's not a good idea to service water without annexation and Mr. Porter was one of the reasons why the Board rethought this and that's why the Board is looking to annex him shortly. Mr. West stated this matter was supposed to have been started at the August meeting and it's 2 months later and nothing's been done. He asked if it is going to take 6 months. Commissioner Letts explained the process takes time. Other members of the Board then explained the annexation process to Mr. West. General discussion followed regarding the state's position on the annexation. After several minutes of discussion, President Farrell requested Mr. Hearne to get the letters out to the people in the proposed annexation area the next day. President Farrell then stated he believed that was all the people and called for the Board to move on.

Old Business

President Farrell stated the first item is approval of the minutes of the meetings of September 14, 1993 and September 28, 1993 and stated there were copies of the minutes for everyone. He asked if anyone had anything to say. Commissioner Jarinko moved to approve the minutes as written. Seconded by Commissioner Letts. Motion passed 4-1, Commissioner Richardson abstained because he wasn't at one of the meetings.

President Farrell stated the second item was Louisa Lane Extended. Commissioner Letts stated he and Mr. Hearne did a walk through with Larry Walker up to the blue house and Mr. Walker had said the road itself was ideal for what we want to do and that the base itself is an old blacktop road. Someone commented that the blue house is Deatons'. Commissioner Letts stated it goes 12 ft. and then it drops to 8 ft. and said once they had got down to the Speakmans' house, it would cost us probably much more than it was worth because we would have to dig it out, re-gravel it and re-compact it about 102 ft. or something. He further said Mr. Walker recommends we go that far and stop. He also told the Board that on the culvert pipe, Mr. Walker agrees that it wasn't one tractor that did the damage because it wasn't the pipe going under the road itself but the edge of the pipe that was damaged and he said it was probably the trucks hauling that concrete slabbing in there.

Commissioner Letts said Mr. Walker recommends fixing or replacing the pipe and, personally, Commissioner Letts said, he, himself, thinks we should just fix it. Commissioner Letts also said Mr. Walker recommends putting a grate over the existing ditch or swale there and there shouldn't be any problem with it. He said Mr. Walker believed that to make the other end of the road capable of handling what we're asking it to handle would only be 50% more than the cost to do the road and he recommends that's as far as we should go because we'd only be dealing with one family and we wouldn't be dealing with the trucks. President Farrell stated one of the Board's concerns is the way our subdivision ordinance reads putting the onus of improving the roads on the people who subdivide. He said we should let them subdivide the property and improve the roads. Commissioner Bott asked if we can go out from the blue house to the Halls' property with stone. Commissioner Letts stated Mr. Walker didn't recommend to do anything at all. President Farrell stated the first thing is we have to put this out to bid. Commissioner Letts stated Mr. Walker was talking about late October but Mr. Hearne and himself had talked and agreed it would probably be spring. President Farrell stated that before the work gets done we've got to award the bid. Commissioner Letts stated we've got the specs. Mr. Hearne stated Mr. Walker said he would send us the specs. President Farrell asked if we couldn't bid it as one of these multi-phase jobs where we could pave it out to the blue house and then get another bid out to put crusher run on the rest of it. Commissioner Letts stated that that is what he's going to get to us. President Farrell stated that way we could do it in phases. Commissioner Letts stated a tractor trailer truck won't bother it because of the base and said the problem was in turning such a truck because it pulls on the asphalt or whatever. President Farrell asked how we could prevent that. Commissioner Letts stated we could put a weight limit on it. President Farrell asked if basically we were talking about an ordinance about no tractor trailers. Commissioner Letts stated it would be something to think about but we have to get the bid out. President Farrell asked if the last house was in use. Commissioner Letts said yes but there's not a whole lot we can do until we get the specs. The Board decided to move on.

President Farrell stated the next item in this category was Corun & Gatch. Commissioner Jarinko stated they want to get paid and suggested meeting with them to resolve the problem or whether we'll have a stalemate. President Farrell stated we received that recommendation that we pay approximately \$50,000 and we seemed to be in agreement and we went back through Tatman & Lee and that's the last we've heard of it until recently Corun & Gatch started calling here. Commissioner Richardson asked how much did they say we owed. President Farrell stated they want all of it. Commissioner Bott said approximately \$70,000. Commissioner Jarinko

stated Corun & Gatch threw in some \$6,000 - \$8,000 in for traffic control personnel. He stated that had been part of the original contract when the state was paying for it, which was fine if they wanted to pay for it but Corun & Gatch had automatically extended it to our adders and that was not part of our contract nor was it necessary on these side streets. Commissioner Jarinko then said President Farrell had come up with another valid point in that in October or November last year we could have charged Corun & Gatch for liquidated damages but didn't. He continued that Corun & Gatch's objections may be completely legal but it's really pushing things to the lawyer degree given the latitude we provided them with last year. Commissioner Richardson stated that if we could work it out with a meeting, we should. President Farrell asked if there were any objections to having a meeting together. Commissioner Bott commented that as she didn't know enough about it, it wasn't necessary for her to be there. Commissioner Letts stated he would shortly be changing to a 3-11 shift. Commissioner Bott said if President Farrell, Commissioner Jarinko, and Mr. Hearne could get with Corun & Gatch, they could bat it out. President Farrell stated a meeting would be arranged and that everyone would be informed as to when it was.

President Farrell stated the last item in this category was Howard Lynch. President Farrell stated we had received a letter from Mr. D'Adamo dealing with the Lynch property and in summary the letter says that the construction of the town pump station and force pipe in the late '70s didn't contribute to the observed settling problem so basically it's not the Town's problem. President Farrell said he recommends Mr. Hearne write a cover letter to Mr. Lynch and include a copy of this letter. Commissioner Letts stated Mr. Lynch had a backhoe back in there the other day digging a good-sized ditch. Commissioner Jarinko stated that's why it was inspected after he re-opened it up. President Farrell said Tatman & Lee went out there and looked at it. Commissioner Jarinko said they actually had Mr. D'Orazio there and that he himself was there. He further said Mr. D'Orazio had originally been out there to look at Mr. Porter's property on the 10" extension and he called Mr. D'Adamo and asked if Mr. D'Orazio could look at the cut and come to some kind of conclusion as to whether this was a defect. Commissioner Letts asked if Mr. Lynch said that something had been added, some kind of saddle valve. Commissioner Jarinko stated that apparently there was a saddle connection and then there was a plastic pipe coming in and they had literally chiseled a squarish-type hole into that and that has rotted away larger over the years because of the cast iron and that's been filled in with siltation. Commissioner Jarinko stated that the letter, as result of Mr. D'Orazio's inspection, says it does not appear to be construction induced. Commissioner Richardson asked since Mr. Lynch dug it up if he has fixed the

problem. Commissioner Jarinko said no, Mr. Lynch is waiting for the Town to fix it. Commissioner Bott stated from what she understood the pipe was crushed. Commissioner Jarinko said no, it wasn't crushed, it was four feet below the surface. Commissioner Bott stated that we do have pipes over the top of it that are fine. Commissioner Jarinko said yes. President Farrell stated that they had a gas station there many years ago and whoever had it put in a 2' cast iron pipe approximately 100 feet long from one side of Mr. Lynch's driveway and it comes across the front of his property almost all the way to the pond and there's one section of that pipe that's a lot lower than the rest and it is that lower section that has the saddle connection. Commissioner Letts asked if this was our pipe. President Farrell stated no. Commissioner Jarinko stated it never was and the fact that a cast iron pipe doesn't deflect and they don't break. He further said that it was a problem but it wasn't ours. Commissioner Letts stated we should send our letter with a copy of this letter. Commissioner Jarinko made a motion to accept the engineer's recommendation. Seconded by Commissioner Bott. Motion passed 5-0. President Farrell asked if there was any other business before moving onto pending business. and there wasn't.

Pending Business

President Farrell stated the next item was the awarding of the bid for the Manhole Restoration Project and said when we opened the bids we had from Tatman & Lee at the September 28, 1993 meeting we had 4 bids for manhole restoration and that the Board had decided at that time to send them back to Tatman & Lee for review to make sure they were technically correct and that they had included all the costs. He said Tatman & Lee has reviewed them and have recommended that the Board go with Paul's Utility who was the lowest bidder by a significant amount of money. President Farrell asked if someone would make a motion to accept Paul's Utility's bid and to enter an agreement with them so they can go forward and perform this function for us for a total of \$12,630.00. Commissioner Letts moved that Paul's Utility be awarded a contract for manhole restoration at the bid price. Seconded by Commissioner Bott. Motion passed 5-0. President Farrell asked if there was any other pending business and there wasn't.

New Business

President Farrell stated the first item was water system wells off peak electric rates. Commissioner Jarinko said as result of a topic at the Maryland Rural Watermens Association directors' meeting he attended a month and a half ago, the Town would be able

to save money by installing a lock-out device on the well pumps to keep them from running during high electric demand times. Commissioner Jarinko further stated he had checked with Conowingo Power and they had estimated it would save the Town \$80-\$90 or more a month and Mr. D'Adamo has indicated it would cost about \$1000 to add that electronic box but Commissioner Jarinko wasn't sure if that was \$1000 total or \$1000 per well but in any case, he was recommending we do this. Commissioner Letts asked what is the electric cost for the wells per month. President Farrell said it's a little over \$400.00 per month for well 1, well 2, and the tank, actually \$441.37 and Commissioner Jarinko is talking about a 25% reduction in what we're paying Conowingo Power which is significant over a long period of time. Commissioner Letts stated even if it's \$2000 you're saving. President Farrell asked if perhaps the Board should do a motion on it. Commissioner Jarinko suggested we first get the solid figures on the cost and then go from there.

President Farrell said the second item was to set Halloween hours. He stated the county has recommended we set Halloween hours as Saturday, October 30, 1993 from 6-8 p.m. although, traditionally, Halloween is on the 31st. He also commented if we were different from the rest of the county probably the kids from the rest of county will come down here. He recommended that the town go along with the county. Commissioner Letts moved that the town go with the October 30, 1993 date with the 6-8 hours. Seconded by Commissioner Bott. Motion passed 5-0. President Farrell asked Commissioner Bott if she would contact the fire company and have them blow the whistle at 6 and 8 p.m. on that day. Commissioner Richardson asked President Farrell if arrangements for extra police had been made for that night. Commissioner Jarinko stated yes, we always have or have tried to.

President Farrell asked if there was any other business before we pay the bills. Mr. Simes commented that some time ago the town was going to finish Cecil St. beyond Chesapeake Rd. and it hasn't been finished yet and the potholes were getting pretty bad. He asked that if the town wasn't going to finish it, could the town at least fill in the potholes. Commissioner Letts asked him what section he was talking about. Commissioner Jarinko said there was only 70 feet or so until you're out of town. Commissioner Letts said the big pothole he's talking about is out of town. Mr. Simes said the pothole's on this side of your manhole so it's in town limits. Commissioner Jarinko suggested that Commissioner Letts take a look at it. President Farrell asked again if there was any other new business and there wasn't.

President Farrell stated the last item on the agenda were the bills. Commissioner Jarinko made a motion to pay the bills. Seconded by Commissioner Bott. President Farrell commented that

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Town Meeting Minutes
October 12, 1993

these bills included the monies for the H.I.E. Contractor 10" water main extension at Trinity Woods and that's why it's so high if you look at the grand total. Motion passed 4-0, Commissioner Letts abstained. Being there was no further business, President Farrell adjourned the meeting at 8:40 p.m.

