

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

REGULAR MEETING

JANUARY 11, 1994

The Town meeting of the Charlestown Board of Commissioners was called to order by Vice-President David A. Jarinko at 7:30 P.M. on January 11, 1994. Other Commissioners present were Joseph G. Letts, Sr., and newly elected Commissioner Robert J. Palmer and re-elected Commissioner Gophery H. Richardson. Commissioners Rosalyn R. Bott and Russell U. Farrell, Jr. terms expired January 10, 1994 as they chose not to run for re-election. Also attending: Stanley W. Hearne, Town Administrator; Russell U. Farrell, Mary Farrell, Edgar A. McMullen, Richard and Nancy Simes, Rosalyn R. Bott, David Langley, WSER, Elkton; and Wayne S. Fenstermacher from "The Times".

Oath of Office

The Commissioners Oath of Office was administered to Robert J. Palmer and Gophery H. Richardson by the Town Clerk, Doris M. Berry.

Election of Officers

The following Officers were elected:

President - David A. Jarinko	4 - 0	
Vice-President - Joseph G. Letts, Sr.	4 - 0	
Treasurer - Robert J. Palmer	3 - 1	Gophery H. Richardson

Appointment for Vacant Commissioners Seat

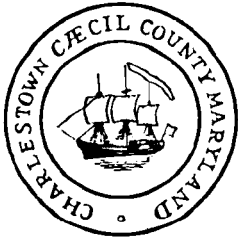
On a motion by Joseph G. Letts, Sr. to appoint B. Frank Shriver to a 2 yr. term as Town Commissioner was seconded by Robert J. Palmer and approved 4 - 0. Mr. Shriver was called and asked to come to the Town Hall.

Minutes - December 28, 1993

Gophery H. Richardson made a motion to accept the minutes of December 28, 1993, seconded by Joseph G. Letts, Sr., and passed 3 - 1 abstaining (Palmer).

General Discussions

General discussions were held on future plans while waiting for Mr. Shriver to arrive at Town Hall. Charlestown Manor will probably receive



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REGULAR MEETING

- 2 -

JANUARY 11, 1994

their water service by late summer or early fall as the annexation is final.

The Town is hoping to receive a grant for dredging the cove area of Water Street and Louisa Lane and construction of a Boat Landing Pier for the use of Charlestown's Fire Boat.

Plaques will be presented to Russell U. Farrell and Rosalyn R. Bott in appreciation of their service to the Town during their past terms as Commissioners.

The Commissioners town responsibilities will be assigned at the next Town meeting.

Electric - Town Hall Building

Electrical Contractor Granger made necessary emergency repairs suggesting up-grading the system. Commissioner Joseph G. Letts will get a proposal for the work needed.

Dedicated Fax Line

A motion by Joseph G. Letts, Sr. to have a dedicated fax line installed rather than have it connected on the regular phone line was seconded by Gophery H. Richardson. Motion all in favor 4 - 0.

B. Frank Shriver

Upon arrival at the Town Hall, B. Frank Shriver was given the oath of office as Commissioner by Doris Berry, Town Clerk.

Tatman & Lee Associates, Inc.

President David A. Jarinko talked about the engineering retainer of Tatman & Lee Associates, Inc., but since the new Commissioners haven't had a chance to read it, it was decided to put it on "hold" for the next meeting.

Accounts Payable

Joseph G. Letts, Sr., motioned to pay the bills, seconded by B. Frank Shriver and approved 4-0-1 abstaining (Richardson).

Meeting adjourned at 8 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

ACCOUNTS APPROVED FOR PAYMENT

JANUARY 11, 1994

GENERAL ACCOUNT

Bradley Electric Services - Lights, Receptacles, Replace Circuit Brakers	89.80
Alarm Systems Company of MD. - Commercial Alarm Monitoring	54.00
Charlestown Fire Company - Ambulance Fund	25.00
Cecil County Landfill	11.15
Keith Baynes, Esq. - Correspondence & Tele.-D. Richardson & Town	75.00
Radio Shack - Tapes	15.98
North East Florist, Inc. - Flowers (Christmas)	91.00
Preston's Office Supplies	27.97
Conowingo Power Co. - Town Hall	108.26
Garage	24.29
Boat House	17.06
	149.61
Tatman & Lee, Inc. - Comprehensive Plan	6,944.00
Alger Oil Company	177.91
Robert Pruitt - Annual Audit	4,700.00
Mac's Shacks - 1 Portable Toilet	55.00
Abingdon Locksmith, Inc.	100.00
	<u>100.00</u>
Total	<u>12,516.42</u>

SPECIAL ACCOUNT

American Home & Hardware - Ice Melt, "No Trespassing Sign"	40.78
Sunoco - Truck Repair	93.54
Keith Baynes, Esq. - Final payment, - Street Repairs Corun & Gatch	150.00
Paint'N Place - Signs	210.00
Maryland Materials - F.O.B. Quarry	1,064.96
Benjamin Lumber - Cracked Ice	6.28
	<u>6.28</u>
Total	<u>1,565.56</u>

UTILITY ACCOUNT

SEWER

Tatman & Lee Associates, Inc. - RPR Services for Sewer Tie-in 609 & 710 Ogle Street	1,022.51
Conowingo Power Co. - Electric-	527.64
Sta. #1	357.73
Sta. #3	126.08
Lift Sta.	11.02
Rt. #7	<u>32.81</u>
	<u>1,550.15</u>

ACCOUNTS APPROVED FOR PAYMENT

JANUARY 11, 1994

UTILITY ACCOUNT

WATER

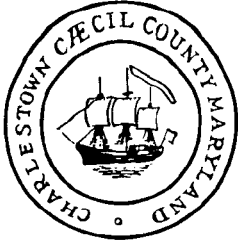
S T Environmental Services - Jan.	\$2,020.00 plus extra exp. \$99.00	2,119.00
Conowingo Power Co. -		538.53
Well 1 -	18.25	
Well 2	244.08	
Tank	<u>276.20</u>	
Robert Pruitt - Annual Audit		<u>800.00</u>
	Total	<u>3,457.53</u>

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/11/94 TIME: 7:30 PM

Ronald R. Botty
David Langley USER-AM ELKTON
Richard + Nancy Sipes
Wayne S. Fenstermacher / The Times
Mary Farrell
Russ Farrell



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

EXECUTIVE SESSION

FEBRUARY 8, 1994

After a five (5) minute recess, the Town Board went into Executive Session at 8:25 P.M. The Board went into the meeting pursuant to Title 10 of the State Government Article specifically §10-508(a)(8) which permits a public body to close a meeting in order to consult with staff, consultants, or other individuals about pending or potential litigation.

Discussion was held concerning the need to secure an easement from a property owner for installing a portion of the water lines in the part of Charlestown Manor that was annexed. B. Frank Shriver made a motion to have Joe Mahoney, Town Attorney, attempt to secure the necessary easement. Motion seconded by Joseph G. Letts, Sr. Passed 4 - 0. Executive session ended at 8:35 P.M.

Board returned to regular Town meeting. Since there was no further business, the meeting was adjourned.

Respectfully Submitted,

Stanley W. Hearne

Stanley W. Hearne,
Town Administrator

TOWN MEETING
FEBRUARY 8, 1994

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President David A. Jarinko. Other Commissioners present were Joseph G. Letts, Sr., Gophery H. Richardson, and B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

The first person scheduled on the agenda wanting to speak to the Board, Mr. Callis, was not present. Geraldine Barr asked to address the Board regarding a crossing guard for the Charlestown Elementary School. After some discussion, President Jarinko stated a meeting has been scheduled at the Charlestown Elementary School on February 14, 1994 at 10:00 a.m. with Delegate Murray, Senator Amoss, Sheriff Kennedy, and the State Highway Administration on the subject. As the Board agreed discussion should be put off until after that meeting, the Board moved on to the next item.

OLD BUSINESS

The next item of business was approval of minutes. A motion was made by Commissioner Richardson to approve the minutes of the January 11, 1994 meeting as written and was seconded by Commissioner Letts. The motion passed 4-0. Next, the bid submitted by Bradley Electric to upgrade the electrical system at the Town Hall. A motion was made by Commissioner Letts to accept the bid of \$1,550.00 submitted by Bradley Electric and was seconded by Commissioner Shriver. The motion passed 4-0. President Jarinko stated any scheduling of the work would be made in conjunction with Rosalyn Bott, Postmaster, of the Charlestown Post Office.

PENDING BUSINESS

As an update on the Comprehensive Plan, President Jarinko stated the basic text was done late last year and we are just waiting on the town comprehensive map on the annexed areas and a couple of technical areas. The map was reviewed by Darlene McCall of the Planning & Zoning Commission, Nelson McCall of the Historical District Commission, and by President Jarinko. The map was available at the Town Hall for a week for inspection and comment. The map will be forwarded to Tatman & Lee and they should start on the printing. The next item was the Fire Boat Landing, also designated as the Louisa Lane public landing. Commissioner Letts stated President Jarinko and he met with three people from the DNR Boating Administration to look at the proposed landing. He stated DNR was concerned that it may be rejected by the Corps of Engineers because of the amount of dredging to be done. They suggested to go out at the town-owned property by Avalon to a 2-foot depth and begin dredging. The money is there for a study and

DNR has agreed to using our engineers for it. In 2-4 weeks, the engineers will be here for a redesign meeting and the Commissioners will be notified when the meeting is. A brief discussion followed. President Jarinko also informed the Board it looks like the Town will get the funding for the comfort station at the end of the legislative session. He said the Board then would decide whether to front fund the project or not. The next item was the school crossing lights which was discussed at the beginning of the meeting so the Board moved on to the next item. The next item was the Storm Water Management Study done by Engineering Technologies. President Jarinko stated they correctly identified the problem areas and have recommended swales, topographical grading and storm water management ponds. President Jarinko said the commissioners have seen the study and are not enthusiastic about the ponds. Engineering Technologies has been contacted and a meeting with the Commissioners set for February 19, 1994 at 10:30 a.m. to discuss alternate solutions. President Jarinko asked Mr. Hearne to contact the homeowners in the problem areas and advise them of the meeting so they could attend. The last item under pending business is the renewal of Tatman & Lee's contract as town engineers. President Jarinko stated the contract was modified, with the concurrence of Tatman & Lee, so that all drawings, maps, etc. at the end of a project become the property of the Town. A motion was made by Commissioner Letts to approve the contract, seconded by Commissioner Shriver. The motion passed 4-0.

NEW BUSINESS

The first item was Commissioner assignments. President Jarinko passed around copies of a tentative list (see attached). Commissioner Letts requested that Buildings/Grounds be assigned to someone else & Commissioner Richardson accepted it. Commissioner Richardson made a motion to accept the list of Commissioner assignments as amended and was seconded by Commissioner Letts. The motion passed 4-0. The next item was the Joint Commissioners' Meeting scheduled for March 8, 1994. The County Commissioners were very receptive to the idea. President Jarinko said the County Commissioners' meeting would start at 6:30 p.m. and the Town Commissioners' meeting at 7:30 p.m. He also said it would be advertised and asked Rosalyn Bott if posters could be placed in the post office and she said yes. After some discussion about providing refreshments after the meeting, the Board decided to table a decision until the next town meeting. Regarding the operation of the Town's water system, the Board has not been happy with ST Environmental. President Jarinko said we approached Barry Belford and Tom DeLorimier of the County's Department of Public Works about contracting it to the county. The advantages are the county is running 4 water systems now, have the trained licensed personnel, have emergency 24-hour contracts, and the town would pay the county on the county's cost basis. President Jarinko said hopefully they will get a proposal to us before the February 22, 1994 meeting and perhaps we can come to agreement in time for the

Joint Commissioners' Meeting on March 8. Commissioner Shriver asked when ST Environmental's contract was to be renewed. President Jarinko stated April 1 which is why we're trying to get this done quickly. The next item was the Transviron survey. President Jarinko stated Transviron, who did the survey for Porter's property, gave a quote for surveying the rest of the Trinity Woods and Route 7 annexed area. As Mr. Hearne and he felt the quote was a little high, he contacted Tatman & Lee who said it would be cheaper to go with Transviron as we would probably pay someone else more as anyone else, including Tatman & Lee, would be very reluctant to continue someone else's survey work. President Jarinko said he would like to talk to Pete D'Adamo about the quote before the Board makes any decision. The next item was accounts payable. A motion was made to pay the bills except for the one from Keith Baynes designated as Stephen Baker (D. Richardson Builders) by Commissioner Shriver and was seconded by Commissioner Richardson. The motion was passed 3-0-1 (Commissioner Letts abstained). A motion was made to pay the bill from Keith Baynes designated as Stephen Baker (D. Richardson Builders) by Commissioner Letts and seconded by Commissioner Shriver. The motion passed 3-0-1 (Commissioner Richardson abstained).

At this time, President Jarinko explained the Board would be going into an executive session to discuss easement acquisition and possible litigation involved with it and, therefore, the meeting was adjourned by President Jarinko at 8:20 p.m.

Respectfully Submitted,


Lisa C. Morgan

TOWN MEETING OF FEBRUARY 8, 1994
BILLS APPROVED FOR PAYMENT

Cecil Whig - Ord. #93-3, #93-4, #93-5	153.40
First National Bank of North East - safe deposit box	44.00
Stanley's - office supplies	4.99
Crothers-Littles Insurance Agency - bond, Lisa	50.00
Tatman & Lee Associates - RPR Inv. #12903	860.64
Tatman & Lee Associates - Comprehensive Plan Inv #12822	744.00
Central Printing & Office Supplies - envelopes	104.00
C&P Telephone	169.30
AT&T	28.94
Treasurer of Cecil County - Deputies	1,054.56
Treasurer of Cecil County - gasoline	31.86
Keith Baynes - Stephen Baker (D. Richardson Builders)	112.50
Keith Baynes - zoning: C. Metz, H. Hall, D. Collins	170.00
Joseph J. Mahoney - retainer for 1994	750.00
North East Florist - flowers (McCall)	34.50
Conowingo Power Co. - Town Hall	110.61
Garage	22.10
Boat House	<u>10.04</u>
Cecil County Department of Public Works - landfill	11.15
Vernon L. Bryant - repairs to post office	3,041.51
Atlas Plumbing Unlimited - repairs town house	82.49
Maryland Rural Water Association - '94-'95 dues	150.00
Conowingo Power Co. - street lights (Jan. & Feb.)	2,206.52
Russell's Sunoco - gasoline	7.69
American Home & Hardware - salt crystals, flood lamps	54.86
Millard T. Bott - cemetery work	40.00
J. W. Rowland Trucking - haul quarry (walking track)	689.12
Tatman & Lee Associates - sewer lateral inspection	69.75
Cecil County Dept. of Public Works - sewage	11,404.88
Cecil County Dept. of Public Works - sewage	2,003.44
Conowingo Power Co. - Sta. #1	253.32
Sta. #3	126.20
Lift Sta.	8.93
Rte. #7	<u>32.81</u>
Waterpro Supplies - water meters	1,005.00
Casper G. Sippell - problems at water town unit heater & heat tape corrected heat elements	375.00
Printing Systems - new utility bills	292.87
C&P Telephone - water tower	64.54
ST Environmental Services - February 1994	2,287.76
Conowingo Power Co. - Well 1	121.47
Well 3	238.80
Tank	356.90
Engineering Technologies Assoc. - stormwater drainage study	930.00

Tarinko President
Administration + Finance + Grants
legal / Police
MML

Letts Vice President
Parks + Recreation
Streets (lights + Snow + Parking)
~~Buildings / Grounds~~

Richardson Animal Control
Sewage
Water
Bldg / Grounds

Palmer Treasurer
Sewage Alternate
Zoning liaison
legal Alternate

Schriber Leases
Water Alternate
street Alternate
Building / Grounds Alternate

Common Budgett

BRADLEY ELECTRIC SERVICE
68 Waibel Road
PORT DEPOSIT, MARYLAND 21904

JOB ESTIMATE

(301) 378-3527

PHONE 410-287-6173 DATE

JOB NAME/LOCATION
Stan Hearn

TO TOWN OF CHARLESTOWN
MARKET STREET
CHARLESTOWN,
MARYLAND 21914

JOB DESCRIPTION:

Furnish Labor and Material to Replace Existing Service with New 200 AMP 120/240 Volt Service Equipment with Meter Box and Circuit Breaker Panel to Accommodate Existing Circuits and Install (1) One 120 Volt 20 AMP Circuit to Town Hall Office. Work to be Coordinated With Town Hall and Post Office Work Hours to Accommodate Job.

