

TOWN MEETING OF JUNE 27, 1995**MINUTES**

The Town Meeting of June 27, 1995 was called to order by President Gophery H. Richardson, Jr. at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Loucretia A. Wood, and Commissioner Steven W. Vandervort. Mr. Hearne, Town Administrator, was present. Audience members were Valerie Hahn, Richard Whitby, Dr. Robert Gell, Isaac Galloway, Mr. Neshard, Mr. Scott, William Ames, Mr. Roff, Mr. Hicks, Mr. Brinkman, Christine Phillips, Darlene McCall, The Honorable Dexter Thompson, and three unidentified gentlemen.

Public Hearing on Ordinance No. 95-1

President Richardson introduced Ordinance No. 95-1, an amendment to the Zoning Ordinance. After comments and questions from several members of the audience and discussion by the board, a motion to adopt Ordinance No. 95-1 as amended at this hearing was made by Commissioner Pumpaly, seconded by Commissioner Wood. The motion passed 4-0.

Charlestown Yacht Club - Fall Festival

William Ames and Christine Phillips of the Charlestown Yacht Club discussed with the board what the club wishes the town to provide for the fall festival. After some discussion, the board decided to defer the matter to the next meeting.

Old Business

Approval of Minutes - A motion was made by Commissioner Wood to approve the minutes of the June 13, 1995 meeting. Motion was withdrawn. After some discussion, a motion was made by Commissioner Wood to approve the minutes of the June 13, 1995 meeting with the words "the winter two years ago" being changed to "each of the last two winters" on page 2, under New Business, paragraph 2. The motion was seconded by Commissioner Vandervort and the motion passed 4-0.

Pending Business

Voter registration roll changes - President Richardson stated Robert Phillips, chairman of the Election Commission, prepared a list of individuals to whom the Board of Election Supervisors in Elkton need to send voter verification cards to because they have moved and a list of individuals who need to be removed from the roll because they are deceased. After reviewing the two lists, a motion was made by Commissioner Wood to send the lists to the Board of Election Supervisors, seconded by Commissioner Pumpaly. The motion passed 4-0.

Replacement of infant swings at playground - Commissioner Wood stated, checking with various playground vendors, the cheapest price on two infant swings was the quote from Landscape Structures. After discussion regarding playground equipment, a motion was made by Commissioner Wood to purchase 2 full bucket seats, infant swings, and 4-7 ft. lengths of chain for them from Landscape Structures for the amount of \$259.00, seconded by Commissioner Pumpaly. The motion passed 4-0.

Annexation of Wiggins Property - President Richardson discuss with the board the annexation of the Wiggins property. A motion was made to proceed with the annexation by Commissioner Vandervort. Motion was withdrawn. After some further discussion, the matter was deferred to the next meeting.

Boat Ramp Launch Fee - President Richardson stated he had talked with Robert Gaudette of DNR about a \$5.00 daily launch fee for people using the boat ramp for the remainder of this boating season. After discussion, the matter was tabled.

New Business

Finger Piers for Town Municipal Boat Pier - President Richardson stated he had talked to Mr. Tibcz, DNR Boating Administration, who wasn't sure whether a permit would be needed to put finger piers in. After discussion, Commissioner Vandervort will look into what, if anything, would be needed to put finger piers in.

MML Quarterly Meeting - President Richardson stated the town of North East will be holding the 7/20/95 MML quarterly meeting at Poor Jimmy's. The reservation deadline is 7/14/95.

Accounts Payable - President Richardson stated Don Krause of Radius Associates has agreed to submit two separate change orders for the comfort station instead of one. After discussion, Commissioner Wood made a motion to approve payment of Change Order #5 for the door locks for \$320.00. The motion passed 4-0. A motion was made by Commissioner Vandervort to approve Change Order #6 for the electrical tie-in if re-submitted for \$225.00, seconded by Commissioner Wood. The motion passed 4-0. President Richardson stated there were some questions regarding the invoices for Charlestown Patrol submitted by the Cecil County Sheriff's Office. After some discussion, the board agreed to approve payment of the invoices with the stipulation that if the Town has been overcharged, the credit will be applied to the next invoice. A motion was made by Commissioner Pumpaly to pay the bills as amended by the previous motions, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Wood abstained).