Respectfully submitted,


Lisa C. Morgan

Charlestown Meeting 10/12/1993
Sign-in Sheet

- Richard + Nancy Simes
- Margaret Braeger-Miller
- Helen + Frances Schoch
- Fran + Mary Kline
- William + Deborah Schaffer
- Fred Dorellson
- Ellen Boulder
- Thomas Upton
- Sonny Tenney
- Abin Remick
- Cybil
- Paul Walker
- Rebecca Phillips

TOWN OF CHARLESTOWN

TOWN MEETING
MINUTES

OCTOBER 26, 1993

The Workshop Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President Russell U. Farrell, Jr. Other Commissioners present were Gophery H. Richardson and David A. Jarinko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

President Farrell asked if there was anyone who wished to address the Board. Howard Lynch wanted to discuss the drainage pipe on his property. Mr. Lynch disagreed with the letter, which was based on the town engineer's report, the town had sent regarding the drainage pipe. Mr. Lynch explained his position. President Farrell explained there were two problems the Board had with fixing the problem: one, the damage occurred around twenty years ago and the Board would be overriding the engineer's report. Further discussion by the Board and Mr. Lynch followed. Commissioner Jarinko stated because Mr. Lynch was asking the Board to override an engineer's report which was unanimously accepted by the entire Board, he felt the entire Board should discuss the matter and make a decision. Mr. Lynch will be given a copy of the minutes of the last town meeting after they're approved. The Board agreed to contact the town engineer and have him reassess the problem. When he reports to the Board, the Board will make their decision and Mr. Lynch will be notified. The Board decided to move on.

OLD BUSINESS

President Farrell asked if there was a motion to approve the minutes of the October 12, 1993 meeting. Motion was made by Commissioner Richardson and seconded by Commissioner Jarinko. Motion passed 3-0.

President Farrell asked Mr. Hearne if we have a price quote on the upgrade for the utility program. President Farrell stated the last price he had from the spring was around \$350.00, the upgrade is more user friendly and allows us to go to a regular size bill form. President Farrell did request Commissioners Jarinko and Richardson to become familiar with the program after we get the upgrade. Motion was made by Commissioner Jarinko to purchase the upgrade for the utility program. Seconded by Commissioner Richardson. Motion passed 3-0.

President Farrell asked Commissioner Jarinko about the boundary fence on Environmental Trust Parcel No. 6. Commissioner Jarinko stated Mr. Mahoney, town attorney, told him the fencing is not affected by any legal proceedings currently going on. President Farrell would like to have some cost estimates. Commissioner Richardson stated due to the problems attendant to the property, he would like the matter put before a full Board. The Board decided to defer the matter until the next meeting when

the full Board should be attending.

President Farrell stated the Town received a petition to bring the Charlestown Manor annexation to a referendum vote amongst the residents living in the area. He stated Mr. Hearne will be verifying the signatures against the registered voters' list. President Farrell said we will have the vote as early as possible. President Farrell proposed the vote be held in Mr. Hutchison's garage which is centrally located and everyone knows where he lives. The Board deferred any decisions until the next meeting.

PENDING BUSINESS

President Farrell stated Dean Simpson of Corun & Gatch called about the meeting to discuss the final monies owed to them. President Farrell stated the meeting is set for 10:00 a.m. on November 11, 1993 at the Town Hall and that Tatman & Lee have been notified.

President Farrell stated the bid proposals for the Storm Water Management Study were returned by Mr. Vincent Sortman at the Maryland Department of the Environment. The recommended bid is Engineering Technologies Associates at \$11,920.00. Motion was made by Commissioner Richardson to award the bid to Engineering Technologies Associates. Seconded by Commissioner Jarinko. Motion passed 3-0. President Farrell said Mr. Hearne will modify the forms we used the last time for the bonds and send those to notify them of the award. Mr. Hearne stated a problem he saw was a penalty clause was not included in the bid package. President Farrell requested Mr. Hearne to check with Mr. Sortman and perhaps the notification of award could be written to include those provisions.

President Farrell stated the proposed Route 7 annexation resolution, Resolution 93-3, was next. He said the state has no problem with the annexation. Rose Kist needs to get a written easement. President Farrell said he would like to see a motion to proceed with the process toward annexation. Motion so made by Commissioner Jarinko. Seconded by Commissioner Richardson. Motion passed 3-0.

President Farrell asked Commissioner Jarinko about the status of the comprehensive plan. Commissioner Jarinko said Tatman & Lee is draft writing it now and we should have the draft copies by the end of the first week of November so we can make changes to the draft, adopt it in the amended form and then print it. He stated we should have an amended draft copy ready to adopt at the last meeting in December.

President Farrell asked about the status of the water fountain. Commissioner Jarinko said that was Commissioner Letts' project. Further discussion was deferred to the next meeting.

President Farrell asked Commissioner Jarinko if he contacted the

three individuals who drafted the Ethics ordinance at the request of the Town to see if they would serve on the Ethics Commission. Commissioner Jarinko said he had only contacted one so far. The matter was deferred to the next meeting.

NEW BUSINESS

President Farrell stated we have two proposed cemetery 93-2 ordinances from Mr. McMullen and Commissioner Bott. Discussion followed as to the proposed changes in the two drafted by the Board. After the ordinance was amended to the Board's satisfaction, President Farrell asked if there was a motion to adopt the ordinance as amended. Motion was made to adopt Ordinance 93-2 as amended by Commissioner Jarinko. Seconded by Commissioner Richardson. Motion passed 3-0. President Farrell asked that the amended ordinance be typed and ready for signature as soon as possible.

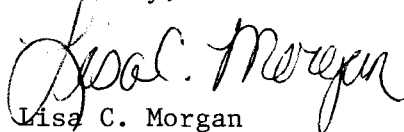
President Farrell asked if the Board wishes the town hall to be closed on the day after Thanksgiving. Discussion followed as to whether it should be closed or open and if closed, whether it would be a holiday with or without pay to town workers. No formal motion was made but the Board agreed the town hall would be closed that day with pay to town workers.

President Farrell stated he had talked to the State Department of Assessments with the idea of possibly lowering the tax rates. According to the last assessment, there is no significant increase in the property taxes. This year's projected income from property taxes is \$100,486.00 and it will be about the same for the next three years.

At this time, President Farrell turned the chair over to Commissioner Jarinko because Commissioner Jarinko could not vote on the bills as on the list being considered was one from Mr. Mahoney, town attorney, for a case involving Commissioner Jarinko which is a conflict of interest. Motion was made by President Farrell to pay the bills as listed. Seconded by Commissioner Richardson. Motion passed 2-0 with Commissioner Jarinko abstaining.

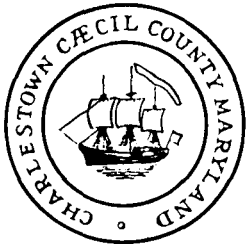
At this time, Commissioner Jarinko turned the chair back over to President Farrell. President Farrell stated there was no further business and adjourned the meeting at 8:55 p.m.

Sincerely,


Lisa C. Morgan

Audience Attendance Sheet - Meeting of 10/26/93

1. Richard & Nancy Simes
2. Margaret Bodger-Miller
3. WAYNE S. FENSTERMACHER / The Times & North East & Elkton
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.



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

REGULAR MEETING

NOVEMBER 9, 1993

The November 9, 1993, Town Commissioners meeting was called to order at 7:30 PM by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko, Gophery H. Richardson and Town Administrator, Stanley W. Hearne. Commissioner Joseph G. Letts, Sr., was absent due to his work schedule. Also attending Greg West, Rebecca and Robert Phillips, Richard and Nancy Simes, Margaret Miller and Wayne Fenstermacher, Reporter of "The Times" newspaper. Senator William Amoss was our guest.

Rebecca and Robert Phillips

Rebecca Phillips was asking the Board if a decision had been made concerning the size of cemetery markers allowed. Ordinance changes allows no restrictions on sizes of cemetery markers. Edgar McMullen will assist Mr. & Mrs. Phillips with the area layout.

Greg West

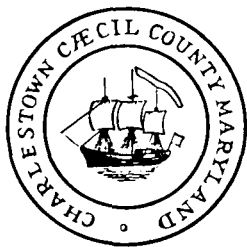
Mr. West has asked to be annexed to the Town and to be able to obtain Town water. The water line runs through his property and is available in accordance with the Town Ordinance. An annexation paper will be available for his signature at the next town meeting. If out-of-Town homes in existence at the present time are annexed before June 1, 1994, the Board will accept the \$200.00 water hook-up fee. The fee after that date will be \$1,450.00.

Minutes - October 26, 1993

David A. Jarinko motioned to approve the Town minutes of October 26, 1993, seconded by Gophery H. Richardson. Although Russell U. Farrell, Jr., mentioned that the paid bills were not listed as he requested, the motion was approved. Motion approved 2 - 1 1 abstaining (Farrell).

Paul's Utility

Tom Watson will move as quickly as possible on Hammond sewer cut. The Contractor was asked to be at the meeting but did not arrive. A defect



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REGULAR MEETING

NOVEMBER 9, 1993

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at Caroline and Ogle Streets was due to improper compaction of backfill in the roadway cut for installation of a sewer lateral.

Corun and Gatch

Dean Simpson of Corun and Gatch will meet with Tatman and Lee Associates and the Town Commissioners on Thursday, November 11, 1993, at the Town Hall at 10:00 AM to discuss the Accounts Payable - last payment for paving roads in Town.

Howard Lynch

At the present time, the Town is accepting the Engineer's report concerning Howard Lynch's property on Rt. #7 (area of Town sewage force main and pumping station. Our Engineer is due back in Town shortly.

Annexation - Charlestown Rt. #7

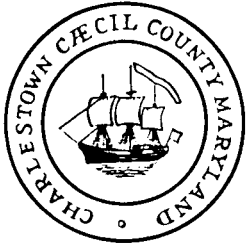
The public hearing on the vote for annexation of Charlestown - Rt. #7 will be held December 7, 1993, at 7:30 PM at the Town Hall. There has been no response as to the exact numbers available for voting. If annexation is favorable, it could be a part of the Town 45 days from that date.

Annexation - Charlestown Manor

The voting for the annexation of a portion of Charlestown Manor to the Town will be held Friday, November 26, 1993, at 75 Edgewater Avenue in the garage of Mrs. Olga Ganderton. Peter Williams is chairman of the Election Board along with Ruth Lewis and Esther Heisler. Polls open at 7 AM and can close early if all registered voters have completed voting. A request for a "poll watcher" from ones opposing annexation has been requested. Election signs are needed to be posted at the site.

Environmental Trust - Parcel #6, Fence

David A. Jarinko motioned for a fence on the Environmental Trust, Parcel #6 easement area line established by Commissioners in 1982 and verified by Tatman & Lee Associates for overflow parking for boat ramp. Motion



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REGULAR MEETING

NOVEMBER 9, 1993

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seconded by Rosalyn R. Bott and approved 4 - 0.

Comprehensive Plan

The Town Commissioners have received a draft copy of the Comprehensive Plan. There will be a meeting November 17 at 7:00 PM to go over the draft copy for corrections, etc. The draft approval will be held at the next Town Commissioners meeting November 23, 1993 and the final approval at the Commissioners meeting after that, December 14, 1993.

Ethics Commission Committee

On a motion by David A. Jarinko for Edgar A. McMullen, Rev. Ruthann Miller and Dr. Robert Gell to comprise the Ethics Commission Committee (1-2 & 3 yrs.) with the first (1) amendment to the Ethics Commission to specify the length of terms of office. Motion seconded by Rosalyn R. Bott and passed 4 - 0.

Sewer Service Agreement

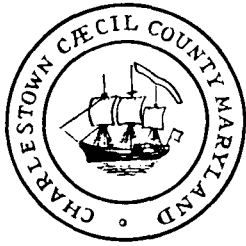
Gophery H. Richardson made a motion giving President Russell U. Farrell, Jr., permission to sign sewer service agreement when available from the County. Rosalyn R. Bott seconded the motion. Motion passed 3-0
1 abstaining (Farrell).

Town Hall Holidays

Rosalyn R. Bott motioned to approve the listed federal holidays with the exception of the day after Thanksgiving. Motion seconded by Gophery H. Richardson. The day after Thanksgiving will be an option of the President of the Board of Commissioners to give or not to give as a holiday.

Resolution #93-4 & #93-5

David A. Jarinko motioned approval for Resolutions #93-4 and #93-5 as companion resolutions as written. Motion seconded by Rosalyn R. Bott and passed 4 - 0.