Total Job Cost - \$1,550.00

ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED JOB COST \$1,550.00

ESTIMATED BY James G. Bradley
Bradley Electric Service

Tatman & Lee Associates, Inc.

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



January 5, 1994

Town of Charlestown
P.O. Box 154
Charlestown, Maryland 21914

Re: Retained Engineering
Services

Gentlemen:

We are pleased to present this Agreement to continue to be the Town Engineer for 1994. We have been the Town Engineer since May 26, 1988.

A. SERVICES TO BE PROVIDED

Engineering services will be provided to the Town on an "as-requested" basis. We shall provide all engineering services required related to planning, surveying, design, construction review, operation and maintenance of Town facilities.

B. PROJECT MANAGEMENT

When directed to provide our services, we will select those individuals in our firm who can best serve the needs of the Town for the particular project. D. Russell Tatman, P.E. will serve as the Principal-in-Charge with Peter C. D'Adamo, P.E. providing the primary coordination and management of our services.

C. FEE

Our retainage fee will be \$1.00 for 1994. Prior to initiating each item of services assigned to us by the Town under this Agreement, we shall provide the Town with a written description of our understanding of the scope of the engineering services requested with our proposed fee. No services will be initiated without prior approval of the scope and fee by the Town. We shall provide our services in accordance with the attached General Contract Conditions (Exhibits A&B).



Town of Charlestown
January 5, 1994
Page 2

Please sign and return one copy of this Agreement for our records acknowledging your acceptance. We appreciate this opportunity to continue providing services to you.

Very truly yours,

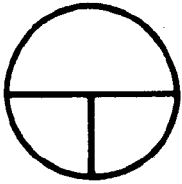


D. Russell Tatman, P.E.
Operations Manager

ACCEPTED BY: _____ DATE: _____

TITLE: _____

DRT/he



TRANSVIRON, Inc.
Consulting Engineers

February 3, 1994

The Mayor and Commissioners
of the Town of Charlestown
Town Hall
Charlestown, MD 21914

Attn: Stan Hern, Town Administrator

Re: Proposed Annexation

Dear Mayor and Commissioners:

In response to our discussions with Mr. Hern on January 25 and February 2, 1994, we are pleased to submit herein our proposal to provide engineering services for preparing written descriptions and a plat of metes and bounds of Trinity Woods Subdivision and its adjacent/nearby properties Nos. 941, 573, 525, 260, 1242, 359, 259, and 388 for use by the Town in the annexation of said properties. It is understood that there will be no field survey or stakeout required to verify the accuracy of the deeds for these properties, as recorded at the Cecil County Court House.

Services under this proposal will be completed within one month of your notice to proceed. Our proposed fee to complete this project is a lump sum of Fifteen Hundred Dollars (\$1,500.).

If our proposal meets with your approval, please sign the original and copy enclosed and return one for our file.

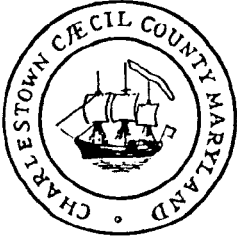
Very truly yours,

Attest: Mary C. Horn

Charles S. Bao
Charles S. Bao, P.E.
President

Accepted by Town of Charlestown, MD on _____, 1994

Attest: _____



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

TOWN MEETING
AGENDA
February 8, 1994

7:30 P.M.

- DAVID CALLIS
- CHARLESTOWN ELEMENTARY P.T.A.

OLD BUSINESS

- APPROVAL OF MINUTES FOR MEETING OF JANUARY 11, 1994
- BRADLEY ELECTRIC BID

PENDING BUSINESS

- COMPREHENSIVE PLAN UPDATE
- FIRE BOAT LANDING
- SCHOOL CROSSING LIGHTS
- STORM WATER MANAGEMENT STUDY
- TATMAN & LEE CONTRACT

NEW BUSINESS

- COMMISSIONER ASSIGNMENTS
- JOINT COMMISSIONERS MEETING

- OPERATION OF TOWN WATER SYSTEM
- TRANSVIRON SURVEY (TRINITY WOODS & ROUTE 7)
- ACCOUNTS PAYABLE

EXECUTIVE SESSION - EASEMENT ACQUISITION

TOWN MEETING
MINUTES

FEBRUARY 22, 1994

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 P.M. by President David A. Jarinko. Other Commissioners present were Joseph G. Letts, Sr. and Gophery Richardson. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

ST Environmental Report

Mike Poyner, from ST, gave the monthly report. He stated several times during the month there was a problem with the soda ash pump. It appears that the line to the soda ash pump was freezing up so a heat tape was placed on the line. The problem continued as the temperatures dropped so on January 19, 1994 President Jarinko was called to ask for assistance in solving the problem. Next, Mr. Hale, senior Vice President, from ST Environmental Services stated he would like to discuss with the board the services that ST is providing the Town and the amendment to the contract. David Jarinko told Mr. Hale he wanted more of a turn key operation than we are getting now. President Jarinko said he should not have to go to the water tower to change fuses, light bulbs, etc. Mr. Hale agreed but he said the contract basically equates to two hours a day and if the Commissioners are willing to pay for more services they will be provided with more services. David Jarinko stated that the Commissioners should not have to be running all over the place to obtain heaters or materials to keep the equipment at the water tower from freezing as was the situation in January. President Jarinko stated we want to be informed of but not have to perform the work. The Board would like the services to be provided and the Town is willing to pay for the extra services. Mr. Hale stated he would like to come back in a month and do a follow-up and that ST is fully capable of providing the services that are needed.

Crossing Guards

Jerry Barr stated her group came to discuss with the Town Commissioners the crossing guard issue. First, Ceal Grace, retired secretary from Charlestown Elementary School, stated from her experience the cars traveling on Baltimore St. do not abide by the posted speed limit. Ceal stated the school population is growing every year and she thought there were about 36 children who crossed Baltimore St. to get to the Holloway Beach area. Ceal stated that the group had apparently done a lot of work on obtaining crossing guards and she thought the PTA would probably assist in funding the crossing guards. Brenda Campbell stated that her son is one of the fifth graders who assist the children crossing Baltimore St. at this time and last week her son had a knife pulled on him by some

other kids while he was assisting the children. She stated some middle school kids hang around the area until the elementary children are dismissed and this poses a potentially dangerous situation. President Jarinko stated we have two separate issues here. Commissioner Letts stated the knife incident was a police matter and should be reported to the Sheriff's Department or the State Police. Nancy Crawford, the school advisory board chairman, stated the Sheriff's Department will be investigating the incident with the middle school kids. Mrs. Crawford asked the Board if the PTA provided the funds, would the Town accept the liability. After some discussion, the Board suggested the parents should get together and rotate being the crossing guard. The problem with the Town employing crossing guards is with the liability. Commissioner Letts stated the Town will provide the equipment and training at the Sheriff's Department if the volunteer group gets going. President Jarinko stated the deputies are aware of some of the problems and they will be more visible in Town to try and alleviate some of the problems. It was noted that Peter Williams has agreed to be a volunteer crossing guard.

Approval of Minutes

Commissioner Richardson made a motion to approve the minutes of February 8 and the motion was seconded by Commissioner Letts. The motion passed 3-0.

Schoch Easement

President Jarinko stated they need to go across Schoch Avenue to loop the water system. Schoch claims ownership to the center of the roadway. The Town could go to court which would be costly and lengthy. Mr. Schoch is asking for one of two things: either de-annexation or a free hook-up and ten years of free water usage. Our option is to dead end the line and Mr. Schoch will be required to hook-up.

Stormwater Management Study

The Board concurred that they were dissatisfied with the study and the value of the study is somewhat questionable. The study is probably state of the art but it does not seem feasible for Charlestown.

Transviron Inc. - Trinity Woods

The Town needs to get a boundary survey to file with the state for the annexation of Trinity Wood and the Route 7 area. Transviron has submitted a price of \$1,500.00 to do the work. Commissioner Letts made a motion to accept the price of \$1,500.00 to do the survey work. Commissioner Richardson seconded the motion and it was approved 3-0.

County Water Proposal

President Jarinko stated the county is proposing that they will provide the services that ST Environmental Services was supposed to provide. The county will bill us for chemicals and testing like ST billed us for. The county maintenance department will be available to us and they will operate the system 24 hours a day like it was a county facility and we pay the same way we paid ST. President Jarinko stated he will not vote for a ST contract as long as the county contract is on the table. The county will give direct pass throughs without inflated costs. The Board will discuss the issue at the next meeting when they hope to have a full board attending.

Police Service Calls

Commissioner Letts stated that there is an agreement being worked out between the Sheriff's Department and the Maryland State Police and the municipalities that have their own police force for 911 calls. The Town will have a verbal agreement that the Sheriff's Department will handle Charlestown's calls unless it is a life-threatening situation and in that case, it will be handled by the closest car.

Town Dock

President Jarinko stated that the Town Dock has significant ice damage to 13 of the pilings and he is going to work with the marinas and try to get a pile driver to drive them back in as there has been a lot of ice damage up and down the river and pile drivers are going to be hard to get.

LGIT - Town Insurance

President Jarinko stated that we have a current liability of \$2,000,000 and there was an oversight and the bill was not paid in July so we have been notified by LGIT we have 30 days to pay the bill. Commissioner Richardson made a motion to pay the bill. Commissioner Letts seconded the motion and it passed 3-0.

School Bus Stop

President Jarinko stated that Deputy Rafer, Marie Cleek, Fred Barrett, Mr. Cobel, and himself met on February 22 regarding the problem between the school kids and Mr. Cobel. The decision was made to move the school bus stop from the corner of Bladen Street to across the street from Lewis's store.

Accounts Payable

As there were two commissioners absent, two items have to be removed until the next meeting. Commissioner Letts made a motion

to approve the bills with the deletion of the Sheriff's Department bills. Seconded by Commissioner Richardson. Motion passed 3-0.

As there was no further business, President Jarinko adjourned the meeting.

Respectfully submitted,

Joann Speck

Bills Approved for Payment During Meeting of February 22, 1994

Cecil Whig	148.98
Stanley's Office Supplies	6.88
Mac's Shacks - 1 portable toilet	55.00
J.W. Roland trucking - stone for walking track	338.08
Charles Mars - walking track	280.00
Tatman & Lee Associates - annexation - manor	1,249.90
Maryland Assoc. Historic District	25.00
Commissioners - 1994 dues	
C&P Telephone Company	316.43
AT&T	45.21
Engineering Technologies Associates - Stormwater Drainage Study	4,505.38
Charles Mars - cleaning intersections, pushing snow, spreading rice gravel	1,585.00
Charles Mars - cleaning cemetery roads	40.00
Paul's Utility Co. - adjust & raise manhole frames, etc.	13,670.00
ST Environmental Services - add'l exp for Jan.; March	2,780.15
C&P Telephone	77.53
Kellis Collins, Jr. - replacing water meter	35.00
Tatman & Lee Associates - operational assistance to town - extreme weather conditions	809.50

TOWN OF CHARLESTOWN

Executive Session
Minutes

The 1994 Charlestown Commissioners, since formally taking office on January 11, 1994, have been considering a number of options to upgrade and improve the efficiency of the Town office. On March 2, 1994, the Commissioners met in executive session, pursuant to Title 10 of the State Government Article specifically § 10-508(a)(1)(ii) which permits a public body to close a meeting in order to discuss any other personnel matter that affects 1 or more specific individuals, to deal with personnel assignments and overall office operations. Commissioner Letts did not attend or participate as his mother-in-law, Doris Berry, is an affected employee. At this meeting, the participating Commissioners, along with the Town's attorney, Joseph Mahoney, unanimously decided the following:

- 1 - No employee will lose their job or experience a reduction in current hours as a result of the discussed reorganization.
- 2 - The Town finances will be computerized including the checking accounts.
- 3 - In an effort to accomplish a smooth transition to computerization of finances and checking accounts, beginning Monday, March 7, 1994 all checkbook and accounting activities, including preparation of bank deposits, will be handled by Lisa Morgan and/or Joann Speck.
- 4 - No additional changes in office assignments will take place at this time.
- 5 - Regarding formal job descriptions, the Commissioners, with the concurrence of counsel, unanimously decided not to develop formal job descriptions at this time.
- 6 - All office staff members are expected to assist one another when the office workload requires such.

Respectfully submitted,


David A. Jarinko
President
Town Commissioners of Charlestown

TOWN MEETING
MARCH 8, 1994

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:25 p.m at the Charlestown Elementary School by President David A. Jarinko. Other Commissioners present were Joseph G. Letts, Sr., B. Frank Shriver, and Robert J. Palmer. Also present was Stanley W. Hearne, Town Administrator.

President Jarinko presented former Commissioners Russell Farrell and Rosalyn Bott with plaques. The presentations were made to thank the former Commissioners for their years of service to the board and to the town. Commissioner Letts asked to be allowed to address the Board. He read a brief statement stating that he found it necessary to resign from the Town Commission and gave President Jarinko a copy of his letter of resignation. The text of Commissioner Letts' letter is as follows: "It is with the deepest regret that I must submit my resignation from the Town Commission effective immediately. This decision is partially based on the question raised by Commissioner Richardson and ruled upon by the Ethics Commission regarding my off-duty employment as a Deputy of the Cecil County Sheriff's Department and serving as a Commissioner of the Town of Charlestown. I will not continue to subject my family, my employer or myself to further turmoil by continuing to serve." President Jarinko announced that the Town Commissioners would reluctantly accept the resignation. Former Commissioner Letts did not attend the remainder of the meeting.

Gerri Barr addressed the Board once more concerning the crossing guard situation. She indicated that she had spoken with Senator Amoss and Delegate Murray as well as others in regard to the problem. At this point, County Commissioner A. Marie Cleek who had attended the earlier County Commissioners Meeting at the school gave an update on action being taken. Signs to alert motorists to the school zone and to warn of children in the area should be up around the first of April. The flashing lights should be installed in time for the start of the new school year in September, 1994. There are no plans at this time to employ crossing guards.

TOWN MEETING
MARCH 8, 1994

MINUTES

NEW BUSINESS

President Jarinko briefed the Board on the agreement the Town was going to sign so that the County could operate the Town water system. Commissioner Palmer made a motion that we enter into an agreement with the County to have them operate the Town water system. The motion was seconded by Commissioner Shriver. The motion carried 3-0. The only other business for this evening was to pay the bills. Commissioner Shriver, with a second from Commissioner Palmer, made a motion to pay the bills. It carried 3-0.

Since there was no other business, the meeting adjourned at 7:37 p.m.