Valerie Hahn discussed a problem with the footbridge railing

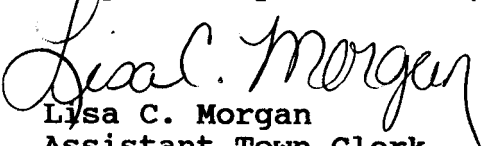
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with the board. The board stated they would look into the problem. Commissioner Pumpaly asked about the copy of dog control regulations each commissioner had been given. President Richardson stated Mrs. Hadden of the SPCA requests they be included with the next utility bill for residents' information. Commissioner Vandervort discussed town maintenance with the board briefly and stated Saturday evening a deputy on patrol had asked to have a tree on Conestoga Street removed as it had fallen and created a hazard. Mr. Adkins was authorized overtime for removing the tree. A member of the audience mentioned to the board about the problem of people using personal water craft near the boat ramp. After discussion, the board stated it would look into the matter. The Honorable Dexter Thompson, the new judge appointed to the Circuit Court, introduced himself to the Town Commissioners.

As there was no further business to be discussed, President Richardson adjourned the meeting at 10:23 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Clerk

Town Meeting of June 27, 1995

Agenda

7:30 P.M.

1. Ordinance No. 95-1
2. William Ames (Charlestown Yacht Club) - Fall Festival
3. Don Krause (Radius Associates) - comfort station

Old Business

4. Approval of Minutes

Pending Business

5. Voter registration roll changes
6. Replacement of infant swings - playground
7. Annexation - Wiggins property
8. Boat ramp launch fee

New Business

9. Finger Piers - Town Municipal Boat Pier
10. MML Quarterly Meeting - July 20, 1995
reservation deadline - 7/14/95
11. Accounts Payable

ACCOUNTS PAYABLE

JUNE 27, 1995

General Account

AT & T State Calling Service			23.96
St. Paul's Stamp Works, Inc. - Desk Plate (Vandervort)			13.66
Data Services, Inc. - Tax Bills			455.22
Preston's Stationery, Inc. - Cart, print, etc.			52.70
MML - Dues			429.44
Bell Atlantic - MD.			129.67
Cecil Whig - Subscription - 12 months			64.00
MML Convention (Ocean City) Tolls, Mileage, Dinners			172.59
Treasurer Cecil County -			
Month of April Deputies	2,064.09		2,175.60
Gasoline	<u>111.51</u>		
Month of May Deputies	1,311.33		1,378.33
Gasoline	<u>67.00</u>		
		TOTAL	<u>4,895.17</u>

Special Account

Sunoco - Gasoline			116.00
Sonshine Motor & Tire - Plug Tire			3.00
Charles Mars -			<u>1,750.00</u>
		TOTAL	<u>1,869.00</u>

Utility - Water & Sewer

Bell Atlantic - MD.			<u>61.21</u>
		TOTAL	<u>61.21</u>

Bills Paid After Approved at Town Meeting of
June 27, 1995

AT&T State Calling Service - long distance telephone service - Town Hall		\$	23.96
St. Paul Stamp Works Inc. - nameplate (Vandervort)			13.66
Data Services Inc. - tax bills for FY96			455.22
Preston's Stationery - 2 print cartridges for computer printer			52.70
Maryland Municipal League - yearly dues FY96			429.44
Bell Atlantic - telephone (Town Hall)			129.67
Cecil Whig - yearly subscription			64.00
Loucretia Wood - reimbursement for meal & mileage expenses while attending MML Conference			172.59
Treasurer of Cecil County - gasoline:			
April '95	-		111.51
May '95	-		<u>67.00</u>
Subtotal			178.51
178.51			178.51
Charlestown Patrol:			
April '95	-		2,064.09
May '95	-		<u>1,311.33</u>
Subtotal			3,375.42
3,375.42			3,375.42
Russell's Sunoco - gasoline			116.00
Sonshine Motor & tire - plug tire on mower			3.00
Charles Mars - grass mowing			1,750.00
Bell Atlantic - telephone (Water Tower)			61.21
Radius Associates - final bill on comfort station			2,489.00

TOWN MEETING OF JUNE 13, 1995

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The Town Meeting of the Town Commissioners of Charlestown was called to order by President Richardson at 7:30 p.m. Other Commissioners present were Treasurer Loucretia A. Wood, Commissioner B. Frank Shriver, and Commissioner Steven W. Vandervort. Also present were Stanley W. Hearne, Town Administrator, Valerie Hahn, Stephen L. Porter, and Howard Hall.