Town Commissioners of Charlestown
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REGULAR MEETING

NOVEMBER 9, 1993

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Resolution #93-4

A resolution prescribing the procedure for filling vacancies on Charlestown Municipal Boat Pier. There shall be a waiting list established for boat slip vacancies as they become available. There will be 2 groups:

1. All vacancies first offered to Charlestown Residents or Charlestown Property Owners.
2. Any vacancies remaining after the 1st group is completed will be offered to Non-Charlestown residents or property owners.
3. All slip holders shall be offered right of renewal.

Resolution #93-5

A resolution establishing regulations for the Charlestown Municipal Boat Pier. The Town Commissioners of Charlestown shall establish a slip user fee. Any slips not contracted for by April 15, 1994, will be assigned to the next person on the waiting list.

Henry "Hank" Adams

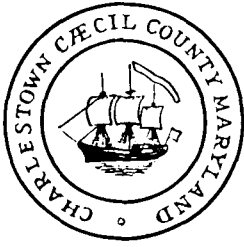
Henry "Hank" Adams resident of the Town House (Shoreline Recreational) requested permission to rent a room to help him with expenses. Gophrey H. Richardson motioned for request to go to Planning and Zoning Commission for a decision. Motion seconded by David A. Jarinko, 4 - 0.

Historic District Commission

Nelson H. McCall, President of the Historic District Commission asked the Board of Town Commissioners if the Town could cover the cost of having 100 copies of the "Early History of Charlestown" reprinted for \$190.00. Rosalyn R. Bott made a motion to have the books reprinted, seconded by Gophrey H. Richardson and passed 4 - 0.

Water System - (Off Peak Electrical Rate)

David A. Jarinko made a motion to have the Town wells placed on off-peak electrical demand hours to be installed by Tatman & Lee Associates, Inc.



Town Commissioners of Charlestown
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REGULAR MEETING

NOVEMBER 9, 1993

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Approximate cost would be \$1,000.00. Rosalyn R. Bott seconded the motion and it was approved 4 - 0.

A twenty-four hour timer installed would allow 2 primary wells to operate during the night and early morning hours. An automatic override would allow the wells to operate during the day if an alarm condition occurred.

Post Office

Rosalyn R. Bott, Postmaster, mentioned that the Post Office was in need of normal wear and tear, ie. repairs of flooring, door, and windows. A motion by Gophery H. Richardson and seconded by David A. Jarinko to also have Town Administrator Stanley Hearne confer with Commissioner Joseph G. Letts, Sr., who is in charge of buildings. Vernon L. Bryant, Contractor has been suggested and approved. Motion was approved 3-0 1 abstaining (Bott).

Accounts Payable

David A. Jarinko motioned that the Accounts Payable be approved, seconded by Rosalyn R. Bott and approved 3-0 1 abstaining (Richardson).

Senator William Amoss

Senator Amoss asked the Commissioners what he could do to help them with their projects. The Town is concerned if the Comfort Station at the Boat Ramp will still be a reality as well as off-street parking for boat ramp and emergency loading for fire rescue boat. General discussion was held on the Tax Differential, Schools, and Critical Area Commission.

Respectfully Submitted,

Doris Berry, Town Clerk

LIST OF BILLS PAID AS APPROVED
DURING TOWN MEETING OF 11/9/93

GENERAL ACCOUNT

TREASURER CECIL COUNTY - deputies		1409.26
TREASURER CECIL COUNTY - gasoline		72.18
STANLEY'S - office supplies		11.00
ALARM SYSTEMS OF MD - alarm system		18.00
COPCO:		
Town Hall -	128.14	
Garage -	24.41	
Boat House -	13.14	
	<u>165.69</u>	165.69
KEITH BAYNES:		
R. Richardson; Town -	225.00	
H. Hall, C. Metz -	337.50	
	<u>562.50</u>	562.50
MAC'S SHACKS - 1 portable toilet		<u>55.00</u>
	Subtotal	2293.63

SPECIAL ACCOUNT

RUSSELL'S SUNOCO - gasoline + 36.00 (11/1/93)		62.00
WESTERN AUTO - antifreeze		7.88
AMERICAN HOME & HARDWARE		39.30
WYN TWITCHELL - grass cutting cemetery (10/11-11/3/93)		250.00
COPCO - street lights		<u>1104.84</u>
	Subtotal	1464.02

UTILITY ACCOUNT

SEWAGE

COPCO:		
Sta. #1 -	284.24	
Sta. #3 -	104.70	
Lift Sta. -	13.36	
Rte. 7 -	30.23	
	<u>432.53</u>	432.53
TATMAN & LEE - sewer, lateral inspection		23.50

ACCOUNTS PAYABLE (cont'd.)
11/09/93

UTILITY ACCOUNT (cont'd.)

WATER

COPCO:

Well 1 -	18.25	
Well 3 -	230.25	
Tank -	<u>308.60</u>	
	557.10	

557.10

TATMAN & LEE - manhold rehab. project

1028.41

Subtotal

2041.54

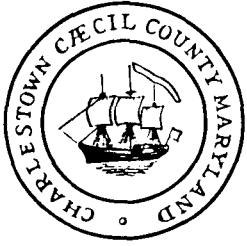
TOTAL

5799.19

NOTE: Bill for 100 copies of the "Early History of Charlestown"
was approved during the meeting of November 9, 1993
and also paid from the General Account.

100.00

5899.19



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

**MEETING
MINUTES**
November 11, 1993

A special meeting was held to discuss the final payment for street paving at 10:00 a.m. Commissioners present were Russell U. Farrell, Jr., David A. Jarinko, and Joseph G. Letts, Sr., as well as Town Administrator Stanley W. Hearne. Tatman and Lee Associates was represented by Peter D'Adamo and Jim D'Orazio. Dean Simpson was there on behalf of Corun and Gatch, Inc.

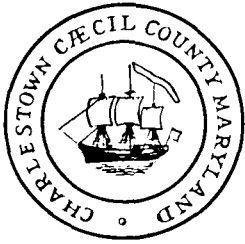
The final payment to be made to Corun and Gatch was discussed. An agreement was reached to reduce the bill from \$70,316.96 to \$60,582.96. Tatman and Lee will modify the existing bill and provide details of the changes.

Commissioner Jarinko made a motion, seconded by Commissioner Letts, to pay Corun & Gatch \$60,582.96 as final payment for paving work done in Charlestown, Maryland. Motion passed 3-0.

Meeting adjourned at approximately 10:40 a.m.

Respectfully submitted,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator



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

NOVEMBER 23, 1993

WORKSHOP MEETING

The Workshop Meeting of the Town Commissioners of Charlestown was called to order at 7:30P.M. by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott and Joseph G. Letts. Also present was Stanley W. Hearne; Town Administrator. Audience attendance sheet is attached.

Crossing Guard - Charlestown Elementary

Jerry Barr and some other town residents ask the Board if they could possibly help them in getting a crossing guard to assist the elementary children crossing Baltimore Street. Jerry Barr stated that a couple of the fifth graders usually help the smaller children but sometimes the fifth graders are unavailable. After some discussion the Board said we will contact North East and Perryville Town Halls to see what they are doing about crossing guards. The Board discussed several options but they will table until they have more information. Commissioner Joseph Letts told the citizens he would help them as much as he possibly could.

Plaque - Don E. Stanley

Russell Farrell presented former Commissioner Don E. Stanley with a plaque for his dedicated service on the board - January 1987 until January 1991. President Russell Farrell told Mr. Stanley that the Board intended to present him with the plaque a long time ago but the wording on the first plaque was crooked.

Minutes - November 9 and November 11

Rosalyn R. Bott made a motion to approve the minutes of November 9, 1993. Russell Farrell seconded the motion and the motion passed 2-0-1 with Joseph Letts abstaining.

Joseph Letts made a motion to approve the minutes of November 11. Russell Farrell seconded the motion and it passed 2-0-1 with Rosalyn Bott abstaining. Russell Farrell stated that the meeting of November 11, was with Corun and Gatch where after some extended negotiations the Board decided to pay them 60,582.96 as the last payment on the road resurfacing contract once they provide us with a Contractor's Affidavit of Payment of Debts and Claims. Stanley Hearne told the Board there was a problem with the Contractor's Affidavit of Payment of Debts and Claims. The agency that issued the consent of surety went out of business. Mr. Hearne stated that he was advised by the town engineer that we should get legal advice from our attorney, but our attorney is out of town until next week. After some discussion Joseph Letts

made a motion to run the surety issue past Keith Baynes, Town Attorney and on his approval we make full payment to Corun and Gatch. Rosalyn Bott seconded the motion and the motion passed 3-0.

Draft Comprehensive Plan

The Board tabled the Comprehensive Plan discussion until next meeting.

Proposed Route 7 Annexation

Russell Farrell told the Board everything is proceeding and the Public Hearing regarding the Route 7 annexation will be held at the Town Hall December 7, 1993.

Charlestown Manor Annexation

Russell Farrell stated everything is on track regarding the election that is to be held at Olga Ganderton's garage in Charlestown Manor on November 26, 1993.

Capital Improvement Project Review Procedures 93-3

Russell Farrell presented the Capital Improvement Project Review Procedures 93-3 for discussion. After some discussion JoeLetts made a motion to adopt 93-3. Rosalyn Bott seconded the motion and it was approved 3-0,

Reappointments - Charlestown Historic District Commission

Russell Farrell stated that he had a letter from Nelson H. McCall requesting reappointments to the Charestown Historic Commission for Linda Slicer, Rebecca Phillips, and himself. Rosalyn Bott made a motion to reappoint Linda Slicer, Rebecca Phillips and Nelson H. McCall to serve another term of 3 years. Joseph Letts seconded the motion and it was approved 3-0.

Reappointments - Board of Appeals

Russell Farrell stated that Lambert Muller-Thym was also up for reappointment. Joseph Letts made a motion to to reappoint Lambert Muller-Thym to serve another term on the Board of Appeals. Rosalyn Bott seconded the motion and it was approved 3-0.

Charlestown Planning and Zoning Commission

Russell Farrell stated there was some mix up reagarding reappointments to the Zoning Board. There is supposed to be someone up for reappointment on the Zoning Board every year but back in 1991 for some reason the Board reappointed Darlene McCall and Janet Shriver and now this year we do not have anybody to reappoint. Russell Farrell stated he spoke with Darlene McCall about the situation and she suggested she be terminated and then reappointed to serve another term. Russell Farrell ask for a motion to take care of the termination and reappointment of Darlene McCall. Rosalyn Bott made a motion to terminate

Darlene McCall from the Charlestown Planning and Zoning Commission. Joseph Letts seconded the motion and it was approved 3-0. Rosalyn Bott made a motion to reappoint Darlene McCall to another 5 year term. Joseph Letts seconded the motion and it was approved 3-0.

Cecil Harford Fireman's Association - Hall of Fame

Russell Farrell stated the Cecil Harford Fireman's Association was asking for a donation to purchase an honor roll plaque to list all the names of all the individuals who are in the Cecil Harford Hall of fame and place the plaque in the Northeast Regional Training Center in Aberdeen. The cost of the plaque is \$1200 and they would like some kind of donation. After some discussion Joseph Letts made a motion to donate \$100 to the Cecil - Harford Fireman's Association Hall of Fame. Russell Farrell seconde the motion and it passed 2-0-1 with Rosalyn Bott abstaining.

Denis Richardson - Hammons Sewer Cut

Denis Richardson called Stanley Hearne and ask him if would ask the Board if he could contract someone to repair the road on Ogle Street versus Paul's Utility doing the repair. The Board said they already had an agreement with Paul's Utility to do the repair and they were going to abide by that decision.

Walking Track

Rosalyn Bott told the Board she would hope that they could try and get something started on the walking track. She said Commissioner Jarinko spoke with Charles Mars and he could go all the way around the track on the inside or the outside for \$40 an hour but it would be gravel and not blacktop. Rosalyn Bott suggested the Board go up and take a look at what can be done in \$40 hour increments with the Town supplying the material.