Respectfully submitted,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator

TOWN MEETING OF MARCH 8, 1994

BILLS APPROVED FOR PAYMENT

General Account

Treasurer of Cecil County - Deputies	728.34
Treasurer of Cecil County - Gasoline	30.87
Keith Baynes - Parking Ord.-Deed description, S. Hearne	150.00
C.J.'s Market - Trash Bags, Gloves, Kero	63.97
Injured Workers' Insurance Fund - Balance	66.48
Mac's Shacks - 1 Portable Toilet	55.00
St. Paul's Stamp Works - 2 Desk Plates	21.84
Tatman & Lee Associates, Inc. - Comprehensive Plan	248.00
Bradley Electric Service - Installed seperate Circuits P. O. & T. Hall	120.00
Bradley Electric Service - Labor & Material to replace existing Service	1,550.00
Tappan - Range Contract for Town House - 1 yr. \$31.95; 2 yrs. \$63.90; or 3 yrs. \$95.85	95.85
Data Services, Inc. - Tax Bills, etc.	435.00
Quinlan Publishing Co., Inc. - Building Permits Bulletin	60.00
Conowingo Power Co. - Town Hall - \$123.39	163.80
Garage - 32.11	
Boat House - 8.30	
Alger Oil Company - 129.4 gals @ 1.0490 less \$.10 per gal. if paid within 6 working days (\$12.94)	122.80
TOTAL	<u>3,911.95</u>

Special Account

Russell's Sunoco - Gasoline	49.50
J. W. Trucking, Inc. - Rice Gravel	48.98
Conowingo Power Co. - Street Lights	1,183.65
TOTAL	<u>1,282.13</u>

TOWN MEETING OF MARCH 8, 1994
BILLS APPROVED FOR PAYMENT

Utility Account

Sewerage Account

Conowingo Power Company - Sta. #1	\$435.62	592.98
Sta. #3	103.33	
Lift Sta.	12.73	
Rt. #7	<u>41.30</u>	
		Sub-Total
		<u>592.98</u>

Water Account

Conowingo Power Comapny - Well #1	\$256.65	914.94
Well #3	182.71	
Tank	<u>475.58</u>	
		TOTAL
		<u>1,507.92</u>

**TOWN MEETING
MINUTES**

MARCH 22, 1994

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

Appointment of New Commissioner

President Jarinko stated the first order of business was the appointment of a new commissioner because of the vacancy caused by Commissioner Letts' resignation. Mr. Letts had decided not to seek re-appointment to the Board. President Jarinko stated he had talked to former Commissioner Bott who had said she would accept if the Board appointed her. However, he said we need a majority decision of the Board to do so. A motion was made by Commissioner Palmer to appoint Rosalyn R. Bott as commissioner, seconded by Commissioner Richardson. The motion passed 3-0. President Jarinko requested Mr. Hearne to call Ms. Bott so she could be sworn in at this meeting.

Approval of Minutes

President Jarinko stated that the Commissioners present at the February 22, 1994 meeting were Commissioner Richardson, former Commissioner Letts and himself and the Board's practice has been to allow only those Commissioners who were present at a meeting to approve the minutes of that meeting. In addition, he said we follow Roberts' rules which do not allow the president of a Board to make or second motions. He said we will have to step outside the normal methods to approve the minutes. President Jarinko handed the chair over temporarily to Commissioner Palmer. A motion was made by Commissioner Richardson to approve the minutes of the February 22, 1994 meeting as written, seconded by Commissioner Jarinko. The motion passed 3-0. Commissioner Palmer turned the chair back over to President Jarinko. President Jarinko stated approval of the minutes of the March 8, 1994 meeting would be deferred until the next meeting.

At this time, Ms. Bott arrived. President Jarinko, in accordance with the Town's charter, administered the oath of office. President Jarinko then stated former Commissioner Letts was vice-president of the board when he resigned which leaves the vice presidency vacant. He said voting will now be held by secret ballot for that vacancy. The board voted and the ballots were read by President Jarinko. Commissioner Bott was elected as Vice President by a vote of 4-0.

LIST OF BILLS APPROVED FOR PAYMENT DURING MEETING OF
March 22, 1994

GENERAL ACCOUNT

Treasurer of Cecil County - deputies 2/94	427.80
Treasurer of Cecil County - gasoline 2/94	22.12
Treasurer of Cecil County - replace year band on stamp	16.00
State Admin. Bd. of Election Laws - municipal election materials	52.80
BJ's Wholesale Club - membership fees	45.00
Joseph J. Mahoney - personnel/ethics issues; Schoch issue	1,312.50
Transviron - Trinity Woods Rte. 7 survey	1,500.00
Tatman & Lee - Charlestown Manor (portion) survey - invoice #13156	2,406.89
AT&T	22.45
C&P Telephone - Town Hall	111.50
Cecil County Dept of Public Works - landfill	2.60
Subtotal	\$ 5,919.66

UTILITY ACCOUNT

WATER

C&P Telephone - water tower	\$ 63.46
Subtotal	\$ 63.46

TOWN MEETING
APRIL 12, 1994
MINUTES

The Town meeting of the Town Commissioners of Charlestown was called to order by President David A. Jarinko at 7:30 p.m. Other Commissioners present were Robert J. Palmer, Rosalyn R. Bott, Gophery H. Richardson, and B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

President Jarinko asked if anyone in the audience wished to address the board. Mrs. Barr asked if there was any conclusion regarding the cross guard equipment and notices sent for volunteers with the utility billing. After some discussion, President Jarinko said notice would be put in the 2nd quarter utility billing for the next school year as this one is almost finished. Mrs. Barr also again requested a donation for playground equipment. The Board decided to move on without making a decision.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Shriver to approve the Minutes of the March 8, 1994 meeting, seconded by Commissioner Palmer. The motion passed 3-0. A motion was made by Commissioner Bott to approve the Minutes of the March 22, 1994 contingent on a typographical error on page 2 be corrected to read "Charlestown Marina", seconded by Commissioner Richardson. The motion passed 5-0.

PENDING BUSINESS

Ramp Auxiliary Parking - President Jarinko stated Mr. Mars is preparing the parking area with crusher run. He also said he would like to see the pole & cable fence extended down to the edge to avoid situations like that which occurred the past weekend when two young men were kicked off town property by Mr. Knapp. It would mean installing approximately 150 feet of poles & cables which we have. Mr. Mars would drill and install the poles & cable & Harley would paint them. President Jarinko mentioned that Mr. Mars also had put telephone poles down to mark off the 60% portion of the lot for parking. Commissioner Bott asked if there was an entrance sign. President Jarinko said it was easy to see where the entrance was. After some discussion, Commissioner Richardson commented that actually anyone could use the Avalon easement.

Town Dock - President Jarinko stated with the 12-13 piles lifted or leaning down at the town dock, we have been trying to get price quotes from pile drivers. North East Pile Drivers said, when

recontacted, that they had mailed a quote but said they would send another copy but we haven't received it yet. Mr. Hoyt, the pile driver used by Charlestown & Lee's Marinas, gave a verbal quote of \$80-\$100/piling. He said he would be at Charlestown Marina in 3-4 weeks and would then do us. When asked by Commissioner Shriver if we have the pilings, President Jarinko said yes. After further discussion, the Board agreed to go with the lowest of the two bids and get the repairs done.

Stone Wharf Repairs - President Jarinko stated that months ago the Board was aware of damage to the stone wharf and repairs were delayed until spring. Mr. Mars estimated it would take about 20-40 tons of riprap and maybe 2 loads of #2 gravel. Maryland Material quotes a price of \$13.50/ton for riprap. Mr. Mars said he could probably do it this Thursday or Friday. A motion was made by Commissioner Bott to make the repairs needed at the stone wharf, seconded by Commissioner Shriver. The motion was passed 5-0.

Walking Track - President Jarinko stated it is too wet at the present time for Mr. Mars to work on it.

President Jarinko asked if there was any other pending business. Commissioner Bott asked what was happening with the street sweeper. Commissioner Richardson said he expected him last week and would contact him again.

NEW BUSINESS

Maryland Education Coalition - President Jarinko stated this was an equity in education funding advocacy group which we made a donation to last year when it was brought to our attention by County Commissioner Cleek. He stated we didn't seem to be getting anything for our money. Commissioner Bott stated the money should be used in Charlestown. A motion was made to discontinue the membership by Commissioner Palmer, seconded by Commissioner Bott. The motion passed 5-0.

Amendment to Parking Ordinance - President Jarinko stated the parking ordinance was mainly to deal with the influx of summer residents and was worked on by former President Farrell and Mr. Baynes, the Town Attorney. After some discussion, President Jarinko asked if further discussion was needed on the proposed Ordinance #94-1 to change/modify Ordinance #93-5 before discussing the proposed ticket form. A motion was made by Commissioner Bott to accept the ordinance as written, seconded by Commissioner Shriver. Motion passed 5-0. Commissioner Shriver asked what do we do with the fine schedule? Commissioner Bott stated, since she's had problems with people parking their trailers, she would like to see a pretty steep fine. After discussion, the Board decided to table the matter of fines, at Commissioner Shriver's suggestion, until the next meeting giving the Commissioners time to review the

fine schedule.

Accounts Payable - The Board was informed that one of the Maryland Material bills and the one from Roland Trucking was listed against the special account but if it is found the bills were for the jogging track, the monies should come out of the general account. A motion was made by Commissioner Bott to pay the bills as listed, seconded by Commissioner Shriver. The motion was passed 5-0.

President Jarinko asked if there was any other business before discussing the budget. When asked about the status of the Charlestown Manor water system extension, President Jarinko stated we had two different options - Plan A - a full loop system but we are experiencing resistance from one resident in the area and the town attorney said this could cause a lengthy delay and Plan B - dead ends - one down Edgewater and one down Clearview. Tatman & Lee sent us quote on Plan A but not on Plan B. President Jarinko stated if we plan on doing this this year we'd have to go with Plan B. Commissioner Richardson stated Plan B should be adequate to service the area. After further discussion, a motion was made by Commissioner Shriver to have Tatman & Lee proceed with the bidding procedure, seconded by Commissioner Palmer. The motion passed 5-0. President Jarinko said he would try to contact Mr. D'Adamo tomorrow. Commissioner Bott said she received a request to have the speed limit lowered to 20-25 mph in the Manor from Schoch Drive out to the Beachcomber. She believes there's a sign going in the other direction. The Board discussed the matter but didn't take any action. Commissioner Bott also said there have been complaints about the teenagers running around out there. The Board will pass the information onto the Sheriff's Office so patrols would go out there once in a while. Commissioner Bott said she tried to talk to Mrs. McCall, chairman of the Planning & Zoning Commission, about responsibility for stop signs, road signs, and street lighting. President Jarinko stated Mr. Porter is not responsible for street lighting as it wasn't a condition made when the development was approved. He said he would talk to Mr. Porter about putting up road signs. Mr. Hearne said Mr. Porter is getting ready for Phase II of that development and we may be able to do something then. Commissioner Bott said this would be something to keep in mind when the next subdivision occurs. Commissioner Bott also wanted to know when do we pay the county for managing the water system. Mr. Hearne said we pay them quarterly and the first bill should be in June. Commissioner Bott stated as soon as Mr. Mars is free, the park behind the Town Hall will be redone with new sand and new plastic. Mrs. Barr asked about the status of the stormwater management study. Mr. Hearne said the completed study should be done and in our hands by April 22 and based on the study recommendations, the Board will discuss if they want to proceed and how. Mr. Hearne also stated he will be attending the Crownsville meeting with the block grant people as they are changing the way they award block grants. Mr. Hearne mentioned we've been getting

complaints about speeders around Ogle & Caroline Streets. When asked by President Jarinko, Commissioner Richardson stated he wasn't aware of people speeding through that area. Commissioner Bott said the Sheriff's Office should try and keep the kids out of the streets as she noticed the kids out in the streets if they're not in school. When asked by Mrs. Barr about the fountain, President Jarinko stated this was a project former Commissioner Letts and Mr. Bryant were supposed to be handling and it seems to have been forgotten lately. It is still in the budget and the Board will contact Mr. Bryant about getting it done.

Budget - President Jarinko stated former President Farrell assisted Mr. Hearne, Mrs. Speck, and him in getting budget figures and estimates for this year's budget proposal together. Each Commissioner received a copy of the proposed budget and President Jarinko suggested if any Commissioner had questions, Mr. Hearne or Mrs. Speck would be able to help. The Board can discuss any item which is of concern but he would like to see the final budget adopted at either the first or second meeting in May. Commissioner Richardson stated he would like to see a vendor file started and also some system in place so we can tell how we're doing with spending at any point during the year. President Jarinko stated we are working to set up that now. President Jarinko stated there is also a list of monies in the various bank accounts. After several minutes of discussion regarding the sewer savings account, President Jarinko said we would discuss any concerns at the next meeting after everyone is familiar with the proposed budget. Commissioner Richardson indicated he was not happy about former Commissioner Farrell making up the budget. Commissioner Bott said President Jarinko has the right to ask for anyone to assist him as does any former or future President of the Board. Mrs. Speck, Mr. Hearne, and former President Farrell assisted President Jarinko in preparing the budget. President Farrell plugged the projected figures he received from Mr. Hearne and Mrs. Speck into the computerized budget format he had used last year. President Jarinko again said that after the Commissioners have looked at the budget, Mr. Hearne or Mrs. Speck could probably help them if they had questions.

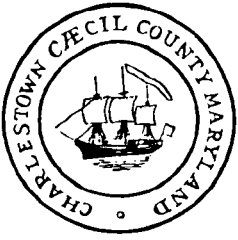
Commissioner Bott asked when the annexations were going to be recorded at the Circuit Court and if the properties were going to appear on our tax roles. Mr. Hearne stated the Trinity Woods annexation has been and as long as it gets assessed & on the books we will get those taxes this year. He further stated we have not gotten the Charlestown Manor annexation back from Tatman & Lee and will contact them. After several minutes' discussion about Tatman & Lee's service, lack of service, etc. to the town, the board decided to move on.

Mr. Hearne reminded the Board that the tax rate needed to be set. President Jarinko stated they would discuss that at the next meeting.

As there wasn't any further business to discuss, President Jarinko adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Lisa C. Morgan
Lisa C. Morgan



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

REGULAR MEETING

JANUARY 11, 1994

The Town meeting of the Charlestown Board of Commissioners was called to order by Vice-President David A. Jarinko at 7:30 P.M. on January 11, 1994. Other Commissioners present were Joseph G. Letts, Sr., and newly elected Commissioner Robert J. Palmer and re-elected Commissioner Gophery H. Richardson. Commissioners Rosalyn R. Bott and Russell U. Farrell, Jr. terms expired January 10, 1994 as they chose not to run for re-election. Also attending: Stanley W. Hearne, Town Administrator; Russell U. Farrell, Mary Farrell, Edgar A. McMullen, Richard and Nancy Simes, Rosalyn R. Bott, David Langley, WSER, Elkton; and Wayne S. Fenstermacher from "The Times".

Oath of Office

The Commissioners Oath of Office was administered to Robert J. Palmer and Gophery H. Richardson by the Town Clerk, Doris M. Berry.

Election of Officers

The following Officers were elected:

President - David A. Jarinko	4 - 0	
Vice-President - Joseph G. Letts, Sr.	4 - 0	
Treasurer - Robert J. Palmer	3 - 1	Gophery H. Richardson

Appointment for Vacant Commissioners Seat

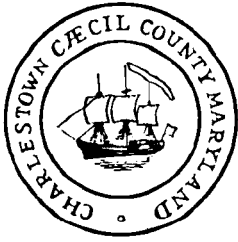
On a motion by Joseph G. Letts, Sr. to appoint B. Frank Shriver to a 2 yr. term as Town Commissioner was seconded by Robert J. Palmer and approved 4 - 0. Mr. Shriver was called and asked to come to the Town Hall.

Minutes - December 28, 1993

Gophery H. Richardson made a motion to accept the minutes of December 28, 1993, seconded by Joseph G. Letts, Sr., and passed 3 - 1 abstaining (Palmer).

General Discussions

General discussions were held on future plans while waiting for Mr. Shriver to arrive at Town Hall. Charlestown Manor will probably receive



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

REGULAR MEETING

- 2 -

JANUARY 11, 1994

their water service by late summer or early fall as the annexation is final.

The Town is hoping to receive a grant for dredging the cove area of Water Street and Louisa Lane and construction of a Boat Landing Pier for the use of Charlestown's Fire Boat.

Plaques will be presented to Russell U. Farrell and Rosalyn R. Bott in appreciation of their service to the Town during their past terms as Commissioners.

The Commissioners town responsibilities will be assigned at the next Town meeting.

Electric - Town Hall Building

Electrical Contractor Granger made necessary emergency repairs suggesting up-grading the system. Commissioner Joseph G. Letts will get a proposal for the work needed.