Old Business

Approval of Minutes - A motion was made by Commissioner Shriver to approve the minutes of the May 23, 1995 town meeting, seconded by Commissioner Vandervort. The motion passed 4-0.

Pending Business

Charlestown Yacht Club's Fall Festival - President Richardson mentioned the town received a packet from the Charlestown Yacht Club regarding their Fall Festival including a list of items they are requesting the Town provide to them. After some discussion, the board decided to have Mr. Ames invited to the next town meeting to discuss the items with the board before any decision is made.

Wedding at Stone Wharf - President Richardson stated Julie Slonecker had requested to use the stone wharf for a wedding on July 15, 1995. Twenty guests are invited to the hour and a half wedding. After brief discussion, a motion was made by Commissioner Shriver to allow the stone wharf to be used on July 15, 1995 at 4:00 p.m. for the wedding, seconded by Commissioner Vandervort. The motion passed 4-0.

Night Out Against Crime - Commissioner Wood reported progress she has made on organizing this event on August 1, 1995. She said Project Card will not pay for hot dogs this year and requested, if she is unable to cover the cost of the hot dogs with donations, the town pay for them. The board agreed.

Trinity Woods Public Works Agreement - Mr. Porter talked to the board regarding the public works agreement for Trinity Woods Phase IIA. President Richardson mentioned Tatman & Lee, Mrs. McCall, chairman of the Planning & Zoning Commission, and Mr. Baynes, the town attorney have all looked at the agreement. After some discussion, a motion was made by Commissioner Wood to approve signing the Public Works Agreement for Trinity Woods Phase IIA, seconded by Commissioner Shriver. The motion passed 4-0. The agreement was signed by President Richardson and Mr. Porter gave Mr. Hearne, the town administrator, a escrow check for \$10,752.66 to cover the cost of roads, storm drains, engineering fees, street signs, etc. for Phase IIA.

Auditor - President Richardson stated the Town received proposals from Green & Baxter and Crouch & Cleek to provide independent auditing services to the Town. After some discussion, a motion was made by Commissioner Wood to accept a one year agreement with Green & Baxter for the amount quoted in their proposal, seconded by Commissioner Vandervort. The motion passed 4-0.

Interface Program for Utility Billing - Mrs. Morgan gave a short presentation of the interface program available from Fund Balance which would work with the Sensus program & touch wands the County Department of Public Works employees will be using to read the water meters. The cost of the program would be \$1,000.00. After some discussion, the board decided to defer this until they know what problems the county may have reading the meters.

Shoreline Erosion Project - Louisa Lane - President Richardson stated the Town has received the agreement for the Shoreline Erosion project for Louisa Lane. He stated there is a possibility a good portion of the town funding for this project may be reimbursed through another state program. After some discussion, a motion was made by Commissioner Shriver to approve signing the Shoreline Erosion Project agreement for Louisa Lane, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Wood abstained as she did not have a chance to review the agreement prior to the town meeting).

New Business

Resolution No. 95-1 for Circuit Rider Program - President Richardson mentioned WILMAPCO will not be administering the program next year. He said the Maryland Rural Development Corp., which administers other circuits, has agreed to administer the Cecil County circuit. They have requested a resolution from the town regarding its continued participation in the program. A motion was made by Commissioner Wood to adopt Resolution No. 95-1 assuring the Town of Charlestown's continuing participation in the Circuit Rider Program with MRDC as the administering agency, seconded by Commissioner Shriver. The motion passed 4-0.