Accounts Payable

Joseph Letts made a motion to pay the bills as amended with the stipulation that we do not pay the Cecil County Department of Public Works until we get the signed sewer agreement from the County Commissioners. Rosalyn Bott seconded the motion and it was approved 3-0.

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

Respectfully Submitted,

JoAnn Speck

LIST OF BILLS PAID AS APPROVED
DURING TOWN MEETING OF 11/23/93

General Account

Ck. #1649	Tatman & Lee Associates, Inc. Comprehensive Plan	1,860.00
#1650	Charles Mars - Installing Posts-Water St.	160.00
#1651	Cecil Whig - Ordinance #93-1	47.20
#1652	AT & T	56.06
#1653	C & P Telephone	222.78
#1654	Charlestown Fire Co. - Annual Drive	<u>1,120.00</u>
	Total	<u>3,466.03</u>

Special Account

Ck. #2422	Maryland Materials - F.O.B. Quarry	10.52
<u>Cemetery Acct.</u>		
Ck. #2423	Charles Mars - Level Dirt, Remove Tree, Clean-Up	<u>200.00</u>
	Total	<u>210.52</u>

Utility Account

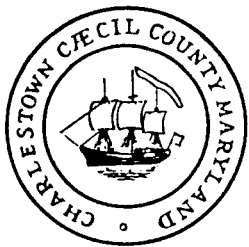
Sewer Acct.

#1319	Cecil County Department of Public Works	<u>34,390.53</u>
	Subtotal	34,390.53

Water Acct.

#1317	S T Environmental Services - December, '93	2,493.50
#1318	C & P Telephone	<u>64.58</u>
	Total	<u>36,948.61</u>

Grand-Total 40,625.16



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Grand-Total 40,625.16

Town of Charlestown
Town Meeting Minutes

December 7, 1993

The Special Meeting of the Town Commissioners of Charlestown 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 Joseph G. Letts, Sr. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

Pending Business

The first order of business was Resolution 93-3 for the Route 7 annexation of certain parcels: Parcels # 941, 573, 525, 260, 1242, 359, 259, 388 and the access road going back into parcel #259 that lies between parcels #388 and 259. President Farrell stated this is basically the Trinity Woods subdivision and five parcels of land between Trinity Woods and Route 7 and Rose Kist's property. The resolution was initially introduced on October 26, 1993, there was a 45 day waiting period during which it was advertised and this is the public hearing. There were no comments from the public for or against the annexation. Discussion followed regarding where the line runs to hook up these properties. President Farrell called for a motion on Resolution 93-3. Commissioner Botts made a motion that the Town annex the properties previously named. Commissioner Letts asked about Mrs. Kist's property. Commissioner Bott said she has the easement agreement and she's supposed to get with Mr. Smith but she doesn't know if he'll sign it but wherever she goes in, she's got to have an easement. Commissioner Jarinko said if she gets an easement, she gets water; if she doesn't get an easement she's annexed without utility at this time. Motion already made by Commissioner Bott was seconded by Commissioner Letts. Motion passed 5-0. President Farrell stated we have to wait 45 days before the annexation becomes final. Commissioner Bott said we already have one person wanting in and asked if they would have to go through it again. President Farrell stated that would have to a separate annexation and that's why we recommended that they get together as a group.

President Farrell stated we have a proposed agreement between the Town and Mr. West to hookup at this time and not wait the 45-day period. Mr. West said he has a contract for sale on his house to be settled when this agreement is done and stated this was agreed to at the last meeting. President Farrell and Mr. West signed the agreement and a copy of the agreement was given to Mr. West. Commissioner Bott asked if we had a water meter for Mr. West's property. Commissioner Letts said we bought 10-11 of them and asked Mr. Hearne if we had bought any caps. Mr. Hearne said he had bought the meters only. Commissioner Letts stated it was agreed to buy the caps the same day we agreed to buy the water

meters.

New Business

President Farrell stated the next order of business was the voter registration list. Commissioner Jarinko suggested that President Farrell read the list and if there's anyone who shouldn't be on the deletion list we will note them. During the reading of the list, two names were noted to be kept on the voter registration rolls. Commissioner Bott stated Gerald Daniels lives in town and Commissioner Letts stated Dawn needs to change her name from Maichle to Wilson but President Farrell said she could send the absentee ballot under Maichle and later get her name changed. President Farrell stated a letter will be sent to the individuals to be deleted and if they do not contact the Town they will be dropped from the roll. President Farrell said on the duplicate listing, William L. Underwood would be deleted and William Larry Underwood would be retained. President Farrell asked if there was a motion to accept these amendments to the official voter registration list of the Town of Charlestown. Motion was so made by Commissioner Jarinko, seconded by Commissioner Bott. Motion was passed 5-0.

President Farrell asked for authority to pay the election judges and Mr. Hearne for their time that day. The head judge usually gets \$90.00 and the other judges \$75.00. Mr. Hearne put in 13 hours that day. It was decided to pay the judges as stated. Discussion followed regarding the necessity of having Mr. Hearne, a town employee, there when the Town has an election board who are responsible for the election. Although it was unclear whether Mr. Hearne was authorized to work the entire time, the Board agreed to pay Mr. Hearne for his time. He will be paid at the regular rate for 13 hours.

President Farrell asked how many names are on the shut-off list. Commissioner Bott stated they were Steve & Beverly Burchett, Howard Hall, Michael & Karen Grace, David & Marie Crockett, Betty Seifred, Kenneth & Mary Rasnake, and Barbara Smith.

Commissioner Letts reported the work Commissioner Bott wanted done should be started late this month or the first of January. The water cooler would be put in at the same time. The big thing would be the door.

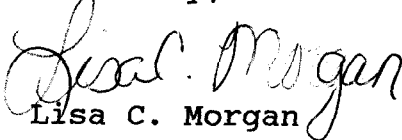
President Farrell said he would like to sit down with Mr. Pinder, probably with Commissioner Bott, to figure out the best way to move money around to pay off the remainder of the outstanding sewer loan on which we owe approximately \$140,000.00. The Board discussed why it should be paid off now versus paying it off gradually. The Board agreed to ask Mr. Pinder's opinion and also, ask Mr. D'Adamo what other towns' costs and experiences have been with 20-30 year old sewer systems. This matter will be discussed

further at the next meeting.

Commissioner Bott stated she had not gotten a hold of Charles Mars about the parks situation, the walking track, and asked if any of the other Commissioners saw him, to make an appointment with him so the Board could get moving on this. She also said Mr. Tamargo offered four slabs of cement from his sidewalk the Town could use at the fishing pier. Commissioner Letts said the material should be new and they were holding off until spring to make improvements. President Farrell asked Commissioner Jarinko about the boarding ladders. Commissioner Jarinko said we are just getting prices but they won't install them. Commissioner Bott mentioned that this Board or the next one needs to look at the stone pier because the pier is spreading out and that the rocks there would have to be moved or more rocks put in and we'd probably need a permit to do it. Commissioner Jarinko said it may come under maintenance.

President Farrell asked if there was any further business to be discussed. There wasn't any. The meeting was adjourned at 8:28 p.m. by President Farrell.

Sincerely,


Lisa C. Morgan

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/7/93 TIME: 7:30 PM

Dreg West
Larry Portek
McKinney

LIST OF INDIVIDUALS TO BE DELETED FROM
TOWN VOTER REGISTRATION ROLL BECAUSE THEY HAVE MOVED

<u>NAME</u>	<u>ADDRESS</u>
BARROW, RONALD CLARENCE	325 CAROLINE ST., PO BOX 346
BARROW, RONALD CLARENCE JR.	325 CAROLINE ST., PO BOX 346
BARROW, SHIRLEY VIRGINIA	325 CAROLINE ST., PO BOX 346
BLAKELEY, TRICIA LYNN	622 LOUISA LA., NORTH EAST
BLANKENSHIP, NANCY L.	16 WOODLAND TERR.
BOTT, JAY N.	216 CAROLINE ST., PO BOX 175
BOWLIN, JOHN WOODROW	412 CHARLESTOWN PL., PO BOX 326
BRENEGAN, ALICIA M.	417 CAROLINE ST., PO BOX 453
BRENEGAN, PAUL A.	417 CAROLINE ST., PO BOX 453
BROWN, ALBERT DARRELL	510 RIVERVIEW AVE., PO BOX 507
BRYANT, PAULINE M.	130 CONESTOGA ST., PO BOX 162
BRYANT, VERNON L.	130 CONESTOGA ST., PO BOX 162
BURCHETT, RAY A.	527 RIVERVIEW AVE.
BURCHETT, RITA J.	527 RIVERVIEW AVE.
BURTON, WALTER LEONARD	1331 W. OLD PHILA. RD., PO BOX 421, NORTH EAST
CASSIDY, DOREEN G.	630 WATER ST., PO BOX 334
CHARLTON, MARK PAUL	226 MARKET ST., PO BOX 82
CHARLTON, ROBIN RESCH	226 MARKET ST., PO BOX 82
CHENAULT, AUTRY WILSON	650 LOUISA LA., PO BOX 158, NORTH EAST
COTE, LINDA D.	326 CAROLINE ST.
CRISPIN, DIANE L.	235 FREDERICK ST., PO BOX 328
<i>do not delete</i> DANIEL, GERALD HARRINGTON JR.	537 BLADEN ST., PO BOX 196
DOSS, RODNEY CHARLES	212 CECIL ST., PO BOX 98
DUNWODY, WILLIAM MCINTOSH	232 BLACK AVE., PO BOX 427

LIST OF INDIVIDUALS TO BE REMOVED FROM
TOWN VOTER REGISTRATION ROLL BECAUSE THEY HAVE MOVED

EMDUR, FRED WOLF	630 WATER ST., PO BOX 395
FARDELMANN, RANDALL EDWARD	604 CALVERT ST.
HARMON, STACY F.	726 CALVERT ST., PO BOX 208
HERRON, JUDITH ANN	572 BALTIMORE ST.
HERRON, KATHLEEN RENEE	572 BALTIMORE ST., PO BOX 59
<i>do not delete</i> - MAICHLE, DAWN MARIE	318 CATHER AVE., PO BOX 158
MANSFIELD, WADE ANTHONY	219 MARKET ST., PO BOX 262
MCMULLEN, MELISSA A.	308 MARKET ST., PO BOX 406
MENTZ, HUBERT CALVIN JR.	572 BALTIMORE ST., PO BOX 427
MOORE, TRACEY LYNN	528 CHARLESTOWN PL., PO BOX 104
NEWSWANGER, GINGER SUE	530 RIVERVIEW AVE., PO BOX 54
PALMER, ROBERT JOEL JR.	424 CALVERT ST., PO BOX 282
PATCHELL, BETTY J.	338 COLONIAL DR., PO BOX 39
PATCHELL, CHARLES ALLEN	337 BALTIMORE ST., PO BOX 414
PLANK, DONN MATHIAS	325 MARKET ST.
PLANK, SCOT B.	325 MARKET ST., PO BOX 321
RACINE, CHARLES W. 3RD	401 BALTIMORE ST.
REYNOLDS, GINGER SUE	53D RIVERVIEW AVE., PO BOX 54
REYNOLDS, WORRELL LEE JR.	530 RIVERVIEW AVE., PO BOX 54
SAUNDERS, WAYNE N.	223 CONESTOGA ST.
SETTLEMYRE, CYNDI BRYANT	130 CONESTOGA ST.
SETTLEMYRE, DONALD ALAN	130 CONESTOGA ST.
SIMPERS, JOHN WILLIAM JR.	127 CONESTOGA ST., PO BOX 283
STERLING, CHERYL L.B.	247 CONESTOGA ST., PO BOX 371

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TOWN VOTER REGISTRATION ROLL BECAUSE THEY HAVE MOVED

STYER, DAMON ANDREW	322 MARKET ST., PO BOX 33
TAMARGO, ROBI ELIZABETH	333 MARKET ST., PO BOX 127
TRIMBLE, ANN L.	335 TASKER LA., PO BOX 417
TRIMBLE, GARY W.	335 TASKER LA., PO BOX 417
VANDERVORT, MARCIA A.	705 WATER ST.
WEAVER, MARVIN DALE	401 CAROLINE ST., PO BOX 415

LIST OF INDIVIDUALS TO BE REMOVED FROM
TOWN VOTER REGISTRATION ROLL BECAUSE THEY ARE DECEASED

<u>NAME</u>	<u>ADDRESS</u>
CHILCOAT, ADA M.	523 CALVERT ST., PO BOX 125
HENSLEY, ARKIE M.	16 COOPER AVE., PO BOX 114
JACKSON, MARIAN B.	223 CONESTOGA ST.
KING, ETHEL S.	420 TASKER LA.
KING, HARRY JR.	420 TASKER LA.
MURPHY, THEODORE R.	334 BALTIMORE ST.
RITTER, RALPH G.	534 CHARLESTOWN PL.