Dedicated Fax Line

A motion by Joseph G. Letts, Sr. to have a dedicated fax line installed rather than have it connected on the regular phone line was seconded by Gophery H. Richardson. Motion all in favor 4 - 0.

B. Frank Shriver

Upon arrival at the Town Hall, B. Frank Shriver was given the oath of office as Commissioner by Doris Berry, Town Clerk.

Tatman & Lee Associates, Inc.

President David A. Jarinko talked about the engineering retainer of Tatman & Lee Associates, Inc., but since the new Commissioners haven't had a chance to read it, it was decided to put it on "hold" for the next meeting.

Accounts Payable

Joseph G. Letts, Sr., motioned to pay the bills, seconded by B. Frank Shriver and approved 4-0-1 abstaining (Richardson).

Meeting adjourned at 8 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

ACCOUNTS APPROVED FOR PAYMENT

JANUARY 11, 1994

GENERAL ACCOUNT

Bradley Electric Services - Lights, Receptacles, Replace Circuit Brakers		89.80
Alarm Systems Company of MD. - Commercial Alarm Monitoring		54.00
Charlestown Fire Company - Ambulance Fund		25.00
Cecil County Landfill		11.15
Keith Baynes, Esq. - Correspondence & Tele.-D. Richardson & Town		75.00
Radio Shack - Tapes		15.98
North East Florist, Inc. - Flowers (Christmas)		91.00
Preston's Office Supplies		27.97
Conowingo Power Co. - Town Hall	108.26	
Garage	24.29	
Boat House	<u>17.06</u>	
		149.61
Tatman & Lee, Inc. - Comprehensive Plan		6,944.00
Alger Oil Company		177.91
Robert Pruitt - Annual Audit		4,700.00
Mac's Shacks - 1 Portable Toilet		55.00
Abingdon Locksmith, Inc.		<u>100.00</u>
		Total <u>12,516.42</u>

SPECIAL ACCOUNT

American Home & Hardware - Ice Melt, "No Trespassing Sign"		40.78
Sunoco - Truck Repair		93.54
Keith Baynes, Esq. - Final payment, - Street Repairs Corun & Gatch		150.00
Paint'N Place - Signs		210.00
Maryland Materials - F.O.B. Quarry		1,064.96
Benjamin Lumber - Cracked Ice		<u>6.28</u>
		Total <u>1,565.56</u>

UTILITY ACCOUNT

SEWER

Tatman & Lee Associates, Inc. - RPR Services for Sewer Tie-in 609 & 710 Ogle Street		1,022.51
Conowingo Power Co. - Electric-		527.64
Sta. #1	357.73	
Sta. #3	126.08	
Lift Sta.	11.02	
Rt. #7	<u>32.81</u>	
		<u>1,550.15</u>

ACCOUNTS APPROVED FOR PAYMENT

JANUARY 11, 1994

UTILITY ACCOUNT

WATER

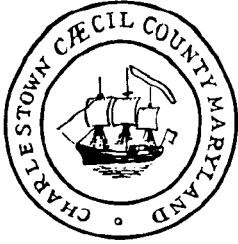
S T Environmental Services - Jan.	\$2,020.00 plus extra exp. \$99.00	2,119.00
Conowingo Power Co. -		538.53
Well 1 -	18.25	
Well 2	244.08	
Tank	<u>276.20</u>	
Robert Pruitt - Annual Audit		<u>800.00</u>
	Total	<u>3,457.53</u>

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/11/94 TIME: 7:30 PM

Ronald R. Botty
David Langley USER - AM ELKTON
Richard + Nancy Sipes
Wayne S. Fenstermacher / The Times
Mary Farrell
Russ Farrell



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

EXECUTIVE SESSION

FEBRUARY 8, 1994

After a five (5) minute recess, the Town Board went into Executive Session at 8:25 P.M. The Board went into the meeting pursuant to Title 10 of the State Government Article specifically §10-508(a)(8) which permits a public body to close a meeting in order to consult with staff, consultants, or other individuals about pending or potential litigation.

Discussion was held concerning the need to secure an easement from a property owner for installing a portion of the water lines in the part of Charlestown Manor that was annexed. B. Frank Shriver made a motion to have Joe Mahoney, Town Attorney, attempt to secure the necessary easement. Motion seconded by Joseph G. Letts, Sr. Passed 4 - 0. Executive session ended at 8:35 P.M.

Board returned to regular Town meeting. Since there was no further business, the meeting was adjourned.

Respectfully Submitted,

Stanley W. Hearne

Stanley W. Hearne,
Town Administrator

TOWN MEETING
FEBRUARY 8, 1994

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President David A. Jarinko. Other Commissioners present were Joseph G. Letts, Sr., Gophery H. Richardson, and B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

The first person scheduled on the agenda wanting to speak to the Board, Mr. Callis, was not present. Geraldine Barr asked to address the Board regarding a crossing guard for the Charlestown Elementary School. After some discussion, President Jarinko stated a meeting has been scheduled at the Charlestown Elementary School on February 14, 1994 at 10:00 a.m. with Delegate Murray, Senator Amoss, Sheriff Kennedy, and the State Highway Administration on the subject. As the Board agreed discussion should be put off until after that meeting, the Board moved on to the next item.

OLD BUSINESS

The next item of business was approval of minutes. A motion was made by Commissioner Richardson to approve the minutes of the January 11, 1994 meeting as written and was seconded by Commissioner Letts. The motion passed 4-0. Next, the bid submitted by Bradley Electric to upgrade the electrical system at the Town Hall. A motion was made by Commissioner Letts to accept the bid of \$1,550.00 submitted by Bradley Electric and was seconded by Commissioner Shriver. The motion passed 4-0. President Jarinko stated any scheduling of the work would be made in conjunction with Rosalyn Bott, Postmaster, of the Charlestown Post Office.

PENDING BUSINESS

As an update on the Comprehensive Plan, President Jarinko stated the basic text was done late last year and we are just waiting on the town comprehensive map on the annexed areas and a couple of technical areas. The map was reviewed by Darlene McCall of the Planning & Zoning Commission, Nelson McCall of the Historical District Commission, and by President Jarinko. The map was available at the Town Hall for a week for inspection and comment. The map will be forwarded to Tatman & Lee and they should start on the printing. The next item was the Fire Boat Landing, also designated as the Louisa Lane public landing. Commissioner Letts stated President Jarinko and he met with three people from the DNR Boating Administration to look at the proposed landing. He stated DNR was concerned that it may be rejected by the Corps of Engineers because of the amount of dredging to be done. They suggested to go out at the town-owned property by Avalon to a 2-foot depth and begin dredging. The money is there for a study and

DNR has agreed to using our engineers for it. In 2-4 weeks, the engineers will be here for a redesign meeting and the Commissioners will be notified when the meeting is. A brief discussion followed. President Jarinko also informed the Board it looks like the Town will get the funding for the comfort station at the end of the legislative session. He said the Board then would decide whether to front fund the project or not. The next item was the school crossing lights which was discussed at the beginning of the meeting so the Board moved on to the next item. The next item was the Storm Water Management Study done by Engineering Technologies. President Jarinko stated they correctly identified the problem areas and have recommended swales, topographical grading and storm water management ponds. President Jarinko said the commissioners have seen the study and are not enthusiastic about the ponds. Engineering Technologies has been contacted and a meeting with the Commissioners set for February 19, 1994 at 10:30 a.m. to discuss alternate solutions. President Jarinko asked Mr. Hearne to contact the homeowners in the problem areas and advise them of the meeting so they could attend. The last item under pending business is the renewal of Tatman & Lee's contract as town engineers. President Jarinko stated the contract was modified, with the concurrence of Tatman & Lee, so that all drawings, maps, etc. at the end of a project become the property of the Town. A motion was made by Commissioner Letts to approve the contract, seconded by Commissioner Shriver. The motion passed 4-0.

NEW BUSINESS

The first item was Commissioner assignments. President Jarinko passed around copies of a tentative list (see attached). Commissioner Letts requested that Buildings/Grounds be assigned to someone else & Commissioner Richardson accepted it. Commissioner Richardson made a motion to accept the list of Commissioner assignments as amended and was seconded by Commissioner Letts. The motion passed 4-0. The next item was the Joint Commissioners' Meeting scheduled for March 8, 1994. The County Commissioners were very receptive to the idea. President Jarinko said the County Commissioners' meeting would start at 6:30 p.m. and the Town Commissioners' meeting at 7:30 p.m. He also said it would be advertised and asked Rosalyn Bott if posters could be placed in the post office and she said yes. After some discussion about providing refreshments after the meeting, the Board decided to table a decision until the next town meeting. Regarding the operation of the Town's water system, the Board has not been happy with ST Environmental. President Jarinko said we approached Barry Belford and Tom DeLorimier of the County's Department of Public Works about contracting it to the county. The advantages are the county is running 4 water systems now, have the trained licensed personnel, have emergency 24-hour contracts, and the town would pay the county on the county's cost basis. President Jarinko said hopefully they will get a proposal to us before the February 22, 1994 meeting and perhaps we can come to agreement in time for the

Joint Commissioners' Meeting on March 8. Commissioner Shriver asked when ST Environmental's contract was to be renewed. President Jarinko stated April 1 which is why we're trying to get this done quickly. The next item was the Transviron survey. President Jarinko stated Transviron, who did the survey for Porter's property, gave a quote for surveying the rest of the Trinity Woods and Route 7 annexed area. As Mr. Hearne and he felt the quote was a little high, he contacted Tatman & Lee who said it would be cheaper to go with Transviron as we would probably pay someone else more as anyone else, including Tatman & Lee, would be very reluctant to continue someone else's survey work. President Jarinko said he would like to talk to Pete D'Adamo about the quote before the Board makes any decision. The next item was accounts payable. A motion was made to pay the bills except for the one from Keith Baynes designated as Stephen Baker (D. Richardson Builders) by Commissioner Shriver and was seconded by Commissioner Richardson. The motion was passed 3-0-1 (Commissioner Letts abstained). A motion was made to pay the bill from Keith Baynes designated as Stephen Baker (D. Richardson Builders) by Commissioner Letts and seconded by Commissioner Shriver. The motion passed 3-0-1 (Commissioner Richardson abstained).

At this time, President Jarinko explained the Board would be going into an executive session to discuss easement acquisition and possible litigation involved with it and, therefore, the meeting was adjourned by President Jarinko at 8:20 p.m.

Respectfully Submitted,


Lisa C. Morgan

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/8/94 TIME: 7:30 PM

Passing) R. Bott
Ferris L. Barr
William E. Tracy

TOWN MEETING OF FEBRUARY 8, 1994
BILLS APPROVED FOR PAYMENT

Cecil Whig - Ord. #93-3, #93-4, #93-5	153.40
First National Bank of North East - safe deposit box	44.00
Stanley's - office supplies	4.99
Crothers-Littles Insurance Agency - bond, Lisa	50.00
Tatman & Lee Associates - RPR Inv. #12903	860.64
Tatman & Lee Associates - Comprehensive Plan Inv #12822	744.00
Central Printing & Office Supplies - envelopes	104.00
C&P Telephone	169.30
AT&T	28.94
Treasurer of Cecil County - Deputies	1,054.56
Treasurer of Cecil County - gasoline	31.86
Keith Baynes - Stephen Baker (D. Richardson Builders)	112.50
Keith Baynes - zoning: C. Metz, H. Hall, D. Collins	170.00
Joseph J. Mahoney - retainer for 1994	750.00
North East Florist - flowers (McCall)	34.50
Conowingo Power Co. - Town Hall	110.61
Garage	22.10
Boat House	<u>10.04</u>
Cecil County Department of Public Works - landfill	11.15
Vernon L. Bryant - repairs to post office	3,041.51
Atlas Plumbing Unlimited - repairs town house	82.49
Maryland Rural Water Association - '94-'95 dues	150.00
Conowingo Power Co. - street lights (Jan. & Feb.)	2,206.52
Russell's Sunoco - gasoline	7.69
American Home & Hardware - salt crystals, flood lamps	54.86
Millard T. Bott - cemetery work	40.00
J. W. Rowland Trucking - haul quarry (walking track)	689.12
Tatman & Lee Associates - sewer lateral inspection	69.75
Cecil County Dept. of Public Works - sewage	11,404.88
Cecil County Dept. of Public Works - sewage	2,003.44
Conowingo Power Co. - Sta. #1	253.32
Sta. #3	126.20
Lift Sta.	8.93
Rte. #7	<u>32.81</u>
Waterpro Supplies - water meters	1,005.00
Casper G. Sippell - problems at water town unit heater & heat tape corrected heat elements	375.00
Printing Systems - new utility bills	292.87
C&P Telephone - water tower	64.54
ST Environmental Services - February 1994	2,287.76
Conowingo Power Co. - Well 1	121.47
Well 3	238.80
Tank	356.90
Engineering Technologies Assoc. - stormwater drainage study	930.00

Tarinko President
Administration + Finance + Grants
legal / Police
MML

Letts Vice President
Parks + Recreation
Streets (lights + Snow + Parking)
~~Buildings / Grounds~~

Richardson Animal Control
Sewage
Water
Bldg / Grounds

Palmer Treasurer
Sewage Alternate
Zoning liaison
legal Alternate

Schriber Leases
Water Alternate
street Alternate
Building / Grounds Alternate

Common Budgett

BRADLEY ELECTRIC SERVICE
68 Waibel Road
PORT DEPOSIT, MARYLAND 21904

JOB ESTIMATE

(301) 378-3527

PHONE	DATE
410-287-6173	

JOB NAME/LOCATION
Stan Hearn

TO TOWN OF CHARLESTOWN
MARKET STREET
CHARLESTOWN,
MARYLAND 21914

JOB DESCRIPTION:

Furnish Labor and Material to Replace Existing Service with New 200 AMP 120/240 Volt Service Equipment with Meter Box and Circuit Breaker Panel to Accommodate Existing Circuits and Install (1) One 120 Volt 20 AMP Circuit to Town Hall Office. Work to be Coordinated With Town Hall and Post Office Work Hours to Accommodate Job.

Total Job Cost - \$1,550.00

ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED JOB COST \$1,550.00

ESTIMATED BY James G. Bradley
Bradley Electric Service

Tatman & Lee Associates, Inc.



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

January 5, 1994

Town of Charlestown
P.O. Box 154
Charlestown, Maryland 21914

Re: Retained Engineering
Services

Gentlemen:

We are pleased to present this Agreement to continue to be the Town Engineer for 1994. We have been the Town Engineer since May 26, 1988.

A. SERVICES TO BE PROVIDED

Engineering services will be provided to the Town on an "as-requested" basis. We shall provide all engineering services required related to planning, surveying, design, construction review, operation and maintenance of Town facilities.

B. PROJECT MANAGEMENT

When directed to provide our services, we will select those individuals in our firm who can best serve the needs of the Town for the particular project. D. Russell Tatman, P.E. will serve as the Principal-in-Charge with Peter C. D'Adamo, P.E. providing the primary coordination and management of our services.

C. FEE

Our retainage fee will be \$1.00 for 1994. Prior to initiating each item of services assigned to us by the Town under this Agreement, we shall provide the Town with a written description of our understanding of the scope of the engineering services requested with our proposed fee. No services will be initiated without prior approval of the scope and fee by the Town. We shall provide our services in accordance with the attached General Contract Conditions (Exhibits A&B).



Town of Charlestown
January 5, 1994
Page 2

Please sign and return one copy of this Agreement for our records acknowledging your acceptance. We appreciate this opportunity to continue providing services to you.