Ice-eaters & Electricity for Town Pier - President Richardson stated pilings at the town pier were damaged by ice each of the past two winters and knowing this damage could possibly happen in the future, Commissioner Pumpaly had suggested getting ice-eaters and electricity to the pier. After some discussion, Commissioners Pumpaly and Vandervort will look into the purchasing, installation and maintenance cost of the ice-eaters for the pier. Commissioner Vandervort asked about the possibility of installing finger piers on the town pier. After some discussion, the board agreed to defer this to the next meeting after checking with the Boating Administration if this would be allowed.

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Accounts Payable - President Richardson stated the Town received a change order from Radius Associates on the comfort station. A motion was made by Commissioner Shriver to approve the \$320.00 for removing the old door locks and installing new ones but, after some further discussion, withdrew the motion. After further discussion, the board decided to request Radius Associates submit two change orders separating the items and to defer the matter until the next meeting. One other additional bill was submitted for payment. Commissioner Wood requested reimbursement for town business cards ordered for Commissioner Pumpaly and herself from Cecil Graphics. The bill was added to the accounts payable list. Commissioner Wood asked about gas and meal reimbursement while attending the MML Conference. A motion was made by Commissioner Shriver to pay \$0.22/mile and meal receipts for MML Conference attendance, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Wood abstained). A motion was made by Commissioner Shriver to pay the bills as amended, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Wood abstained). President Richardson asked if the board will be considering a boat ramp fee for next year. After some discussion, the board tabled this item.

As there was no further business to be discussed, President Richardson adjourned the meeting at 9:30 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Clerk

TOWN MEETING OF MAY 9, 1995

MINUTES

The Town Meeting of the Town Commissioners of Charlestown of May 9, 1995 was called to order by President Gophery H. Richardson, Jr. at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Loucretia A. Wood and Commissioner B. Frank Shriver. Also present were Stanley W. Hearne, the Town Administrator, Isaac Galloway, Mr. Reshard, Valerie Hahn, Russell Farrell, Gerry Barr, Richard Whitby, and Howard Hall.

Isaac Galloway and Mr. Reshard wanted to talk to the Board about the problem with his satellite dish on his garage. After Mr. Galloway presented what the problem was, President Richardson told Mr. Galloway the Board does not get involved with zoning matters. Mr. Galloway said he was working with Mrs. McCall, chairman of the Planning & Zoning Commission, on the matter.

Old Business

Approval of the Minutes -

A motion was made by Commissioner Wood to approve the minutes of the April 11, 1995 meeting, seconded by Commissioner Pumpaly. The motion passed 3-0-1 (Commissioner Shriver abstained as he had not attended that meeting). A motion was made by Commissioner Shriver to approve the minutes of the April 25, 1995 meeting, seconded by Commissioner Pumpaly. The motion passed 4-0.

New Business

Mac's Shacks -

President Richardson told the Board in the past the Town had portable toilets placed at the ballfield and the playground behind Town Hall during the summer due to the increased use of these areas. A motion was made by Commissioner Shriver to have two portable toilets placed at those locations, seconded by Commissioner Pumpaly. The motion passed 4-0.

Town House Lease -

President Richardson said there are three gentlemen interested in renting the town house and Mr. Hearne had checked their backgrounds except for their previous landlords and everything was okay. After some discussion, a motion was made by Commissioner Shriver to lease the town house to them contingent on favorable information from their previous landlords, seconded by Commissioner Wood. The motion passed 4-0.

Water - 1185 W. Old Philadelphia Road -

President Richardson said the Town has received a request from Pauline Wiggins' daughter, Mrs. Zielinski, for her

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Water - 1185 W. Old Philadelphia Road -

President Richardson said the Town has received a request from Pauline Wiggins' daughter, Mrs. Zielinski, for her

mother's properties to be annexed into town for water service. Mr. Hearne said a letter was sent to Mrs. Wiggins at the time the Trinity Woods annexation was being done and as no reply was received, the property was not annexed. Mrs. Zielinski, in her letter, stated her mother has Alzheimer's and was not capable of handling the matter and as Mrs. Zielinski has her power-of-attorney, she's making this request. After some discussion, the Board decided to table the matter until the next meeting.