DUPLICATE LISTING OF INDIVIDUALS ON REGISTRATION ROLL

<u>NAME</u>	<u>ADDRESS</u>
<i>delete</i> UNDERWOOD, WILLIAM L.	533 BLADEN ST., PO BOX 365
UNDERWOOD, WILLIAM LARRY	533 BLADEN ST., PO BOX 365

PAGE 37

LIST OF REGISTERED VOTERS EFFECTED BY
CHARLESTOWN MANOR ANNEXATION

<u>NAME</u>	<u>ADDRESS</u>
BOULDEN, FRED R.	89 EDGEWATER AVE.
BOULDEN, GLENN DAVID	99 EDGEWATER AVE.
CROCKETT, WANDA L.	117 EDGEWATER AVE.
DEMOND, LOUCRETIA ANN	91 EDGEWATER AVE.
DIAMONTE, BETTY L.	93 CLEARVIEW AVE.
DIAMONTE, OLIVER A.	93 CLEARVIEW AVE.
FULMER, DORATHY LOUISE	83 EDGEWATER AVE.
FULMER, RICHARD JOHN	83 EDGEWATER AVE.
GANDERTON, OLGA J.	75 EDGEWATER AVE.
GANDERTON, OLGA JEANETTE	75 EDGEWATER AVE.
GOOD, BETTY J.	108 EDGEWATER AVE.
GOOD, RODNEY CHARLES	108 EDGEWATER AVE.
HUTCHISON, DAVID T.	111 EDGEWATER AVE.
HUTCHISON, MILDRED SUZANNE	111 EDGEWATER AVE.
HUTCHISON, WALTER MITCHELL	111 EDGEWATER AVE.
SCHOCH, FRANCIS N.	15 SCHOCH DR.
SCHOCH, HELEN R.	15 SCHOCH DR.
SCHREFFLER, DEBORAH MARIE	93 EDGEWATER AVE.
SCHREFFLER, RACHAEL LYN	93 EDGEWATER AVE.
SCHREFFLER, WILLIAM ARTHUR	93 EDGEWATER AVE.
SPECK, CARL L.	119 EDGEWATER AVE.
SPECK, JOANN	119 EDGEWATER AVE.
SPECK, MELISSA MICHELE	119 EDGEWATER AVE.
WOOD, DENNIS RAY	91 EDGEWATER AVE.

AGREEMENT

WHEREAS, the Town of Charlestown, (hereinafter known as Town) has available water and sewer services for properties lying within and without the Town boundaries;

WHEREAS, Town will provide services for properties lying outside of its boundaries only upon execution of a written agreement as set forth in Ordinance 91-3, Section II, Chapter 12, Article I, Water; and

WHEREAS, Gregory N. West, (hereinafter known as West) is in need of the services provided for by Town, but his real property lies outside of the said boundaries and West is agreeable to setting forth in writing an agreement as required by the said Ordinance.

THEREFORE, pursuant to Paragraph 12-102 of the aforesaid Ordinance, West does hereby agree for himself, his heirs, successors and assigns as follows:

1. That the subject real property shall be annexed into the Town of Charlestown, Maryland upon the request of Town;
2. That the usage of the subject real property shall remain single family residential;
3. That Town shall be entitled to all reasonable steps to collect any late, delinquent or unpaid bills for utility services;
4. That West understands that he shall be responsible for all costs incurred by Town in collecting any late, delinquent or unpaid bills and that all such unpaid bills shall constitute a lien

against the subject real property;

5. To abandon his current well upon completion of hook-up to Town's water system, and to allow unannounced inspections by Town's representatives of the previous well site; and

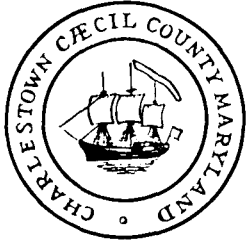
6. To record this executed agreement among the Land Records of Cecil County at his expense.

Town agrees that upon completion of the foregoing and payment of all normal, customary and reasonable fees charged to persons whose property lies outside of Town's boundaries to allow and permit West to connect to Town's water lines and sewer lines.

It is so agreed this _____ day of _____, 199__ by the President of the Board of Commissioners of the Town of Charlestown and Gregory N. West.

President of the Board
of Commissioners
Town of Charlestown
Charlestown, Maryland 21914

Gregory N. West
1237 West Old Philadelphia Road
North East, Maryland 21901



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

SPECIAL TOWN MEETING
DECEMBER 7, 1993

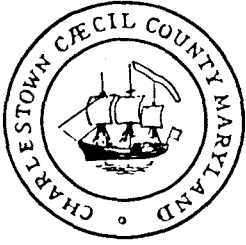
7:30 P.M.

Pending Business

- Rte. 7 Trinity Woods annexation hearing

New Business

- updating voter registration rolls



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

REGULAR MEETING

DECEMBER 14, 1993

The Town Commissioners meeting of December 14, 1993, was called to order by President Russell U. Farrell, Jr. Other Commissioners present were: Rosalyn R. Bott, David A. Jarinko and Gophery H. Richardson. Commissioner Joseph G. Letts, Sr., was absent due to his work schedule. Also attending: Stanley W. Hearne, Town Administrator. A list of persons attending the meeting is attached including the Boy Scout Troop earning their badges.

Chesapeake Care Resources

Cordell Wilen, American Engineers; Janet Moses, Director of Chesapeake Care Resources; and Mike Powell, Board member of Chesapeake Care Resources and also of Coldwell Bankers Realtors, discussed with the Commissioners an area of Ogle Street and the Price & Price Survey. The area shown to the buyers was inaccurate and they will have to go to the Board of Appeals to seek a variance. A motion by David A. Jarinko to continue the practice of not selling or leasing any part of any street, including the stub end of Ogle Street south of Charlestown Place. Motion was seconded by Rosalyn R. Bott and was unanimous.

Robert P. Lewis - Water Run-Off

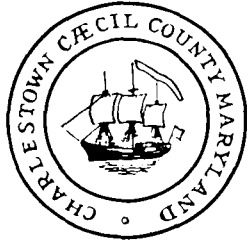
Robert P. Lewis complained about the water run-off from Richard Whitby and Peter Arfaa properties on to his. He would like to put a retaining wall in between Arfaa's property and his. Stan Hearne, Town Administrator will get the County to come down and investigate or perhaps the Wetlands Division.

Ronald Daniels - Charlestown Fire Company

Ronnie Daniels, Chief of Charlestown Fire Company, made a request through Commissioner David A. Jarinko for the need of a street light to be installed at the foot of Louisa Lane (at the small cove), the area of the fire rescue boat. David A. Jarinko said there is no objections and made a motion for a street light to be installed. Motion was seconded by Gophery H. Richardson and passed unanimously.

Jerry Barr - School Crossing Guard, Charlestown School

Jerry Barr, representing the P.T.A., or giving the impression of representing the P.T.A. of the Charlestown Elementary School, was inquiring if anything had been decided since the meeting of November 23, 1993. She discussed the



Town Commissioners of Charlestown
Post Office Box 154
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REGULAR MEETING

- 2 -

DECEMBER 14, 1993

possibility of a crossing guard at the school, of a blinker light being installed, or even adults of the town taking turns guarding at the crossings. No definite decision was made.

Boat Slip Tax

A Boat Slip tax was discussed. The Maryland Municipal League upheld Havre de Grace's Boat Slip Tax. A questionnaire will be sent out to the residents of Charlestown to ask their opinion concerning the taxing of boat slips.

Forest Conservation Act

A Forest Conservation Act was enacted to protect the forests of Maryland. A copy of the Forest Conservation Manual is on file. Rosalyn R. Bott made a motion to adopt the Forest Conservation Act, Ordinance #93-6. Motion was seconded by David A. Jarinko and passed 3 - 1 (Richardson abstaining).

Charlestown Comprehensive Plan

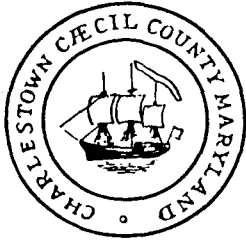
Rosalyn R. Bott made a motion to adopt the final Comprehensive Plan with the amendments and changes made. Motion seconded by Gophrey H. Richardson. Motion passed unanimously for final draft. Map to be changed to show annexation.

Ordinance #93-4

A motion by Rosalyn R. Bott to pay the balance of the Sewer System - G. E. Capital Loan, was seconded by Joseph G. Letts, Sr. and approved 4 - 0.

Ordinance #93-5

Ordinance #93-5 relates to Management of Streets, Roads, and Parking Facilities within the corporate limits of the Town of Charlestown, including speed limits. David A. Jarinko made a motion to approve Ordinance #93-5, seconded by Rosalyn R. Bott and approved 4 - 1 (Letts abstaining).



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

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REGULAR MEETING

- 3 -

DECEMBER 14, 1993

Olga Ganderton - Charlestown Manor

In consideration of Olga Ganderton offering her garage as the polling place for the Charlestown Manor election, the Commissioners wanted Mrs. Ganderton to be invited to our "Open House" and to receive flowers or a Christmas plant.

Commissioner Joseph G. Letts, Sr.

Commissioner Letts was able to attend the latter part of the Town meeting, stating that he was not on the Cecil County Sheriff's time even though he was in uniform.

Malcolm Starling

Malcolm Starling had put a building permit in to the Planning and Zoning Commission for a fence on his driveway. The permit was forwarded to the Town Commissioners by the Planning and Zoning Commission. There is a Town owned lot between Starling's property and the Beachcomber property and part of Starling's driveway is on Town property, and therefore, cannot be fenced.

Mark Connors

Mark Connors has several empty parcels across from Clearview Road down to the area of Delaware Avenue that he would like to have annexed to the Town and be able to receive a water line, perhaps by late summer.

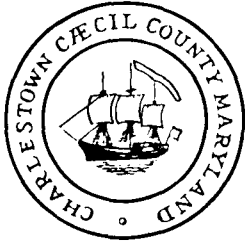
Accounts Receivable

A motion by Rosalyn R. Bott to approve the General Account bills was seconded by David A. Jarinko. Motion passed 3-0-1 abstaining (Letts).

A motion by David A. Jarinko to approve the remaining Accounts bills was seconded by Joseph G. Letts, Sr., and approved 3-0-1 abstaining (Richardson).

Minutes - November 23, 1993

Joseph G. Letts, Sr. made a motion to approve the minutes of November 23, 1993. Motion seconded by Rosalyn R. Bott and approved 3-0-2 abstaining (Richardson and Jarinko).



Town Commissioners of Charlestown
Post Office Box 154
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REGULAR MEETING

- 4 -

DECEMBER 14, 1993

Charlestown Charter Books

Charlestown Charter Books are needed, but will be put on "hold" until the annexations, etc. are completed.

Sewer Service

Daily sewer flows and quarterly readings had the lowest reading for the current year except during March. It went as high as 250,000 gallons with taking in high rainfall. A Commissioner should be appointed to check with the main station monitor and representative of the County to get the readings, as did Edgar A. McMullen, Sr. Manhole work should be monitored and looked at for the problems from manhole to manhole if necessary.

Christmas Party - 1993

A Christmas Open House will be held December 22, 1993, at the Town Hall from Noon on until ????. Past Commissioners will be invited as well as the various Board members, Widows of Commissioners, Cecil County Sheriff Kennedy and staff, etc.