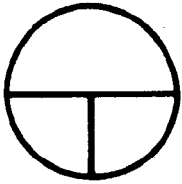
Very truly yours,

D. Russell Tatman
D. Russell Tatman, P.E.
Operations Manager

ACCEPTED BY: _____ DATE: _____

TITLE: _____

DRT/he



TRANSVIRON, Inc.
Consulting Engineers

February 3, 1994

The Mayor and Commissioners
of the Town of Charlestown
Town Hall
Charlestown, MD 21914

Attn: Stan Hern, Town Administrator

Re: Proposed Annexation

Dear Mayor and Commissioners:

In response to our discussions with Mr. Hern on January 25 and February 2, 1994, we are pleased to submit herein our proposal to provide engineering services for preparing written descriptions and a plat of metes and bounds of Trinity Woods Subdivision and its adjacent/nearby properties Nos. 941, 573, 525, 260, 1242, 359, 259, and 388 for use by the Town in the annexation of said properties. It is understood that there will be no field survey or stakeout required to verify the accuracy of the deeds for these properties, as recorded at the Cecil County Court House.

Services under this proposal will be completed within one month of your notice to proceed. Our proposed fee to complete this project is a lump sum of Fifteen Hundred Dollars (\$1,500.).

If our proposal meets with your approval, please sign the original and copy enclosed and return one for our file.

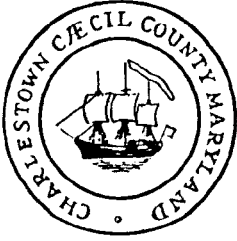
Very truly yours,

Attest: Mary C. Horn

Charles S. Bao
Charles S. Bao, P.E.
President

Accepted by Town of Charlestown, MD on _____, 1994

Attest: _____



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

TOWN MEETING
AGENDA
February 8, 1994

7:30 P.M.

- DAVID CALLIS
- CHARLESTOWN ELEMENTARY P.T.A.

OLD BUSINESS

- APPROVAL OF MINUTES FOR MEETING OF JANUARY 11, 1994
- BRADLEY ELECTRIC BID

PENDING BUSINESS

- COMPREHENSIVE PLAN UPDATE
- FIRE BOAT LANDING
- SCHOOL CROSSING LIGHTS
- STORM WATER MANAGEMENT STUDY
- TATMAN & LEE CONTRACT

NEW BUSINESS

- COMMISSIONER ASSIGNMENTS
- JOINT COMMISSIONERS MEETING

- OPERATION OF TOWN WATER SYSTEM
- TRANSVIRON SURVEY (TRINITY WOODS & ROUTE 7)
- ACCOUNTS PAYABLE

EXECUTIVE SESSION - EASEMENT ACQUISITION

TOWN MEETING
MINUTES

FEBRUARY 22, 1994

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 P.M. by President David A. Jarinko. Other Commissioners present were Joseph G. Letts, Sr. and Gophery Richardson. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

ST Environmental Report

Mike Poyner, from ST, gave the monthly report. He stated several times during the month there was a problem with the soda ash pump. It appears that the line to the soda ash pump was freezing up so a heat tape was placed on the line. The problem continued as the temperatures dropped so on January 19, 1994 President Jarinko was called to ask for assistance in solving the problem. Next, Mr. Hale, senior Vice President, from ST Environmental Services stated he would like to discuss with the board the services that ST is providing the Town and the amendment to the contract. David Jarinko told Mr. Hale he wanted more of a turn key operation than we are getting now. President Jarinko said he should not have to go to the water tower to change fuses, light bulbs, etc. Mr. Hale agreed but he said the contract basically equates to two hours a day and if the Commissioners are willing to pay for more services they will be provided with more services. David Jarinko stated that the Commissioners should not have to be running all over the place to obtain heaters or materials to keep the equipment at the water tower from freezing as was the situation in January. President Jarinko stated we want to be informed of but not have to perform the work. The Board would like the services to be provided and the Town is willing to pay for the extra services. Mr. Hale stated he would like to come back in a month and do a follow-up and that ST is fully capable of providing the services that are needed.

Crossing Guards

Jerry Barr stated her group came to discuss with the Town Commissioners the crossing guard issue. First, Ceal Grace, retired secretary from Charlestown Elementary School, stated from her experience the cars traveling on Baltimore St. do not abide by the posted speed limit. Ceal stated the school population is growing every year and she thought there were about 36 children who crossed Baltimore St. to get to the Holloway Beach area. Ceal stated that the group had apparently done a lot of work on obtaining crossing guards and she thought the PTA would probably assist in funding the crossing guards. Brenda Campbell stated that her son is one of the fifth graders who assist the children crossing Baltimore St. at this time and last week her son had a knife pulled on him by some

other kids while he was assisting the children. She stated some middle school kids hang around the area until the elementary children are dismissed and this poses a potentially dangerous situation. President Jarinko stated we have two separate issues here. Commissioner Letts stated the knife incident was a police matter and should be reported to the Sheriff's Department or the State Police. Nancy Crawford, the school advisory board chairman, stated the Sheriff's Department will be investigating the incident with the middle school kids. Mrs. Crawford asked the Board if the PTA provided the funds, would the Town accept the liability. After some discussion, the Board suggested the parents should get together and rotate being the crossing guard. The problem with the Town employing crossing guards is with the liability. Commissioner Letts stated the Town will provide the equipment and training at the Sheriff's Department if the volunteer group gets going. President Jarinko stated the deputies are aware of some of the problems and they will be more visible in Town to try and alleviate some of the problems. It was noted that Peter Williams has agreed to be a volunteer crossing guard.

Approval of Minutes

Commissioner Richardson made a motion to approve the minutes of February 8 and the motion was seconded by Commissioner Letts. The motion passed 3-0.

Schoch Easement

President Jarinko stated they need to go across Schoch Avenue to loop the water system. Schoch claims ownership to the center of the roadway. The Town could go to court which would be costly and lengthy. Mr. Schoch is asking for one of two things: either de-annexation or a free hook-up and ten years of free water usage. Our option is to dead end the line and Mr. Schoch will be required to hook-up.

Stormwater Management Study

The Board concurred that they were dissatisfied with the study and the value of the study is somewhat questionable. The study is probably state of the art but it does not seem feasible for Charlestown.

Transviron Inc. - Trinity Woods

The Town needs to get a boundary survey to file with the state for the annexation of Trinity Wood and the Route 7 area. Transviron has submitted a price of \$1,500.00 to do the work. Commissioner Letts made a motion to accept the price of \$1,500.00 to do the survey work. Commissioner Richardson seconded the motion and it was approved 3-0.

County Water Proposal

President Jarinko stated the county is proposing that they will provide the services that ST Environmental Services was supposed to provide. The county will bill us for chemicals and testing like ST billed us for. The county maintenance department will be available to us and they will operate the system 24 hours a day like it was a county facility and we pay the same way we paid ST. President Jarinko stated he will not vote for a ST contract as long as the county contract is on the table. The county will give direct pass throughs without inflated costs. The Board will discuss the issue at the next meeting when they hope to have a full board attending.

Police Service Calls

Commissioner Letts stated that there is an agreement being worked out between the Sheriff's Department and the Maryland State Police and the municipalities that have their own police force for 911 calls. The Town will have a verbal agreement that the Sheriff's Department will handle Charlestown's calls unless it is a life-threatening situation and in that case, it will be handled by the closest car.

Town Dock

President Jarinko stated that the Town Dock has significant ice damage to 13 of the pilings and he is going to work with the marinas and try to get a pile driver to drive them back in as there has been a lot of ice damage up and down the river and pile drivers are going to be hard to get.

LGIT - Town Insurance

President Jarinko stated that we have a current liability of \$2,000,000 and there was an oversight and the bill was not paid in July so we have been notified by LGIT we have 30 days to pay the bill. Commissioner Richardson made a motion to pay the bill. Commissioner Letts seconded the motion and it passed 3-0.

School Bus Stop

President Jarinko stated that Deputy Rafer, Marie Cleek, Fred Barrett, Mr. Cobel, and himself met on February 22 regarding the problem between the school kids and Mr. Cobel. The decision was made to move the school bus stop from the corner of Bladen Street to across the street from Lewis's store.

Accounts Payable

As there were two commissioners absent, two items have to be removed until the next meeting. Commissioner Letts made a motion

to approve the bills with the deletion of the Sheriff's Department bills. Seconded by Commissioner Richardson. Motion passed 3-0.

As there was no further business, President Jarinko adjourned the meeting.

Respectfully submitted,

Joann Speck

Bills Approved for Payment During Meeting of February 22, 1994

Cecil Whig	148.98
Stanley's Office Supplies	6.88
Mac's Shacks - 1 portable toilet	55.00
J.W. Roland trucking - stone for walking track	338.08
Charles Mars - walking track	280.00
Tatman & Lee Associates - annexation - manor	1,249.90
Maryland Assoc. Historic District Commissioners - 1994 dues	25.00
C&P Telephone Company	316.43
AT&T	45.21
Engineering Technologies Associates - Stormwater Drainage Study	4,505.38
Charles Mars - cleaning intersections, pushing snow, spreading rice gravel	1,585.00
Charles Mars - cleaning cemetery roads	40.00
Paul's Utility Co. - adjust & raise manhole frames, etc.	13,670.00
ST Environmental Services - add'l exp for Jan.; March	2,780.15
C&P Telephone	77.53
Kellis Collins, Jr. - replacing water meter	35.00
Tatman & Lee Associates - operational assistance to town - extreme weather conditions	809.50

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/22/94

TIME: 7:30 PM

Merci Barr

Brenda Campbell

Deborah Kelly

Caroline Grey

Ceal Locke

Mike Poyner - STES

John Hale - STES

Jeff Doutrich - STES

Nancy Crawford

Debra Miklas

TOWN OF CHARLESTOWN

Executive Session
Minutes

The 1994 Charlestown Commissioners, since formally taking office on January 11, 1994, have been considering a number of options to upgrade and improve the efficiency of the Town office. On March 2, 1994, the Commissioners met in executive session, pursuant to Title 10 of the State Government Article specifically § 10-508(a)(1)(ii) which permits a public body to close a meeting in order to discuss any other personnel matter that affects 1 or more specific individuals, to deal with personnel assignments and overall office operations. Commissioner Letts did not attend or participate as his mother-in-law, Doris Berry, is an affected employee. At this meeting, the participating Commissioners, along with the Town's attorney, Joseph Mahoney, unanimously decided the following:

- 1 - No employee will lose their job or experience a reduction in current hours as a result of the discussed reorganization.
- 2 - The Town finances will be computerized including the checking accounts.
- 3 - In an effort to accomplish a smooth transition to computerization of finances and checking accounts, beginning Monday, March 7, 1994 all checkbook and accounting activities, including preparation of bank deposits, will be handled by Lisa Morgan and/or Joann Speck.
- 4 - No additional changes in office assignments will take place at this time.
- 5 - Regarding formal job descriptions, the Commissioners, with the concurrence of counsel, unanimously decided not to develop formal job descriptions at this time.
- 6 - All office staff members are expected to assist one another when the office workload requires such.

Respectfully submitted,


David A. Jarinko
President
Town Commissioners of Charlestown

TOWN MEETING
MARCH 8, 1994

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:25 p.m at the Charlestown Elementary School by President David A. Jarinko. Other Commissioners present were Joseph G. Letts, Sr., B. Frank Shriver, and Robert J. Palmer. Also present was Stanley W. Hearne, Town Administrator.

President Jarinko presented former Commissioners Russell Farrell and Rosalyn Bott with plaques. The presentations were made to thank the former Commissioners for their years of service to the board and to the town. Commissioner Letts asked to be allowed to address the Board. He read a brief statement stating that he found it necessary to resign from the Town Commission and gave President Jarinko a copy of his letter of resignation. The text of Commissioner Letts' letter is as follows: "It is with the deepest regret that I must submit my resignation from the Town Commission effective immediately. This decision is partially based on the question raised by Commissioner Richardson and ruled upon by the Ethics Commission regarding my off-duty employment as a Deputy of the Cecil County Sheriff's Department and serving as a Commissioner of the Town of Charlestown. I will not continue to subject my family, my employer or myself to further turmoil by continuing to serve." President Jarinko announced that the Town Commissioners would reluctantly accept the resignation. Former Commissioner Letts did not attend the remainder of the meeting.

Gerri Barr addressed the Board once more concerning the crossing guard situation. She indicated that she had spoken with Senator Amoss and Delegate Murray as well as others in regard to the problem. At this point, County Commissioner A. Marie Cleek who had attended the earlier County Commissioners Meeting at the school gave an update on action being taken. Signs to alert motorists to the school zone and to warn of children in the area should be up around the first of April. The flashing lights should be installed in time for the start of the new school year in September, 1994. There are no plans at this time to employ crossing guards.

TOWN MEETING
MARCH 8, 1994

MINUTES

NEW BUSINESS

President Jarinko briefed the Board on the agreement the Town was going to sign so that the County could operate the Town water system. Commissioner Palmer made a motion that we enter into an agreement with the County to have them operate the Town water system. The motion was seconded by Commissioner Shriver. The motion carried 3-0. The only other business for this evening was to pay the bills. Commissioner Shriver, with a second from Commissioner Palmer, made a motion to pay the bills. It carried 3-0.

Since there was no other business, the meeting adjourned at 7:37 p.m.

Respectfully submitted,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator

TOWN MEETING OF MARCH 8, 1994
BILLS APPROVED FOR PAYMENT

General Account

Treasurer of Cecil County - Deputies	728.34
Treasurer of Cecil County - Gasoline	30.87
Keith Baynes - Parking Ord.-Deed description, S. Hearne	150.00
C.J.'s Market - Trash Bags, Gloves, Kero	63.97
Injured Workers' Insurance Fund - Balance	66.48
Mac's Shacks - 1 Portable Toilet	55.00
St. Paul's Stamp Works - 2 Desk Plates	21.84
Tatman & Lee Associates, Inc. - Comprehensive Plan	248.00
Bradley Electric Service - Installed seperate Circuits P. O. & T. Hall	120.00
Bradley Electric Service - Labor & Material to replace existing Service	1,550.00
Tappan - Range Contract for Town House - 1 yr. \$31.95; 2 yrs. \$63.90; or 3 yrs. \$95.85	95.85
Data Services, Inc. - Tax Bills, etc.	435.00
Quinlan Publishing Co., Inc. - Building Permits Bulletin	60.00
Conowingo Power Co. - Town Hall - \$123.39	163.80
Garage - 32.11	
Boat House - 8.30	
Alger Oil Company - 129.4 gals @ 1.0490 less \$.10 per gal. if paid within 6 working days (\$12.94)	122.80
TOTAL	<u>3,911.95</u>

Special Account

Russell's Sunoco - Gasoline	49.50
J. W. Trucking, Inc. - Rice Gravel	48.98
Conowingo Power Co. - Street Lights	<u>1,183.65</u>
TOTAL	<u>1,282.13</u>

TOWN MEETING OF MARCH 8, 1994
BILLS APPROVED FOR PAYMENT

Utility Account

Sewerage Account

Conowingo Power Company - Sta. #1	\$435.62	592.98
Sta. #3	103.33	
Lift Sta.	12.73	
Rt. #7	<u>41.30</u>	
		Sub-Total
		<u>592.98</u>

Water Account

Conowingo Power Comapny - Well #1	\$256.65	914.94
Well #3	182.71	
Tank	<u>475.58</u>	
		TOTAL
		<u>1,507.92</u>

**TOWN MEETING
MINUTES**

MARCH 22, 1994

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

Appointment of New Commissioner

President Jarinko stated the first order of business was the appointment of a new commissioner because of the vacancy caused by Commissioner Letts' resignation. Mr. Letts had decided not to seek re-appointment to the Board. President Jarinko stated he had talked to former Commissioner Bott who had said she would accept if the Board appointed her. However, he said we need a majority decision of the Board to do so. A motion was made by Commissioner Palmer to appoint Rosalyn R. Bott as commissioner, seconded by Commissioner Richardson. The motion passed 3-0. President Jarinko requested Mr. Hearne to call Ms. Bott so she could be sworn in at this meeting.

Approval of Minutes

President Jarinko stated that the Commissioners present at the February 22, 1994 meeting were Commissioner Richardson, former Commissioner Letts and himself and the Board's practice has been to allow only those Commissioners who were present at a meeting to approve the minutes of that meeting. In addition, he said we follow Roberts' rules which do not allow the president of a Board to make or second motions. He said we will have to step outside the normal methods to approve the minutes. President Jarinko handed the chair over temporarily to Commissioner Palmer. A motion was made by Commissioner Richardson to approve the minutes of the February 22, 1994 meeting as written, seconded by Commissioner Jarinko. The motion passed 3-0. Commissioner Palmer turned the chair back over to President Jarinko. President Jarinko stated approval of the minutes of the March 8, 1994 meeting would be deferred until the next meeting.

At this time, Ms. Bott arrived. President Jarinko, in accordance with the Town's charter, administered the oath of office. President Jarinko then stated former Commissioner Letts was vice-president of the board when he resigned which leaves the vice presidency vacant. He said voting will now be held by secret ballot for that vacancy. The board voted and the ballots were read by President Jarinko. Commissioner Bott was elected as Vice President by a vote of 4-0.

LIST OF BILLS APPROVED FOR PAYMENT DURING MEETING OF
March 22, 1994

GENERAL ACCOUNT

Treasurer of Cecil County - deputies 2/94	427.80
Treasurer of Cecil County - gasoline 2/94	22.12
Treasurer of Cecil County - replace year band on stamp	16.00
State Admin. Bd. of Election Laws - municipal election materials	52.80
BJ's Wholesale Club - membership fees	45.00
Joseph J. Mahoney - personnel/ethics issues; Schoch issue	1,312.50
Transviron - Trinity Woods Rte. 7 survey	1,500.00
Tatman & Lee - Charlestown Manor (portion) survey - invoice #13156	2,406.89
AT&T	22.45
C&P Telephone - Town Hall	111.50
Cecil County Dept of Public Works - landfill	2.60
Subtotal	\$ 5,919.66

UTILITY ACCOUNT

WATER

C&P Telephone - water tower	\$ 63.46
Subtotal	\$ 63.46

TOWN MEETING
APRIL 12, 1994
MINUTES

The Town meeting of the Town Commissioners of Charlestown was called to order by President David A. Jarinko at 7:30 p.m. Other Commissioners present were Robert J. Palmer, Rosalyn R. Bott, Gophery H. Richardson, and B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

President Jarinko asked if anyone in the audience wished to address the board. Mrs. Barr asked if there was any conclusion regarding the cross guard equipment and notices sent for volunteers with the utility billing. After some discussion, President Jarinko said notice would be put in the 2nd quarter utility billing for the next school year as this one is almost finished. Mrs. Barr also again requested a donation for playground equipment. The Board decided to move on without making a decision.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Shriver to approve the Minutes of the March 8, 1994 meeting, seconded by Commissioner Palmer. The motion passed 3-0. A motion was made by Commissioner Bott to approve the Minutes of the March 22, 1994 contingent on a typographical error on page 2 be corrected to read "Charlestown Marina", seconded by Commissioner Richardson. The motion passed 5-0.

PENDING BUSINESS

Ramp Auxiliary Parking - President Jarinko stated Mr. Mars is preparing the parking area with crusher run. He also said he would like to see the pole & cable fence extended down to the edge to avoid situations like that which occurred the past weekend when two young men were kicked off town property by Mr. Knapp. It would mean installing approximately 150 feet of poles & cables which we have. Mr. Mars would drill and install the poles & cable & Harley would paint them. President Jarinko mentioned that Mr. Mars also had put telephone poles down to mark off the 60% portion of the lot for parking. Commissioner Bott asked if there was an entrance sign. President Jarinko said it was easy to see where the entrance was. After some discussion, Commissioner Richardson commented that actually anyone could use the Avalon easement.

Town Dock - President Jarinko stated with the 12-13 piles lifted or leaning down at the town dock, we have been trying to get price quotes from pile drivers. North East Pile Drivers said, when

recontacted, that they had mailed a quote but said they would send another copy but we haven't received it yet. Mr. Hoyt, the pile driver used by Charlestown & Lee's Marinas, gave a verbal quote of \$80-\$100/piling. He said he would be at Charlestown Marina in 3-4 weeks and would then do us. When asked by Commissioner Shriver if we have the pilings, President Jarinko said yes. After further discussion, the Board agreed to go with the lowest of the two bids and get the repairs done.

Stone Wharf Repairs - President Jarinko stated that months ago the Board was aware of damage to the stone wharf and repairs were delayed until spring. Mr. Mars estimated it would take about 20-40 tons of riprap and maybe 2 loads of #2 gravel. Maryland Material quotes a price of \$13.50/ton for riprap. Mr. Mars said he could probably do it this Thursday or Friday. A motion was made by Commissioner Bott to make the repairs needed at the stone wharf, seconded by Commissioner Shriver. The motion was passed 5-0.

Walking Track - President Jarinko stated it is too wet at the present time for Mr. Mars to work on it.

President Jarinko asked if there was any other pending business. Commissioner Bott asked what was happening with the street sweeper. Commissioner Richardson said he expected him last week and would contact him again.

NEW BUSINESS

Maryland Education Coalition - President Jarinko stated this was an equity in education funding advocacy group which we made a donation to last year when it was brought to our attention by County Commissioner Cleek. He stated we didn't seem to be getting anything for our money. Commissioner Bott stated the money should be used in Charlestown. A motion was made to discontinue the membership by Commissioner Palmer, seconded by Commissioner Bott. The motion passed 5-0.

Amendment to Parking Ordinance - President Jarinko stated the parking ordinance was mainly to deal with the influx of summer residents and was worked on by former President Farrell and Mr. Baynes, the Town Attorney. After some discussion, President Jarinko asked if further discussion was needed on the proposed Ordinance #94-1 to change/modify Ordinance #93-5 before discussing the proposed ticket form. A motion was made by Commissioner Bott to accept the ordinance as written, seconded by Commissioner Shriver. Motion passed 5-0. Commissioner Shriver asked what do we do with the fine schedule? Commissioner Bott stated, since she's had problems with people parking their trailers, she would like to see a pretty steep fine. After discussion, the Board decided to table the matter of fines, at Commissioner Shriver's suggestion, until the next meeting giving the Commissioners time to review the

fine schedule.

Accounts Payable - The Board was informed that one of the Maryland Material bills and the one from Roland Trucking was listed against the special account but if it is found the bills were for the jogging track, the monies should come out of the general account. A motion was made by Commissioner Bott to pay the bills as listed, seconded by Commissioner Shriver. The motion was passed 5-0.

President Jarinko asked if there was any other business before discussing the budget. When asked about the status of the Charlestown Manor water system extension, President Jarinko stated we had two different options - Plan A - a full loop system but we are experiencing resistance from one resident in the area and the town attorney said this could cause a lengthy delay and Plan B - dead ends - one down Edgewater and one down Clearview. Tatman & Lee sent us quote on Plan A but not on Plan B. President Jarinko stated if we plan on doing this this year we'd have to go with Plan B. Commissioner Richardson stated Plan B should be adequate to service the area. After further discussion, a motion was made by Commissioner Shriver to have Tatman & Lee proceed with the bidding procedure, seconded by Commissioner Palmer. The motion passed 5-0. President Jarinko said he would try to contact Mr. D'Adamo tomorrow. Commissioner Bott said she received a request to have the speed limit lowered to 20-25 mph in the Manor from Schoch Drive out to the Beachcomber. She believes there's a sign going in the other direction. The Board discussed the matter but didn't take any action. Commissioner Bott also said there have been complaints about the teenagers running around out there. The Board will pass the information onto the Sheriff's Office so patrols would go out there once in a while. Commissioner Bott said she tried to talk to Mrs. McCall, chairman of the Planning & Zoning Commission, about responsibility for stop signs, road signs, and street lighting. President Jarinko stated Mr. Porter is not responsible for street lighting as it wasn't a condition made when the development was approved. He said he would talk to Mr. Porter about putting up road signs. Mr. Hearne said Mr. Porter is getting ready for Phase II of that development and we may be able to do something then. Commissioner Bott said this would be something to keep in mind when the next subdivision occurs. Commissioner Bott also wanted to know when do we pay the county for managing the water system. Mr. Hearne said we pay them quarterly and the first bill should be in June. Commissioner Bott stated as soon as Mr. Mars is free, the park behind the Town Hall will be redone with new sand and new plastic. Mrs. Barr asked about the status of the stormwater management study. Mr. Hearne said the completed study should be done and in our hands by April 22 and based on the study recommendations, the Board will discuss if they want to proceed and how. Mr. Hearne also stated he will be attending the Crownsville meeting with the block grant people as they are changing the way they award block grants. Mr. Hearne mentioned we've been getting

complaints about speeders around Ogle & Caroline Streets. When asked by President Jarinko, Commissioner Richardson stated he wasn't aware of people speeding through that area. Commissioner Bott said the Sheriff's Office should try and keep the kids out of the streets as she noticed the kids out in the streets if they're not in school. When asked by Mrs. Barr about the fountain, President Jarinko stated this was a project former Commissioner Letts and Mr. Bryant were supposed to be handling and it seems to have been forgotten lately. It is still in the budget and the Board will contact Mr. Bryant about getting it done.

Budget - President Jarinko stated former President Farrell assisted Mr. Hearne, Mrs. Speck, and him in getting budget figures and estimates for this year's budget proposal together. Each Commissioner received a copy of the proposed budget and President Jarinko suggested if any Commissioner had questions, Mr. Hearne or Mrs. Speck would be able to help. The Board can discuss any item which is of concern but he would like to see the final budget adopted at either the first or second meeting in May. Commissioner Richardson stated he would like to see a vendor file started and also some system in place so we can tell how we're doing with spending at any point during the year. President Jarinko stated we are working to set up that now. President Jarinko stated there is also a list of monies in the various bank accounts. After several minutes of discussion regarding the sewer savings account, President Jarinko said we would discuss any concerns at the next meeting after everyone is familiar with the proposed budget. Commissioner Richardson indicated he was not happy about former Commissioner Farrell making up the budget. Commissioner Bott said President Jarinko has the right to ask for anyone to assist him as does any former or future President of the Board. Mrs. Speck, Mr. Hearne, and former President Farrell assisted President Jarinko in preparing the budget. President Farrell plugged the projected figures he received from Mr. Hearne and Mrs. Speck into the computerized budget format he had used last year. President Jarinko again said that after the Commissioners have looked at the budget, Mr. Hearne or Mrs. Speck could probably help them if they had questions.

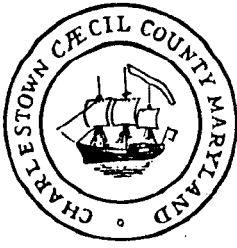
Commissioner Bott asked when the annexations were going to be recorded at the Circuit Court and if the properties were going to appear on our tax roles. Mr. Hearne stated the Trinity Woods annexation has been and as long as it gets assessed & on the books we will get those taxes this year. He further stated we have not gotten the Charlestown Manor annexation back from Tatman & Lee and will contact them. After several minutes' discussion about Tatman & Lee's service, lack of service, etc. to the town, the board decided to move on.

Mr. Hearne reminded the Board that the tax rate needed to be set. President Jarinko stated they would discuss that at the next meeting.

As there wasn't any further business to discuss, President Jarinko adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Lisa C. Morgan
Lisa C. Morgan



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

TOWN MEETING
APRIL 12, 1994

AGENDA

7:30 P.M.

OLD BUSINESS

- Approval of Minutes - Meetings of 03/08/94 & 03/22/94

PENDING BUSINESS

- Ramp auxiliary parking
- Town dock
- Stone wharf repairs

NEW BUSINESS

- MD Education Coalition membership - continue?
- Amendment to parking ordinance
- Accounts payable
- Budget

ACCOUNTS PAYABLE
MEETING OF 04/12/94

GENERAL ACCOUNT

Tatman & Lee - Louisa La. specs; design drawing - water ext. Charlestown Manor Inv. #13154	2,510.19
Alarm Systems - alarm monitoring Inv #0003818	54.00
Quinlan Publishing Co. - zoning bulletins	79.81
Conowingo Power Co. -	142.85
Town Hall -	115.62
Garage -	18.93
Boat House -	8.30
	142.85
Cecil Whig - Joint Commissioners' Meeting notice	121.98
North East Florist - flowers for Doris	28.00
Mac's Shacks - (1) portable toilet	55.00
Cecil County Public Works - landfill charges 3/94	6.90
Alger Oil Co. - heating oil	94.59
	<u>3,093.32</u>
<u>Subtotal</u>	<u>3,093.32</u>

SPECIAL ACCOUNT

Maryland Materials - crusher run for streets Inv #090975	26.90
Maryland Materials - crusher run for streets Inv #090768	138.92
Russell's Sunoco - gasoline	68.00
Loving's Mower Service - annual service on on mower - Inv #7779	264.30
J.W. Roland Trucking - hauling crusher run	44.10
Conowingo Power Co. - street lights	1,188.46
Millard Bott - work at cemetery 11 hrs & paint	116.00
American Home & Hardware - paint & paint brushes - Inv #108928	15.97
	<u>1,862.65</u>
<u>Subtotal</u>	<u>1,862.65</u>

UTILITY ACCOUNT

WATER

ST Environmental Services - additional expenses - 2/1/94 - 2/28/94 - Inv #049412	616.55
WaterPro Supplies - water meters Inv #465156	952.50
Conowingo Power Co. -	858.92
Well 1 -	250.73
Well 3 -	173.43

Water Tank - <u>434.76</u>	
858.92	
Casper G. Sippel - replace light at top of water tank - inv #20381	188.44
Farmers Home Administration - loan on water system	<u>31,072.00</u>
<u>Subtotal</u>	33,688.41

SEWER

Conowingo Power Co. -	<u>608.84</u>
Sta. #1 - 421.43	
Sta. #3 - 121.56	
Lift Sta. - 13.42	
Rte. 7 - <u>52.43</u>	
608.84	
<u>Subtotal</u>	608.84

STORMWATER MANAGEMENT STUDY ACCOUNT

Engineering Technologies Assoc. - stormwater management study - Inv #14703	<u>960.00</u>
<u>Subtotal</u>	960.00

LIST OF BILLS APPROVED AT
MEETING OF 04/12/94

GENERAL ACCOUNT

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Boat House -	8.30
	142.85
Cecil Whig - Joint Commissioners' Meeting notice	121.98
North East Florist - flowers for Doris	28.00
Mac's Shacks - (1) portable toilet	55.00
Cecil County Public Works - landfill charges 3/94	3.60
Alger Oil Co. - heating oil	94.59
	2,510.19
<u>Subtotal</u>	3,090.02

SPECIAL ACCOUNT

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Maryland Materials - crusher run for streets Inv #090768	138.92
Russell's Sunoco - gasoline	68.00
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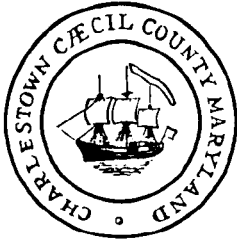
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Town Commissioners of Charlestown
Post Office Box 154
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WORKSHOP MEETING

APRIL 26, 1994

The Charlestown Town Commissioners meeting of April 26, 1994, was called to order by President David A. Jarinko. Other Commissioners present were Rosalyn R. Bott, Gophery H. Richardson and B. Frank Shriver. Commissioner Robert J. Palmer was out of town. Also attending: Stanley W. Hearne, Town Administrator, Darlene McCall, Nancy and Richard Simes, Margaret Miller and Cathy Farrell.

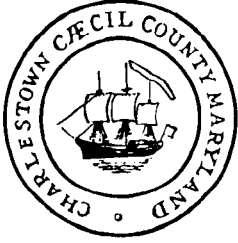
Darlene McCall

Darlene McCall, speaking for Nelson Howard McCall, Chairman of the Board of Appeals who was unable to attend the meeting, reported that Lambert (Chip) Muller-Thym would not attend the Board of Appeals meeting on Thursday, April 28, 1994, because the appeal was for his neighbor, Richard A. Whitby. Willard Slicer, alternate, is currently on night work and also his term on the Appeals Board had expired November, 1993. It was suggested to pick a second alternate to the Appeals Board.