Town Meeting

A Special Town Meeting will be held on December 28, 1993, at 7:30 P.M.

Meeting adjourned 9:20 P.M.

Respectfully Submitted

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

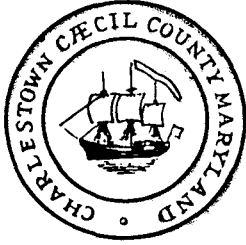
DATE: 12/14/93

TIME: 7:30 PM

Nadell P. Wilson
Margaret Berger Miller
Mike Kall
Jane D. Moses
Kimberly & Lee Davis
Bryan Olds
Tim Spakeley
Paul Thompson
Brian Berry
Dennis Berry
Luke Yachley
Robert Henderson III
Nathan Wilson
Eric Fleckenstein
Ron Fortin
Jeremy Ford
Gregg Parker
Allan Parker
David J. Parker
Tanda VanHoose
Jason VanHoose
Ronald Moore
Ken Blankenship

Mary Jane Ford
Jeremy L. Ford
Kodak J. Wilson

Carol A. Moore
Heri J. Barr
Robert P. Lewis



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

Phone 410-287-6173

December 14, 1993

Nelson H. McCall, Chairman
Charlestown Historic District Commission
Post Office Box 57
Charlestown, Maryland 21914

Dear Chairman McCall;

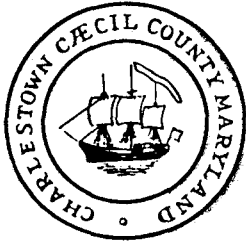
The recent appointments to your Commission caused me to consider that it may be in the Town's best interest to formally remind you of the expiration dates for the currently active 3 year terms of your Commission members. They are:

Ruth Wright	31 January, 1995
Diane M. Letts	31 January, 1995
Elizabeth Henry	31 January, 1996
Charles D. Murphy	31 January, 1996
Nelson H. McCall	31 January, 1997
✓ Rebecca Phillips	31 January, 1997
Linda S. Slicer	31 January, 1997

I hope that this information proves useful to you.

Sincerely,

Russ Farrell, President
Town Commissioners of Charlestown



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

Phone 410-287-6173

December 14, 1993

Nelson Howard McCall, Chairman
Charlestown Board of Appeals
Post Office Box 57
Charlestown, Maryland 21914

Dear Chairman McCall;

As a follow-up to the Commissioners appointment of Mr. Muller-Thym to the Board of Appeals for a new 3 year term, I felt it worthwhile to remind you of the terms of all Board members. They are;

Nelson Howard McCall	through	13 November, 1994
Edgar A. McMullen, Jr.		13 November, 1995
Lambert Muller-Thym		13 November, 1996

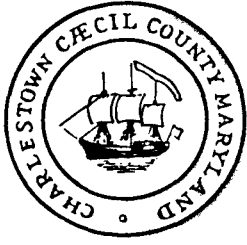
Alternate;

Willard R. Slicer		13 November, 1996
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I hope that this information is useful to you.

Sincerely,

Russ Farrell, President
Town Commissioners of Charlestown



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

Phone 410-287-6173

December 14, 1993

Darlene McCall, Chairman
Planning and Zoning Commission
Post Office Box 57
Charlestown, Maryland 21914

Dear Chairman McCall;

Based on recent events, I thought that it might prove useful to provide you an updated listing of the expiration dates for your Commission members current 5 year terms. They are:

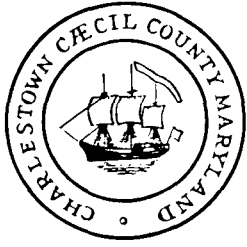
Tom Hartenstine	13 November, 1994
Janet Shriver	13 November, 1995
Hershel Armour	13 November, 1996
Nancy Bowles	13 November, 1997
Darlene McCall	13 November, 1998

I hope that this list proves helpful.

Sincerely,

A handwritten signature in cursive script, appearing to read "Russ Farrell".

Russ Farrell, President
Town Commissioners of Charlestown



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

AGENDA

DECEMBER 14, 1993

7:30 PM - Ronnie Daniels
Robert Lewis
Chesapeake Care Resources

Old Business

Boat Slip Tax
Forest Conservation Act
Comprehensive Plan
Town House
Approval of Minutes

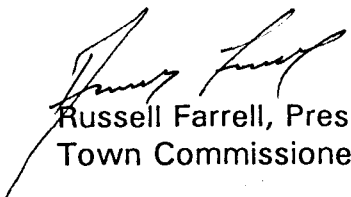
Pending

New Business

Olga Ganderton
Malcolm Starling Property
Accounts Payable

TENTATIVE CHARLESTOWN POLICE SCHEDULE
6 DECEMBER 1993 - 1 MARCH 1994

Saturday	11 December, 1993	7pm - 11pm
Saturday	18 December	5pm - 9pm
Sunday	26 December	1pm - 5pm
Friday	31 December	5pm - 9pm 9pm - 1am 1am - 5am
Saturday	1 January, 1994	3pm - 7pm
Saturday	8 January	7pm - 11pm
Sunday	9 January	1pm - 5pm
Saturday	15 January	5pm - 9pm
Friday	21 January	7pm - 11pm
Saturday	22 January	1pm - 5pm
Sunday	23 January	11am - 3pm
Saturday	29 January	7pm - 11pm
Saturday	5 February	5pm - 9pm
Friday	11 February	3pm - 7pm
Saturday	12 February	11am - 3pm 7pm - 11pm
Saturday	19 February	7pm - 11pm
Sunday	20 February	1pm - 5pm
Saturday	26 February	5pm - 9pm 9pm - 1am


Russell Farrell, President
Town Commissioners of Charlestown

GENERAL ASSEMBLY WANTS TO KNOW ABOUT OBSOLETE STATE MANDATES

As part of the General Assembly's new effort to review unnecessary state mandates on local government, the League has been asked to provide a list of state mandates that are "obsolete, archaic or no longer relevant in today's environment." If you are aware of any state-originating mandates that fit into this category, please contact MML headquarters no later than Wednesday, December 22, 1993. Contact: Steve McHenry or Jim Peck

BOAT SLIP TAX UPHELD ON APPEAL

The Maryland Court of Special Appeals last month upheld the authority of the City of Havre de Grace to impose and collect a user fee based on rental charges for the docking and storage of boats. The Court further rejected plaintiffs' claims that the municipal ordinance imposing the fee was void for vagueness. Lastly, the Court in its decision clearly upheld the obligation of affected marinas to collect users fees imposed by the ordinance at the time that rental fees are collected and remit to the City the user fees collected. Plaintiffs declined to further appeal the ruling of the Court.

Authority to impose boat slip user fees is derived from MML sponsored legislation passed by the Maryland General Assembly in 1992. Individuals wishing to obtain a copy of the Court's opinion in this case may do so by contacting the League office. Contact: Jim Peck

FREE DISABILITY AWARENESS AND AMERICANS WITH DISABILITIES ACT (ADA) TRAINING

Recognizing that small businesses and local governments are often unable to devote resources to learning about disability issues and the ADA, the Maryland Coalition for Disability Awareness (MCDA) was formed to provide this type of information.

Cheryl Lampkin, Assistant City Manager and ADA Coordinator for the City of Rockville has been trained by the MCDA to provide disability awareness seminars to small businesses and local governments in Maryland.

If your city or town is interested in having Cheryl provide free disability awareness training or an ADA overview presentation please contact her at (301) 309-3300.

MML DELEGATION ATTENDS NLC CONFERENCE

Rosalie Keuchler, Mayor of Rock Hall and President of MML led over 30 municipal officials from Maryland cities and towns in attending the recent conference of the National League of Cities in Orlando, Florida. The conference offered numerous workshops and speakers including Janet Reno, Attorney General of the United States and Robert Reich, U.S. Secretary of Labor. Conference delegates from Maryland held a breakfast caucus meeting where discussion ranged from unfunded

mandates to supporting NLC board candidates. The conference offers the opportunity for local elected officials to network with their peers from around the country.

MUNICIPAL LEGISLATIVE ORIENTATION SEMINAR SLATED FOR JANUARY 12—REGISTER TODAY!

The League has scheduled an informative "Municipal Officials' State Legislative Orientation Seminar" for Wednesday, January 12, 1994, from 1:00 p.m. to 4:00 p.m. in the Senate Reception Room of the James Senate Office Building in Annapolis. This seminar is designed to enlighten elected and appointed municipal officials about the law-making process used by the Maryland General Assembly. The cost for this event is only \$5.00. Registrations must be received by Wednesday, December 29. So register today.

MML STRATEGIC PLANNING EFFORT UNDERWAY

The League's newly formed Strategic Planning Group (SPG) met for the first time November 20 to begin a comprehensive two-month study-effort to develop recommendations on how and what the League staff should be doing as it heads towards the year 2000. The SPG has 22 elected and appointed officials from across Maryland as members, and is chaired by the League's Immediate Past President, Washington Grove Councilor Charles Challstrom. The Group will meet again January 22. Contact: Steve McHenry

DNR OFFERS FOREST CONSERVATION COURSE

The Maryland Department of Natural Resources (DNR) is offering a Forest Conservation Course. It is recommended for landscape architects desiring to submit forest stand delineations and/or forest conservation plans. Classes are about three and one half hours each and meet twice weekly in the evenings for six weeks and once on a Saturday. Three courses will be offered during the winter/spring:

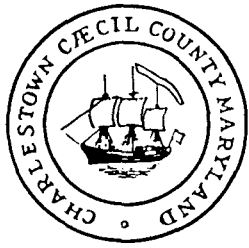
Harford Community College - January 18 through February 24, 1994

Frederick Community College - March 8 through April 19, 1994
Charles County Community College - April 26 through June 2, 1994

For further information, contact DNR at (410) 974-3776.

STREET TREES-A MANUAL FOR MUNICIPALITIES BOOK AVAILABLE

A book expressly written for use by tree commissions, public works directors and others in small towns and cities involved in maintaining street trees, *Street Trees—A Manual for Municipalities* is now available from TreeWorks. TreeWorks is a consulting firm based in State College, PA which works with cities and towns to maintain street trees and other public landscaping.



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

MEMORANDUM: Police Schedule for the Rest of Fiscal Year '94

Attached is the current Proposed Police Schedule, which runs through 1 March, 1994. Based on expenses to date, this will consume \$14,664.38 of the budgeted \$20,000. for Police protection. So far this year, we have been averaging a cost of \$88.54 per 4 hour shift for coverage. This means that for the period 1 March - 30 June, we can schedule 60 4 hour shifts while this represents a significant decrease from the 82 shifts during the same period last year, careful scheduling should provide adequate coverage.

Using recent bills provided by the Sheriff's Department, the cost for a 4 hour shift ranges from \$60.36 to \$105.06, plus about \$.94 1 hour for gasoline. This is because we pay time and one half, based on each deputies salary. Unfortunately, this year has seen a high percentage of the shifts being performed by more expensive deputies, which has caused some additional costs. Note that at \$105.06, we can schedule 50 shifts during the period and at \$60.36, 88 shifts. If the next several months show a decrease in average shift costs, then additional shifts can be scheduled after 1 March.

Because of the provisions of Charter Section 708, more than \$20,000. may not be spent on Police protection without the adoption of a Budget Amendment Resolution transferring funds from one General Account Budget Line to Police protection, in the amount needed, prior to scheduling the additional police protection. It is recommended that the decision whether to amend the 1993-1994 Budget be made before the end of April in order to allow time for the required advertising and public hearings.

Also recommend that the Sheriffs Department be approached about the possibility of capping the time and one half payment to a value such as: "Time and One half for all deputies up to and including the grade of Deputy First Class, and Time and One-half at Deputy First Class grade/or all Deputies above this rank". While this would provide added incentive for the younger officers to work Charlestown, it would not preclude the higher grades from working. And since the more senior deputies do not provide any additional service or added benefit to our Community for the extra pay received, such a pay scale would be fairer for all involved.