Rosalyn R. Bott made a motion that Russell U. Farrell be appointed to the second alternate position on the Board of Appeals. Motion was seconded by B. Frank Shriver and passed unanimously. New areas like Trinity Woods need to consider Zoning, Critical Areas, Forest Conservation Act, and also the Comprehensive Plan.

Cathy Farrell - Charlestown Fire Company

Cathy Farrell, a member of the Charlestown Fire Company was inquiring about the Fire Company sponsoring a "Car Wash" probably on a Saturday in June or July. Since the fire company doesn't pay for their town water, they wanted to know if it would be O.K. to do it for free. On a motion by B. Frank Shriver to allow the fire Company to use the water freely for the car wash and more than just the one car wash if they wish. Motion seconded by Rosalyn R. Bott and passed unanimously. Cathy will ask the Fire Company if they can clear the streets of the rice gravel especially the intersections. The Town would be willing to pay the fire company approximately \$500.00. If the fire company says "no", then the contract will be signed with Frederick J. Graff, owner of Certified Seal Company.



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WORKSHOP MEETING

APRIL 26, 1994

- 2 -

Minutes - April 12, 1994

Rosalyn R. Bott motioned to approve the Town minutes of April 12, 1994. Motion was seconded by Gophery H. Richardson and passed unanimously.

Parking Tickets and Fines

Parking tickets and fines were considered for Trailer parking, Boat Trailers and Rigs as well as Trucks and Automobiles. A copy of the Elkton Police Department violation fees were considered, with a suggestion of a Charlestown \$50.00 fine for Boat Trailers and Rigs. There was no definite decision at this point. Stanley W. Hearne, Town Administrator, will do more research on Parking and Fine Ordinance and a Traffic Violation ticket.

Real Estate Tax Rate

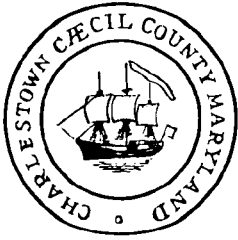
On a motion by Rosalyn R. Bott the tax rate will be \$0.80 per \$100.00 of assessment. Motion seconded by Gophery H. Richardson. Motion was unanimous.

Trash Collection

Home Waste (Harvey & Harvey) plus Eastern Waste of North East will be contacted for a sample contract for the Town of Charlestown Trash and Garbage collection since Schuman's is out of business. A higher rate is expected.

Budget 1994-1995

The current budget will be reviewed and the new budget discussed at the first meeting in June.



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WORKSHOP MEETING

APRIL 26, 1994

- 3 -

Town Hall Improvements

Vernon Bryant, Contractor, will be asked to stop at Town Hall and make suggestions for improvements needed as to a counter for cash receipts, information, etc. Will be replacing 4 desks as to size and perhaps even an addition may be possible later.

Accounts Payable

On a motion by B. Frank Shriver to approve the Accounts Payable including also Charles Mars bill was seconded by Rosalyn R. Bott and approved unanimously.

Charles Mars - Ball Field

Gophrey H. Richardson motioned to have Charles Mars to do the work at the Ball Field (cut the grass) same as last year. Motion seconded by Rosalyn R. Bott and approved unanimously.

Maintenance Notes

1. The Maintenance Shed leaks.
2. Town House - Water is leaking, a plumber is needed.
3. Ray Shelton of Riverview Avenue needs to pay for the 3 cedar trees in the cemetery that caught fire and burned while he was burning his trash (which is not allowed).

Meeting adjourned 9:10 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

**TOWN MEETING OF
MAY 10, 1994**

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order by President Jarinko at 7:30 p.m. Other Commissioners present were Rosalyn R. Bott, Robert J. Palmer, Gophery H. Richardson, and B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached.

First order of business was the request of Mr. David Callis to address the Board. Mr. Callis complained about speeding on Caroline Street onto Ogle Street. After some discussion, the Board decided to install stop signs making a 4-way stop at that intersection. Mr. Hearne was asked to order standard size stop signs and get them installed. Commissioner Bott also suggested the Sheriff's Office being requested to patrol that area for speeding. Commissioner Richardson mentioned several street signs are also missing. Mr. Hearne is to tour the town, note which street signs are missing, and get them replaced. Mr. Callis also mentioned on the corner of Bladen and Caroline Streets there is a vehicle which parks at the corner which blocks the visibility of drivers trying to turn off Caroline St. onto Bladen St. Commissioner Bott stated she had also received a similar complaint about the corner of Frederick and Bladen Sts. After some discussion, the Commissioners said that would also be looked at. Mr. Callis also asked if anything has been done about the drainage problem he's complained of in the past. President Jarinko stated the initial stormwater management study is about complete and if the Board accepts it and decided to continue, the Town would have to apply for grant money and then proceed which takes time.

Second order of business was the request of Mr. Walter Hutchison to address the Board. He asked when water would be put in out to Edgewater Avenue. President Jarinko explained the engineering construction plans have been completed, they need to be sent to the state for their approval, put out to bid, and then construction will begin. He further stated the Town hopes construction will begin before fall. Mr. Hutchison also asked if the county ever brought the road up to specifications when it was annexed because there are some bad potholes out there. President Jarinko asked Mr. Hearne to contact the county about this matter. Mr. Hutchison also requested the stop sign be moved closed to the corner of Edgewater Ave. and Bladen St. to perhaps cut down on the speeding. He also asked if the hookup fees would still be \$200.00. President Jarinko said yes.

Mr. Callis asked if anything is being done about removing the sand from the streets as had been mentioned previously. Commissioner Richardson stated we signed a contract with the street sweeper and

he should be coming to clean the streets.

The third order of business was the Administrator's Report. Mr. Hearne stated we received the metes & bounds description for the Charlestown Manor annexation and in one week will file the paperwork in Circuit Court, Legislative Reference, and here to finalize that. Because of that and supplying an acknowledgement list of people who helped, the comprehensive plan can be finished now. The only problem is until the county's assessments office receives letter from Legislative Reference accepting the Manor annexation, those properties won't be added to the town's tax roll. Trinity Woods will be picked up through the 1/2 year construction. On the stormwater management study, a copy is here at Town Hall. He suggests requesting a representative from Engineering Technologies meet with the commissioners concerning the project before going forward. He further stated we have two firms interested in the town trash contract. Eastern Waste, which sent a proposal this afternoon, and Harvey & Harvey, which should have a proposal in by the end of the week. He mentioned there were several questions which would need to be clarified about the proposals before action should be taken. President Jarinko requested that Mr. Hearne get the needed clarification so action can be taken by the next meeting. Mr. Hearne informed the Board all the Commissioners were invited to attend the County Commissioners' meeting on May 19 at 5:00 p.m. in the county commissioners' boardroom.

OLD BUSINESS

Approval of the Minutes - A motion was made by Commissioner Shriver to approve the minutes of the April 26, 1994 meeting, seconded by Commissioner Richardson. The motion passed 5-0.

Louisa Lane paving - President Jarinko stated Mr. Hearne has the specs from Tatman & Lee about the paving. He requested Mr. Hearne have Tatman & Lee quote a ballpark figure on the cost of the paving for the next meeting so we can decide if we want to pave now or continue with crusher run. Commissioner Richardson stated we already agreed to pave out past Deaton's place. President Jarinko stated the cost estimate was just to see where we stand on the budget. Commissioner Bott asked if the specs included replacing the pipes under the road. President Jarinko said it did.

PENDING BUSINESS

Parking ordinance & tickets - President Jarinko stated Mr. Hearne has typed a proposed Ordinance 94-2 which would repeal Ordinance 94-1 and be an amendment to Ordinance 93-5 which was passed last year. Basically the changes were to Section 8-14 and 8-15. After much discussion, the Board decided to set a \$5.00 fine for general violations, \$10.00 fine for violations of Section 8 a-15 and a \$50.00 for violations of Section 8 a-14. Another change

to the proposed ordinance was the wording in Section 8 a-14, the change to read "The streets affected are Water Street and Market Street between Water and Calvert Streets except for resident-owned boat trailers parked in front of their property and bearing identification. All other trailers must be parked in the Lots designated A or B." Another wording change was in Section 8 a-15 to read "Parking of vehicles by those visiting the Marinas or businesses in Lots A and B is prohibited." The Board rescinded Section 8b of current Ordinance 93-5. A motion was made by Commissioner Shriver to adopt Ordinance 94-2 and the accompanying ticket as amended in this discussion, seconded by Commissioner Richardson. The motion passed 5-0.

Pile driving - President Jarinko informed the Board that Mr. Hoyt Moxley, the pile driver was working at Charlestown Marina today and should get to the town pier this week or early next week. He further stated if, for some reason, this does not happen, he has located another pile driver who will do the work.

NEW BUSINESS

Copier contract - Mr. Hearne stated our copier contract was about to expire. The contract was for 1 year or 18000 copies and we are at 17966 copies now although the 1 year doesn't expire until July 1. He stated ITS sent us two quotes: one for 18000 copies for \$540.00 and one for 24,000 copies for \$720.00. After some discussion, a motion was made by Commissioner Shriver to accept the 24,000 copy/1 year contract for \$720.00, seconded by Commissioner Bott. The motion passed 5-0. Mr. Hearne requested Mrs. Morgan to contact ITS tomorrow and have them fax something to be signed.

Crab Shack utility bill - Mr. Jarinko stated during the winter the meter broke within the meter box and we did not fix it. Since the meter was broken, Celia Metz complained she felt they should be billed for an unusable meter. After much discussion, a motion was made by Commissioner Bott to follow Commissioner Richardson's suggestion of billing them for the debt service as for a vacant lot with a meter for \$37.50, seconded by Commissioner Shriver. The motion passed 5-0.

Voter list correction - President Jarinko stated this is just a reminder that this item is coming up. He requested the clerks start on this and present a list at the next meeting.

Cemetery mowing payment - President Jarinko stated Mr. Larry Nixdorf, who is mowing the cemetery, would like payment as soon as he presents his bill. A motion was made by Commissioner Bott to pay the bill when mowing is done, seconded by Commissioner Shriver. The motion passed 5-0.

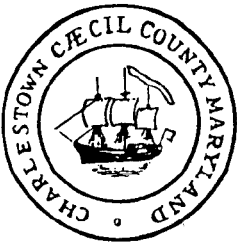
Accounts Payable - President Jarinko stated the item under the utility account for him for \$10.25 should be deleted as that is a

personal expense, not to be reimbursed by the Town. A motion was made by Commissioner Shriver to pay the bills as amended, seconded by Commissioner Bott. The motion passed 5-0. President Jarinko presented two bills for the walking track and mowing from Charles Mars as an addendum to the bills. A motion was made to pay the two bills from Charles Mars by Commissioner Palmer, seconded by Commissioner Shriver. The motion passed 5-0.

President Jarinko asked if there was any further business. Commissioner Bott stated if the street sweeper doesn't come, Herschel offered to wash the sand out of the intersections and Cathy Farrell and a friend offered to help sweep. President Jarinko said the parking ordinance should be typed and ready for signatures in two days or so. He asked Mr. Hearne to look into getting the tickets printed.

As there was no further business, President Jarinko adjourned the meeting at 9:18 p.m.

Lisa C. Morgan



Town Commissioners of Charlestown
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TOWN MEETING
MAY 10, 1994

AGENDA

7:30 P.M.

- David Callis
- Larry Porter
- Administrator's Report

OLD BUSINESS

- Approval of Minutes
- Louisa Lane paving

PENDING BUSINESS

- Parking Ordinance & Tickets
- Pile Driving

NEW BUSINESS

- Copier contract
- Crab Shack utility bill
- Voter list corrections
- Cemetery mowing payments
- Accounts Payable
- Budget

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5 | 10 | 94 TIME: 7:30 PM

Margaret Badger - Miller

Walter Hutchinson

David Callis

Sadako Sue Humphrey

Esther Cusimano

LIST OF BILLS APPROVED FOR PAYMENT AT THE
JUNE 14, 1994 TOWN MEETING

Mac's Shacks -		
Inv #7256 - (3) portable toilets	330.00	
Inv #7379 - (1) portable toilets	<u>55.00</u>	
	\$ 385.00	385.00
Tatman & Lee (Woodward & Clyde) -		
Charlestown Manor annexation - Inv #28423		361.18
Radio Shack - 3 pk. tapes Inv #139583		<u>11.00</u>
Conowingo Power Co. -		
Town Hall	- 177.06	
Garage	- <u>25.18</u>	
	202.24	
Benjamin Lumber Co. - grass seed for ballfield		
Inv #135627		65.98
North East Florist - flowers for Jarinko		
Inv #073755		28.00
Maryland Municipal League - membership dues & subscriptions - Inv #3773		394.82
Cecil Co. Dept. of Public Works - landfill charges - Inv #20		23.60
American Home & Hardware -		
Inv #129349 - grass seed	39.95	
Inv #120899 - white paint for RR ties	23.98	
Inv #128428 - caution tape "do not cross"	17.99	
Inv #125630 - white paint for posts, etc.	<u>27.98</u>	
	\$ 109.90	109.90
Maryland Materials -		
Inv #092521 - #10 stone for stone wharf	125.35	
Inv #092698 - fill for pond at ballfield	<u>481.45</u>	
	606.80	606.80
U.S. Post Office - post office box annual fee		7.25
York Building Products - concrete sand Inv #448928		121.38
ABC Manufacturing - (3) park closed after dark signs - Invoice #90698		75.46
Millard T. Bott - work done at cemetery on 05/24/94		100.00
American Home & Hardware -		
Inv #119875 - head for trimmer		30.95
Inv #119762 - parts for trimmer & labor		40.48
Inv #125639 - plug & labor for trimmer		37.49
Russell's Sunoco - gasoline (ticket #3124866; 5616085; 7018351)		128.50
Certified Seal Co. - street sweeping - Inv #4-0513-1		807.50
Shannon-Baum Signs - (6) stop signs, (6) sets of hardware & (6) 8' posts - Inv #56043		261.30
Conowingo Power Co. - street lights		1,198.29
Allstate Sign & Plaque - no parking signs Invoice #100550		365.17
Conowingo Power Co. -		
Sta. #1 - 280.12		

Sta. #3	-	107.51	
Lift Sta.	-	15.26	
Rte. 7	-	<u>55.09</u>	
		457.98	457.98
Bradley Electric Service	-	replaced water heater disconnect switch - Town House	101.00
Conowingo Power Co.	-		
Well 1	-	202.72	
Well 3	-	242.12	
Tank	-	<u>84.84</u>	
		529.68	529.68
Tatman & Lee (Woodward-Clyde)	-	Charlestown Manor water system - Inv #28430	5,151.13
Paul's Utility Co.	-	retainer fee of \$300 less \$181 C&P charge billed to Town but Paul's Utility should have paid = \$119.00	119.00
Engineering Technologies Associates	-	services for 04/04/94 to 05/01/94 on stormwater study Invoice #14847	4,380.00
Charles Mars	-	Invoices #29656 & 29657 - work at ballfield; mowing around town; work at walking track; purchase of hay	4,480.00

TOWN MEETING OF JUNE 28, 1994

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order on June 28, 1994 at 7:30 p.m. by Vice-President Rosalyn R. Bott, President Jarinko being absent due to personal business. Other Commissioners present were Gophery H. Richardson, Robert J. Palmer, and B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator and Darlene McCall, chairman of the Planning and Zoning Committee. Members of the audience attending the meeting were Douglas Cain, John Spangler, and Charles Brinkman.

Charles Brinkman asked what the procedure would be to enforce certain deed restrictions pertaining to Smith's Landing. After some discussion, Mrs. McCall stated the Town can only enforce the town zoning code. It was suggested the homeowners in that area attempt to resolve the problem themselves and if not, to seek the advice of an attorney.

Douglas Cain, attorney, and John Spangler, owner of the Market Street Cafe, asked to resolve an encroachment problem between the business and the town which President Jarinko had advised them of in a letter dated approximately three (3) months ago. They would like to get this matter resolved before it becomes a problem. During the course of the discussion, Mr. Cain stated they do not dispute that the business is over the boundary by approximately 1.7 feet. As there were new Commissioners on the Board, Mrs. McCall presented the town's side of the issue. Vice-President Bott stated the town has Ordinance #87-3 which states encroachments must be addressed when the property changes hands and also states the town does not sell, give away, etc. town land. After several minutes of discussion, the Board agreed that no decision would be made until there is a full board and the town has gotten an opinion from their attorney.

Administrator's Report

Mr. Hearne reported the contract for the Louisa Lane Extension paving has been advertised and we have had two contractors come in for bid packets. He stated he tried another contractor who wasn't in and he left a message. The bids are due 5 p.m. Thursday, July 7 for opening. Regarding the Charlestown Manor water system extension, Tatman & Lee have resubmitted the plans to the Maryland Department of Environment (MDE) based on MDE's recommendations. They believe MDE will issue the permit by next week. Other problems Tatman & Lee need to resolve regarding this are (1) boring under the railroad, which takes time to get permission, and (2) a floodplain waiver, although Mr. Hearne thinks they are talking about a critical area waiver. Mr. Green of Engineering Technologies has contact Mr. Hearne requesting a meeting sometime next week with some of the Commissioners to complete the project.

LIST OF BILLS PAID AT THE TOWN MEETING OF
JUNE 28, 1994

Central Printing - 20 ticket books	214.00
Bell Atlantic	151.97
Chesapeake Publishing Co. - Ordinance #94-2	30.98
Chesapeake Publishing Co. - yearly subscription to Cecil Whig	58.00
Data Services, Inc. - tax roll & tax bills printing	439.00
Harvey & Harvey - dumpster	80.00
J.W. Roland Trucking - hauling for walking track	130.88
J.W. Roland Trucking - hauling for walking track & ballfield	561.38
Keith A. Baynes - correspondence re: D. Richardson Builders; research & letter on variance	187.50
Shannon-Baum Signs - (6) stop signs, posts & hardware	261.30
Rogers Home & Hardware - washers, pins	8.13
Patterson Monument Co. - Civil War Veterans Memorial (Charlestown Cemetery)	695.85
Bell Atlantic	62.29
WaterPro Supplies - (12) rubber rings for meters	24.00
WaterPro Supplies - (12) bottom plates & (12) gaskets	14.42

Town Commissioners
Charlestown, MD 21914

May 10, 1994

To Whom It May Concern:

I am writing this letter with deep concern. I live on the corner of Caroline Street and Ogle Street. There is an extreme problem with fast traffic in this area. There have been (4) new houses built in this area since fall, and the traffic has increased considerably.

The biggest problem is that there are (18) children in this area. Bearing in mind that (5) of them are within 6-8 months old. The remaining (15) are within the ages of 2-12 years old.

After several requests, two stop signs were put up on Ogle Street this past fall. However, these stop signs are half the size of a normal stop sign and therefore, the majority of the traffic ignore them.

Caroline Street is the main road that cars use to come into this area and there is no stop sign at all on Caroline Street. Cars travel straight down Caroline and turn onto Ogle Street without even slowing down. Sometimes I wonder if they are even going to make the turn.

I hope after reading this letter and seeing the signatures of neighbors who are also concerned, that something will be done to correct this problem and that a stop sign will be placed on Caroline Street. Something needs to be done before there is a tragedy and one of these children are hurt.

Ceryl Hammond
Lilly Shreve
W. L. Shreve
Thomas W. Emory
Rhonda Emory

of Lynn
Frances Thompson
Nancy Turner
Esther Curran
Sadako Sue Humphrey

Sincerely,

Dave and Tammy Callis
Dave and Tammy Callis

3
CULLEN

HUMPHREY

OGLE ST.

3

REINHOLD

1
SHLES

1
EMIG

CAROLINE STREET

3
HUMPHREYS

HUMPHREY

CULLEN

OGLE STREET

8
CALLIS

3
CUSHING

2
GREEN

1
PULINE

GEDWIN

2
REINHOLD

○ Number of children
○ Grandchildren but frequently there

ACCOUNTS PAYABLE
MAY 10, 1994

GENERAL ACCOUNT

Keith Baynes - Howard Hall vs. Board of Appeals	885.00
Crothers-Littles Ins. Agency - bond renewal - Berry	50.00
Conowingo Power Co. -	
Town Hall - 149.68	
Garage - 20.36	
Boat House - 8.30	
	<u>178.34</u>
Woodward-Clyde Consultants - annexation @ Manor	32.14
Woodward-Clyde Consultants - RPR Servfes	741.27
North East Florist Inc. - flowers, office	63.00
Julie H. Parrack - stenographer Whitby variance	40.00
Mac's Shacks - (1) portable toilet	<u>55.00</u>
Subtotal	\$ 2,044.75

SPECIAL ACCOUNT

Paint N' Place Signs - "Charlestown Public Park" sign	75.00
Russell's Sunoco - gasoline	40.79
American Home & Hardware - paint, paint brushes, lumber, chain	87.02
J.W. Roland Trucking - hauling crusher run	431.16
Maryland Materials - crusher run	1,274.74
Allstate Sign & Plaque - 6 "no parking" signs	84.34
Conowingo Power Co. - street lights	<u>1,198.29</u>
Subtotal	\$ 3,191.34

UTILITY ACCOUNT

SEWAGE

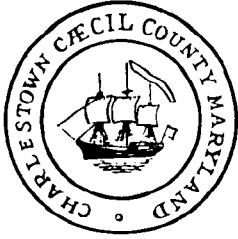
Conowingo Power Co. -	
Sta. #1 - 316.34	
Sta. #3 - 113.51	
Lift Sta. - 12.96	
Rte. #7 - 61.60	
	<u>504.41</u>
Subtotal	\$ 504.41

WATER

Conowingo Power Co. -	
Well 1 -	221.24
Well 3 -	<u>208.54</u>
	429.78
<i>del</i> David A. Jarinko - expenses MML Conference	10.25
WaterPro Supplies - bottom plates & gaskets	<u>69.58</u>
Subtotal	\$ 509.61

**BILLS APPROVED FOR PAYMENT AT
TOWN MEETING OF MAY 11, 1994**

Keith Baynes - Howard Hall vs. Board of Appeals	885.00
Crothers-Littles Ins. Agency - bond renewal - Berry	50.00
Conowingo Power Co. -	
Town Hall - 149.68	
Garage - 20.36	
Boat House - <u>8.30</u>	
178.34	178.34
Woodward-Clyde Consultants - annexation @ Manor	32.14
Woodward-Clyde Consultants - RPR Servies	741.27
North East Florist Inc. - flowers, office	63.00
Julie H. Parrack - stenographer Whitby variance	40.00
Mac's Shacks - (1) portable toilet	55.00
Paint N' Place Signs - "Charlestown Public Park" sign	75.00
Russell's Sunoco - gasoline	40.79
American Home & Hardware - paint, paint brushes, lumber, chain	87.02
J.W. Roland Trucking - hauling crusher run	431.16
Maryland Materials - crusher run	1,274.74
Allstate Sign & Plaque - 6 "no parking" signs	84.34
Conowingo Power Co. - street lights	1,198.29
Conowingo Power Co. -	
Sta. #1 - 316.34	
Sta. #3 - 113.51	
Lift Sta. - 12.96	
Rte. #7 - <u>61.60</u>	
504.41	504.41
Conowingo Power Co. -	
Well 1 - 221.24	
Well 3 - <u>208.54</u>	
429.78	429.78
WaterPro Supplies - bottom plates & gaskets	69.58
Charles Mars - working on walking track	1,960.00
Charles Mars - working on walking track; mowing	1,340.00



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

WORKSHOP MEETING

MAY 24, 1994

The Charlestown Commissioners meeting of May 24, 1994, was called to order at 7:30 P.M. by President David A. Jarinko. Other Commissioners present were: Rosalyn R. Bott, Robert J. Palmer, Gophery H. Richardson, B. Frank Shriver and Stanley W. Hearne, Town Administrator. Others attending: Charles Racine, Michael Miklas, Nancy Green and Ivan Deskins.

Administrator's Report

Ordinance #94-2 had passed last week.

500 Traffic Violation tickets are being printed by Central Printing, Elkton.

Annexation for Trinity Woods will be complete once a letter from Legislative Reference is sent to the Department of Assessment and Taxation in Elkton.

Legislative Reference needs to send a letter to the Town and to the Department of Assessment and Taxation in Elkton. Laura Lodge, who handles this for Legislative Reference, will be contacted on the above when she returns to the office on June 1.

A proposal is pending for an agreement with Maryland Eastern Shore Resource Conservation and Development Area on Shore Line Erosion.

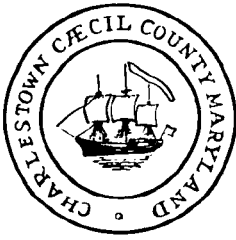
Final information on the Comprehensive Plan was sent to Tatman & Lee in Doylestown.

Denis Richardson signed an agreement with the Town on releasing escrow funds for Hammons sewer-cut and a check is due from the Attorney.

Checks for expenditures on the Athletic Complex will be in after the first of June. The projects for the complex will then be closed. We have requested \$15,000. to \$20,000. from Program Open Space for fiscal year 1995. It is not certain how much we will receive in Open Space money.

C.H.A.M.P. Camp

C.H.A.M.P. Camp For Children - 14 local children have signed up for the program. The cost for bus transportation would be \$1,230.00.



Town Commissioners of Charlestown
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WORKSHOP MEETING

- 2 -

MAY 24, 1994

Minutes - May 24, 1994

B. Frank Shriver motioned to approve the May 10, 1994 minutes, seconded by Gophery H. Richardson and approved 4 - 0.

Comfort Station

Russ Tatman's specifications for the Comfort Station should be in by next week. That Section at the Stone Wharf is in the buffer zone. It will probably be September or October or even later before it is complete.

Maryland Municipal League-(Trash Collection) - J. Mahoney

It is possible that there will be a raise in the Trash Collection. No motion is needed as you cannot enter into an exclusive contract with any trash company. Residents can do their own removal, it is not forcible.

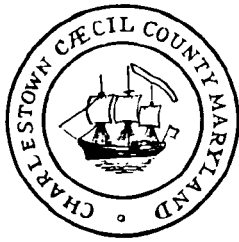
Parking at Boat Ramp, Streets - Weekend Management Problems

With the narrow streets and limited space, parking is a very large problem. Some streets were blocked by lines of people waiting to get their boats in the river over the last weekend (May 21 & 22). More discussion will be held on this at the next meeting.

Baseball Field (At area of Sediment Pond)

County can give permission to the Town to fill in the Town Sediment Pond (Located at the right corner of the Ballfield) and grass-over.

At this point a small disruption caused B. Frank Shriver to make a motion to adjourn the meeting at 8:30 P.M. With no second to the motion, President David A. Jarinko then suggested that the Accounts Payable be taken care of before adjourning and asked for a motion to pay the Accounts Payable.



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

WORKSHOP MEETING

MAY 24, 1994

- 3 -

Accounts Payable

Rosalyn R. Bott made a motion to pay the Accounts Payable, seconded by Robert J. Palmer and passed 4 - 0.

Charles Racine

Charles Racine speaking for other residents of Caroline Street with children, who have noticed an increase in traffic and speed on Caroline Street are asking for a 4-way Stop Sign at the corner of Calvert and Caroline Streets. Stop signs will be erected.

Michael Miklas

Mike Miklas asked about the progress of the drinking fountain to be installed at the playground in honor of Charlestown's 250th Anniversary.

The meeting then adjourned at 8:45 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

**TOWN MEETING OF
JUNE 14, 1994**

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order by President Jarinko at 7:30 p.m. Other Commissioners present were Gophery H. Richardson and B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator. The meeting was attended by Mr. Brittingham and Mr. Bender of Lee's Marina.

Administrator's Report

On the parking tickets, Mr. Hearne met with Grace Achuff, clerk at the District Court and delivered a sample ticket to Bill Jacobs, Director of Law Enforcement at the Sheriff's Office. Mr. Jacobs is reviewing it and will pass it on to the Sheriff. Mr. Hearne stated so far the concerns Mr. Jacobs has expressed should really be town concerns and not the Sheriff's Office. On June 9, both Mr. Hearne and Mr. Jarinko met with Regina Esslinger of the Critical Area Commission to present plans for the comfort station to try and get it fast-tracked by the state. Ms. Esslinger has talked to a planner from the Dept. of Planning and the time frame should be no problem. Mr. Hearne toured the town house with Commissioners Palmer and Shriver to list needed repairs/problems. These will be discussed at the next meeting with a full board. On June 13, Atlas Plumbing did go to the town house to repair some previously reported leaks. Mr. Hearne talked to Janet Greenfield of DNR today about the park by Avalon about designating it a free fishing area. She thought it was already designated as such but she would check on it. If it is, the town would just have to put up signs. If not, she will start the process. Mr. Hearne reported that all the paperwork on the Charlestown Manor annexation has been filed with the town, courthouse, and Legislative Reference. He further stated Legislative Reference has notified the Dept. of Assessment & Taxation but he didn't think these properties will be on the tax roles for the 94-95 tax year. After some discussion regarding advertising the paving of Louisa Lane for bid, it was decided to advertise it once and have a 14-day bid period. Mr. Hearne said he would be contacting some businesses to solicit bids. Mr. Hearne said he was unable to contact Mr. Bhuddi at MDE about the water extension into Charlestown Manor. He asked that if we were planning on any waterfront projects for FY96 to please let him know so he can submit the letter by July 15 or earlier if possible.

Mr. Bender, manager of Lee's Marina, asked if the county could spray the property between Avalon and Pat's Marina for mosquitoes. After some discussion, the board agreed to allow the spraying. Mr. Bender also complained about people using the marina's docks to get picked up by boats even though there are no trespassing signs. After some discussion, President Jarinko stated the Sheriff's Office has been asked to keep the deputy down on Water Street as much as possible. Mr. Jarinko further stated in the long term the

town is asking to put a fire boat pier and a comfort station in. President Jarinko stated the town is discussing the possibility of charging for use of the boat ramp to pay for an attendant. He also stated those charges are set by the state. After some further discussion, the board moved on to the next item.

OLD BUSINESS

A motion was made by Commissioner Shriver to approve the Minutes of the May 24, 1994 meeting, seconded by Commissioner Richardson. The motion passed 3-0.

PENDING BUSINESS

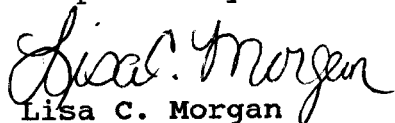
A motion was made by Commissioner Shriver to approve the FY95 town budget, seconded by Commissioner Richardson. The motion passed 3-0. President Jarinko signed the budget and Mr. Hearne will have Mr. Palmer, as Treasurer, sign it when he next comes into Town Hall.

NEW BUSINESS

After agreeing to exclude the bill from Mr. Bayne's office, two bills presented late by Mr. Mars for payment were added to the list of bills to be paid. After some discussion, a motion was made to approve the bills for payment as listed with the exception of the bill from Keith Baynes for \$187.50 by Commissioner Shriver, seconded by Commissioner Richardson. The motion passed 3-0. Mr. Baynes' bill will be presented at the next meeting for payment.

As there was no other business to discuss, the meeting was adjourned at 8:00 p.m. by President Jarinko.

Respectfully submitted,

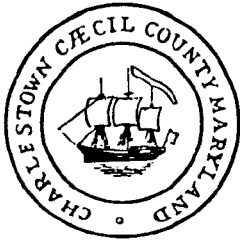

Lisa C. Morgan

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 6/14/94 TIME: 7:30 PM

Bob Bender

Brittingham



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

AGENDA
JUNE 14, 1994

7:30 P.M.

- Administrator's Report

OLD BUSINESS

- Approval of Minutes

PENDING BUSINESS

- Budget Adoption

NEW BUSINESS

- Accounts Payable