Russ Farrell, President
Town Commissioners of Charlestown

**WORKSHOP MEETING
DECEMBER 28, 1993**

MINUTES

The Workshop Meeting of the Town Commissioners of Charlestown 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 Joseph G. Letts, Sr. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

A presentation of a plaque was made by President Farrell to William W. Roff, a former town commissioner, for his service to the Town.

Mr. Michael Poyner, of ST Environmental Services, made the November 1993 plant operations report to the Board. He reported the plant produced 1,686,000 gallons, averaging 60,000 gallons/day which was slightly higher than in October, when the average was 51,000 gallons/day. The residual chlorine in the treated water averaged 0.4 mg/liter with a range of 0.4-0.6 mg/liter and on November 16 the routine monthly sample from the Town Hall was tested for choliform and was negative. He stated there is a continued problem with the soda ash pumps. After discussing whether the Town had spare motors or pumps, it was recommended the Town use the spare BIF pumps and when they go, replace them with pumps which are more suitable for the job. He also reported that on November 10 and 11, the hydrants were flushed but he stated they didn't flush the system during the third quarter. ST Environmental Services wanted to rebate \$360.00, the estimated cost for flushing the system per quarter, to the Town. Commissioner Letts made a motion to accept the check for \$360.00, seconded by Commissioner Jarinko. Motion passed 5-0. Mr. Poyner also stated after flushing the system the last time it didn't seem like it had needed it and suggests perhaps the Town could go to a semi-annual schedule. After discussion, President Farrell asked Mr. Poyner that ST Environmental Services present this proposal to the new Board after January 11, 1994.

A presentation of a banner was made by President Farrell to Mike Miklas, chairman of the 250th anniversary festival committee, for his work on behalf of the Town.

NEW BUSINESS

The next item of business was approval of the Minutes for the Town meeting of 12/14/93. The following amendments were made to these minutes:

page 1, paragraph 2, line 7 should read "leasing any street area, including the stub end of Ogle Street south of Charlestown Place. Motion was seconded"

page 1, paragraph 4, line 1 should read "Commissioner Jarinko

on behalf of Ronnie Daniels, Chief of Charlestown Fire Company, made a request for the"

page 1, paragraph 5, line 2 should read "Jerry Barr, giving the impression of representing the P.T.A. Charlestown Elementary School discussed"

page 1, paragraph 5, line 2 should have a sentence reading "When asked, Ms. Barr stated she was not an officer of the P.T.A. but was a member and did not clarify whether this was a P.T.A. or personal request."

page 2, paragraph 2, line 3 should read "made a motion to adopt the Forest Conservation Act, Ordinance 93-6, seconded by David A."

page 3, paragraph 3, line 1 should read "Clearview", not Clearfield.

page 3, paragraph 5, line 1 should read "Joseph G. Letts made a motion to approve the minutes of November 23, 1993."

page 3, paragraph 5, line 3 should read "and Jarinko)."

Town clerk needs to attach list of bills approved for payment at this meeting.

Commissioner Bott made a motion to approve the Minutes of the December 14, 1993 meeting as amended, seconded by Commissioner Jarinko. Motion was passed 4-0-1 (Commissioner Letts abstained). Next the Minutes of the Special Meeting of December 7, 1993 were reviewed. A motion was made by Commissioner Bott to approve the Minutes of December 7, 1993 as written, seconded by Commissioner Jarinko. Motion was passed 5-0.

President Farrell stated he made a list of the ongoing Tatman & Lee projects. He said it didn't include the survey for the Route 7 annexation. Commissioner Jarinko asked if we could use Porter's survey, which is detailed, for the Route 7 annexation. President Farrell stated he didn't know and Commissioner Jarinko requested Mr. Hearne to contact the surveyors and see if that could be done. Mr. Hearne stated the manhole restoration project was not listed but should have been included on the list.

Mrs. Morgan, assistant town clerk, had some questions regarding the water permits (see attached four pages). First, the Board discussed the list of properties which are still not hooked up to the Town's water system. One property was deleted from the list as it is hooked up. Commissioner Bott asked what can we do to get these properties hooked up. President Farrell said we needed to check if these aren't hooked up and then contact Mr. Baynes to take them to court. Next was a list of properties on which there was no inspection information. President Farrell stated we could contact the county and see if they had the information but not much

else because, as Commissioner Jarinko stated, it was a moot point at this time because we aren't going to make them dig up their line so we can get it inspected. The third list was of new properties on which there was no inspection information. Mr. Hearne said he had inspection information for the one property. There was discussion on the inspection information on one property. After further discussion, Mr. Hearne stated he would check with Pat Conway at the county's Department of Permits and Inspections on 420 Louisa Lane and 710 Ogle Street. The last list was of properties with no water usage recorded on their meters. After discussion by the Board, it was decided the following properties needed to be checked: 380 Chesapeake Road, 241 Conestoga Street, 327 Caroline Street, 240 Black Avenue, 7 Louisa Lane, and 816 Bladen Street. However Commissioner Bott stated two crocks were placed at 816 Bladen Street and ST Environmental Services may be reading the wrong meter. A note was attached to the meter slip for this property for ST to check and see if they are reading the correct meter.

President Farrell handed out a 2-page memo (see attached) explaining Town policy regarding manual labor performed by Commissioners for the Town. He stated it has been the policy not to have Commissioners perform such labor. Currently, Workmen's Compensation charges the Town \$44.20/year and if we change this policy, it would cost about \$501.80/year. The liability rates would also go up. President Farrell also stated we are due for an audit this spring.

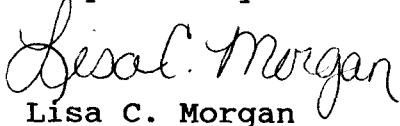
The next order of business was a check we received from Regina Disney for her utility bill which was returned by the bank for insufficient funds. After discussion, the Board decided to send a letter to Ms. Disney stating she had to pay the \$159.21 utility bill and a \$25.00 returned check charge by January 7, 1994 by cash or certified check or her water would be turned off. Mr. Hearne said we would get a letter out tomorrow.

Commissioner Bott made a farewell address to the Board as she is not running for re-election. She requested the future Town board consider installing electric at the Town flag pole and the Town's Christmas tree. She stated if she could help the next Board to call her. President Farrell passed out a paper (attached) giving a list of items accomplished by the Town and gave his farewell address as he is also not running for re-election.

The last order of business was accounts payable. Motion was made by Commissioner Bott to pay the bills as listed, seconded by Commissioner Letts. Motion passed 4-0-1 (Commissioner Richardson abstained).

The meeting was adjourned by President Farrell at 8:32 p.m.

Respectfully submitted,


Lisa C. Morgan

ACCOUNTS PAYABLE

December 28, 1993

General Account

Cecil Whig - annexation	438.08
Central Printing - regular envelopes	48.00
Patterson Monument Co. - 1 bronze plaque	290.50
C & P Telephone	163.86
Alger Oil Co., Inc. - heating oil	168.45
A T & T	57.35
Tatman & Lee - manhole restoration project; Lynch property (Invoice #12732)	1,082.08
Joseph Mahoney - conferences & opinions re: CCR, write-in votes, marina tax	875.00
Safeguard - blank ledger sheets	81.44
Secretary of State - 2 notary application fees	<u>20.00</u>
TOTAL	\$ 3,224.76

Special Account

Tatman & Lee - meeting with Corun & Gatch (Invoice #12733)	525.75
Sunoco - gasoline	150.04
Maryland Materials - crusher run	<u>1,064.96</u>
TOTAL	\$ 1,740.75

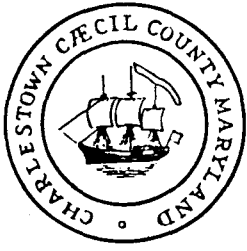
Utility Account

Sewer

Tatman & Lee - sewer lateral at Hammons (Invoice #12735)	<u>179.45</u>
TOTAL	179.45

Water

Paul's Utility	14,900.00
C & P Telephone	<u>62.63</u>
TOTAL	14,962.63



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

TOWN MEETING
December 28, 1993

AGENDA

7:30 P.M.

- ✓ - Mike Miklas
- ✓ - Bill Roff
- ✓ - Mike Poyner of ST Environmental Services

NEW BUSINESS

- ✓ - Meter Readings
- Accounts Payable

December 28, 1993

PROPERTIES NOT HOOKED

W.P. # 369
John & Tina Andrews *hooked up* 110 Frederick Street

W.P. #281
Kenneth Blankenship 16 Woodland Terrace

W.P. #296
Clarence Cornell 707 Caroline Street

W.P. #347
Elizabeth Horn 115 Conestoga Street

W.P. #346
Elizabeth Horn 392 Chesapeake Road

W.P. #361
George H. Rowe 1567 W. Old Philadelphia Road

> W.P. #355
Jerry Smith 726 Calvert Street
Pringle
Mayle

December 28, 1993

PROPERTIES HOOKED UP BUT NOT INSPECTED

W.P. #367 Michael & Karen Grace	434 Charlestown Place
W.P. #363 Carl Lee	216 Black Avenue
W.P. #364 Carl Lee	328 Baltimore Avenue
W.P. #370 Arthur Marino	430 Chesapeake Road
W.P. #226 John A. McCann	1639 W. Old Philadelphia Road (main house)
W.P. #225 John A. McCann	1639 W. Old Philadelphia Road (rear house)

December 28, 1993

NEW PROPERTIES WITH NO INSPECTION SIGN OFF

420 Louisa Lane	D. Richardson - <i>ck on inspection</i>
710 Ogle Street	D. Richardson - <i>inspection cert. by firm Stan - ck on this</i>
34 Carpenters Pt. Road	SLD Enterprises - <i>inspection cert. by firm Stan</i>

December 28, 1993

PROPERTIES CONSISTENTLY WITH NO WATER USAGE ON METER

336 Baltimore Street	Charles Murphy - <i>under construction</i>
418 Charlestown Place	Louis Capano - <i>not rented</i>
380 Chesapeake Road	Judith Calvert <i>check this</i>
383 Chesapeake Road	John & Linda Crockett - <i>under construction</i>
388 Chesapeake Road	Peter Arfaa - <i>under const. Summer home</i>
816 Bladen Street	Lowell & Virginia Cooper - <i>check this</i>
210 Conestoga Street	<i>Remain Samuel's piece</i> → <i>the one on Bladen is not one</i> - <i>(maybe empty check tract's being leased)</i> Walter & Virginia Jackson <i>property's vacant -</i>
241 Conestoga Street	Timothy & Claire Motter <i>↳ check this</i>
327 Caroline Street	Charles Breslin <i>↳ check this</i>
240 Black Avenue	Elmer & Charlette Ruhl <i>check this - maybe summer place</i>
257 Black Avenue	Catherine Ann Gabor <i>vacant house</i>
7 Louisa Lane	Kenneth & Mary Rasnake <i>↳ check this</i>

28 December 1993

Memorandum Explaining Town Policy With Respect to Commissioners
Performing Manual Labor

There appears to be a significant amount of mis-information about this issue being passed around by uninformed individuals. This memorandum provides a very brief history of the issue to date. The issue has 3 factors : Workmans Comp, Our Liability Insurance, and legal history. These will be dealt with separately.

Workmans Comp (Injured Workers Insurance Fund):

At some time in the past, the State of Maryland decided to start charging the Town Workmans Comp for Town Commissioners. At the present time, the rate is based on each of us receiving a salary of \$5200, although we are all unpaid. The earliest memories I can find for this issue date back to the board deciding when Roger Herron was President, to restrict Board members from doing manual labor based on an audit done by the State that changed Board member classification from Administrative/Clerical (Code 88100) to Laborer (Code 90370). This issue was re-visited when Dave was President, and I included a letter from him, dated 15 January 87 to the State. At present the basic rates are 30 cents per \$100 of salary for 88100, and \$3.50 per \$100 for 90370. This is about a 12 times increase in Workers Comp if the Town decides to change the policy set while Roger was President and re-affirmed under both Dave and I. Additionally, the Town is required to tell them if the policy changes, but it may not be necessary if the State comes in and does another audit this spring. It should also be noted that because we have not had a claim in several years, we pay less then the basic rate. At present we pay 17 cents for 88100, and \$1.93 for the laborer rate. For the 5 Commissioners we pay \$44.20 per year now, and would pay \$501.80 for the reduced labor rate. This would go to \$910.00 if a claim is made.

Liability Insurance:

All previous liability insurance carriers have "warned" us against using personal equipment, or having Town Commissioners do work around Town on behalf of the Town. We have agreed to not do this because they have claimed that our rates would increase, but to date, I cannot find out how much. We are already paying over \$2900 per year, so even a slight percentage increase could be painful. The concerns of the insurance companies appear to be the "quality" of private equipment, the ability of the Commissioners to do the job without hurting someone or getting hurt, and acts that could be interpreted as favoritism. However, while LGIT came up and gave us a Risk Assessment Briefing (Mr. Larry Bradley), and strongly recommended against our doing this, and while Little Insurance also advised previous Boards (as did Erie Insurance) against letting Commissioners act as laborers, no dollar amounts have been provided so that actual costs to change the policy are unknown. Again, we would be required to inform our insurance

carrier of this change prior to making it.

Legal History :

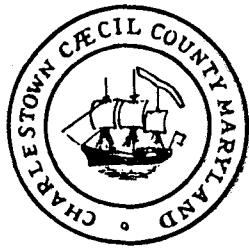
Small Towns have a perceived history of having Town Commissioners use their offices to help their friends and hurt their enemies. Whether this would happen here or not is open to discussion, but the perception would be there just the same. If a Commissioner cut the grass in front of a friends house, and not in front of everyone elses house, and claimed it was part of his Town job, then the Town could, and probably would be sued. Likewise, if a Commissioner did a favor for a friend or relative, and in the process got hurt, without this policy, he could say he was on "Town Business" and could then sue the Town for lost wages, pain and agony, and so on. We need to be very careful what we do. Ask Mr. Richardson. While cutting his sons grass, he also cut in front of the Thompsons house, including a garden. They sued successfully because he claimed he was on "Town Business" while cutting his sons grass. This policy, at the very least, limits these types of legal actions against the Town.

Summary :

For reasons which should be obvious, the policy has been in place for over 12 years. If the policy is to be changed, the costs to the Town must be budgeted for and the various insurance carriers need to be informed. This is not a recently enacted, arbitrary policy aimed at any particular Commissioner. It is a carefully thought out policy based on the best long term, financial interests of the Town as a whole.



Russell Farrell, President
Town Commissioners of Charlestown



file

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

Phone 301 - 287 - 6173

January 15, 1987

Maryland State Accident Fund
Attn: Mario J. Melfa
8722 Lock Raven Blvd.
Baltimore, Maryland 21204

Dear Mr. Melfa:

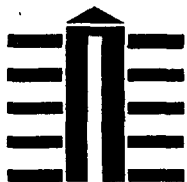
The Commissioners of Charlestown believe that three Commissioners were incorrectly classified in our worker's compensation insurance. All Commissioners perform administrative duties which consist primarily of attending two meetings per month in Town Hall. We believe that all Commissioners should be classified under manual number 88100 rather than some being classified under 90370.

If you need additional information or we can be of further assistance, please let us know.

Respectfully,

David A. Jarinko
President
Charlestown Commissioners

DAJ:db



INJURED WORKERS' INSURANCE FUND

8722 LOCH RAVEN BOULEVARD
BALTIMORE, MARYLAND 21204-6285

Phone (410) 832-1715
MD. TOLL FREE 1-800-492-0197

JANUARY 1, 1993

ANNUAL RATE NOTIFICATION

IN RE: POLICY NO.

588325-1

POLICYHOLDER:

CHARLESTOWN INC TOWN OF

P O BOX 154
CHARLESTOWN, MD. 21914

*sent
12/13/92*

The Injured Workers' Insurance Fund has developed a "MERIT RATING PLAN" whereby each policy which has produced sufficient premium is reduced for favorable loss experience and increased for poor loss experience. The basic rate for each classification is issued, and the reduction or increase percentage applied to that rate produces the rate that will be in effect on the policy for the coming year. In this way, each policyholder has quite an incentive to reduce the number of accidents, as well as to ensure that compensation benefits are accurately disbursed and limited only to those entitled to such benefits. When claims occur, each policyholder should accurately report each employee's average weekly wage figures, and verify that compensation is not paid after the employee returns to work. It should also be noted that policies which do not qualify for the merit rating plan will be subject to the base rate for each classification.

IMPORTANT

Your rates for the coming year will be as follows:

<u>MANUAL NUMBER</u>	<u>BASIC RATE</u>	<u>RATE INCREASE</u>	<u>RATE REDUCTION</u>	<u>NEW RATE</u>
88100	0.30	0.00	0.13	0.17
90370	3.50	0.00	1.57	1.93

Yours Very Truly

Mark R. Hausgal
Director of Underwriting

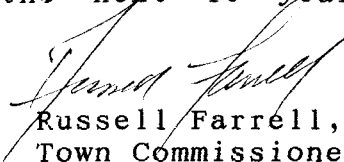
28 December, 1993

An Official Memorandum for the Town Commissioners of Charlestown:

The following is a partial list of changes made during the last 10 years. Some of these changes are major, some aren't. Some I had much to do with, some everything, and some - none at all. Mostly, these changes came about from the combined efforts of many Commissioners, mostly Rosie, Dave and I, but with a lot of help from Mick McMullen, Grace Smith, Don Stanley and Bill Roff. Charlie Wright, Ollie Slicer, Chuck Biehl, Joe Letts and Rich Richardson made some contribution to a few of these items. In addition, the Town Staff was a very significant part of making these things possible.

- Placed 6 Waterfront Park Lands in the Environmental Trust,
- Constructed the Boat Launching Ramp and adjoining Park,
- Re-Built the Stone Wharf and paved the parking lot,
- Had the Stone Wharf declared a No Fishing License Required Area,
- Built the Town Boat Pier,
- Started the Louisa Lane Fire Boat Dock, Parking Lot, Park and Park Boat Piers,
- Acquired the land, and built the Town Athletic Complex,
- Built the 'Kiddee' Park behind the Town Hall,
- Played host to the Pride of Baltimore and Maryland Dove,
- Celebrated Charlestown's 250th Anniversary,
- Named a finalist in the "Best Small Town in America" Contest,
- We lowered the Property Taxes and kept Sewer Charges the same,
- Started A Property Tax Credit program for Senior Citizens,
- Started the Storm Water Management Study,
- Got the Funds and Built the Town Water System,
- Paid off the Town Sewer System,
- Paved all open, Town-owned Roads and a number of Parking Lots,
- Performed the first 2 Annexations in Charlestown's history,
- Re-Wrote the County Sewer Agreement to further limit our costs and return all county hook up fees paid by town residents,
- Got Cable TV installed,
- Worked closely with the Fire Company to get the new Fire Boat,
- Became the Town with the Lowest Business Costs in the County,
- A Building Boom has started in Town because of our policies,
- Codified the Zoning and Subdivision Ordinances,
- Franchised Garbage Pick-Up in Town to lower costs and taxes,
- Converted Town Property Leases to a Commercial Basis,
- Adopted a Critical Areas Program and Forest Conservation Ordinance,
- Started the Modernization of the Town Hall,
- Started the Program of posting Agendas and Minutes and having a reading file open to all Town Residents,
- Upgraded or wrote a number of Ordinances and Resolutions.

These changes were made without placing any unreasonable burdens on the taxpayers and while keeping the interests of all the residents of the Town uppermost. I sincerely thank all of you for your contributions to Charlestown and hope that the next 10 years are equally as beneficial.


Russell Farrell, President
Town Commissioners of Charlestown

Farewell Message

Rosie and I leave this Board with the Town in excellent shape, both financially and physically. The Sewer System is paid for and operating at a break even point for this year, the water system is in and will shortly also be at a break even point. While neither system is making much money, they should be self sufficient for the time being if left alone. All open, Town owned roads have been paved, and the Board is looking at paving some privately owned but publicly used roadbeds in the spring. The Parks are basically done except for Louisa Lane, which is well under way. With careful management, the Town should remain in good shape for many years to come.

The challenge for future Boards will be to build on the strong financial footing that we leave you. The tendency to agree with everyone making a claim against the Town, or the tendency to pay a developer or business this "one time" must be fought at all costs. We are a small Town of limited resources. Every decision must be looked at with an eye on how it will help or hurt the Town over time, not on how it will help or hurt this friend or relative. This is a difficult task and I wish you all the luck in the world.

Likewise, everyone in Town knows that the Town is in good shape, that the bills are paid on time, that our business costs are very low and that while building is encouraged, we expect developers to pay their fair share. If you back off of these policies, then next year, or the year after, when you raise sewer rates, water rates and Town taxes to make up for your excesses, your friends and neighbors will hold you personally accountable. It is easy to say that something is obviously "good for the Town" without making the difficult effort to check to see if it is or is not. It is hard to actually get out the pencil and do the work to determine if something actually is good for the Town, and to determine if it is fair to all concerned. This is your job, you decided to do it when you ran and are expected to do it by those who voted for you.

While I do not expect the current set of Commissioners to take advantage of the offer, I do offer to help at any time if asked. The next several years should be relatively easy. I recommend that this time be used to increase your understanding of why the Town operates the way that it does. Good Luck.


Russ Farrell

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/28/93 TIME: 7:30 PM

Bill Roff

George Smith - STE'S

Mike Poyner - STE'S

Blank lined area for additional names.

**BILLS APPROVED FOR PAYMENT AT
WORKSHOP MEETING OF
DECEMBER 28, 1993**

General Account

Cecil Whig - annexation	438.08
Central Printing - regular envelopes	48.00
Patterson Monument Co. - 1 bronze plaque	290.50
C & P Telephone	163.86
Alger Oil Co., Inc. - heating oil	168.45
A T & T	57.35
Tatman & Lee - manhole restoration project; Lynch property (Invoice #12732)	1,082.08
Joseph Mahoney - conferences & opinions re: CCR, write-in votes, marina tax	875.00
Safeguard - blank ledger sheets	81.44
Secretary of State - 2 notary application fees	20.00

Special Account

Tatman & Lee - meeting with Corun & Gatch (Invoice #12733)	525.75
Sunoco - gasoline	150.04
Maryland Materials - crusher run	1,064.96

Utility Account

Sewer

Tatman & Lee - sewer lateral at Hammons (Invoice #12735)	179.45
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Water

Paul's Utility	14,900.00
C & P Telephone	62.63



LEWIS R. JACKSON, JR.
CECIL COUNTY TREASURER
129 EAST MAIN STREET, ROOM 117
ELKTON, MARYLAND 21921-5970

TELEPHONE: (410) 996-5385 OR (410) 658-4041
FAX: (410) 996-5206

12/28/93
JW

December 27, 1993.

TO ALL TAXING AGENCIES IN CECIL COUNTY

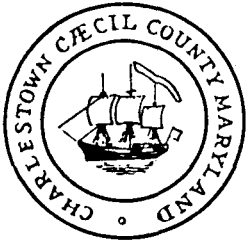
Pursuant to the change in Law, whereby taxes are now delinquent on March 1st, requiring the Towns to submit tax sale information earlier, the following is for your information.

Please send the information so that we receive open town bills by February 4, 1994. The Towns may continue to collect taxes after the required statement is submitted to the Treasurer's Office. These taxes may be collected until March 4, 1994, when the Town must discontinue collection. We will ask for an update on paid town taxes due in this office on March 11, 1994.

NOTE: We cannot sell business bills, we can only send a final notice. For this reason, you may want to handle business bills within your town.

If you have any questions, please contact us at 996-5385.


Lewis R. Jackson, Jr.
Treasurer



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

TOWN MEETING
December 28, 1993

AGENDA

7:30 P.M.

- Mike Miklas
- Bill Roff
- Mike Poyner of ST Environmental Services

NEW BUSINESS

- Meter Readings
- Accounts Payable