Connor Agreement -

President Richardson told the Board the Town has two situations with Mark Connor which need to be resolved. After some explanation, he said Mr. Connor has signed a tentative agreement which each Commissioner had a copy of. After some discussion, the Board agreed to table the matter until they can discuss it with Mr. Baynes. As Commissioners Pumpaly and Wood expressed interest in attending, Mr. Hearne was instructed to set up a meeting with Mr. Baynes to fit in with their schedules.

Boat Ramp Charge -

President Richardson told the Board he was concerned with the traffic congestion at the boat ramp. He said a boat ramp charge was brought up last year but nothing was done. After some discussion, the Board decided to table the matter until next year.

Auditor -

President Richardson informed the Board Robert Pruitt, our auditor, has resigned. In checking with other towns in the county, four towns use Green & Baxter and two others use Crouch & Cleek. He said Mr. Baxter met with Mrs. Speck, Mr. Hearne and himself on Tuesday and Mr. Baxter said he would have a proposal to the Town by the end of next week. After some discussion, the Board decided to contact Crouch & Cleek and get their proposal also.

Tax Rate & Budget -

President Richardson provided a copy of rough budget figures to the Board for them to look at so they can consider their budget proposals, particularly for the items their commissioner assignments make them responsible for. He recommended the tax rate remain the same and mentioned we had the second lowest tax rate in the county. After some discussion, Commissioner Pumpaly made a motion for the property tax rate to remain at \$.80/\$100 of assessed value, seconded by Commissioner Shriver. The motion passed 4-0. After some discussion, as several audience members expressed interest in getting a copy of the proposed budget, President Richardson said a copy of the proposed budget would be

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available to the public the morning of Thursday, May 18, and the Board would hear public comment at the next meeting when the budget would be presented for approval.

Gerry Barr asked the Board if anything more has been done with stormwater management. Mr. Hearne said the Board dropped the matter because of the involvement of private property. Russ Farrell asked about a resignation from the Board. President Richardson stated the Board has not received a resignation.


Accounts Payable -

A motion to pay the bills was made by Commissioner Wood, seconded by Commissioner Shriver. The motion passed 4-0.

Mrs. Barr asked if the Town would consider writing a letter of support for Charlestown Elementary's grant request for core knowledge funding. The Board asked Mrs. Barr to provide information as to where the letter should be sent. She also asked about the Night Out Against Crime. President Richardson said it is August 1 and the Board is working on it.

After some further discussion on the boat ramp charge and as there was no further business to be discussed, President Richardson adjourned the meeting at 9:50 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Clerk

TOWN MEETING OF MAY 9, 1995

AGENDA

7:30 P.M.

1. Isaac Galloway & Ne Eshard - satellite dish

Old Business

2. Approval of Minutes

New Business

3. Mac's Shacks - ballfield & park behind Town Hall
4. Town House Lease
5. Water - 1185 W. Old Philadelphia Rd.
6. Connor Agreement
7. Boat Ramp Charge
8. Auditor
9. Tax Rate
10. Budget
11. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/9/95

TIME: 7:30 PM

VAL HAHN

Esmond J. Gallan
Jim DeS...

Richard Wilby

Russ Farmer

Howard Ouel

Herri Tarr

ACCOUNTS PAYABLE

MAY 9, 1995

GENERAL ACCOUNT

Cecil County - Landfill		1.50
A T & T		9.47
Harvey & Harvey - Trash		50.00
Tatman & Lee Associates - Trinity Woods		2,607.44
Tatman & Lee Associates - Retain Engineering Services		766.00
Keith A. Baynes - General Representation on behalf of Town - April '95		412.50
Conowingo Power Company - Town Hall	145.22	210.22
Garage	26.43	
Town House	15.50	
Comfort Sta.	23.07	
Vernon L. Bryant - P.O. Steps; Drinking Fountain, Public Boat Ramp-Water St.		597.30
Alger Oil, Inc. - Burner Service Contract (Town Hall)	109.95	219.90
Alger Oil, Inc. - Burner Service Contract (Town House)	109.95	
Crothers-Littles Insurance Agency - Bond, D. Berry		50.00
Wilmapco - April '95 Charges		833.26
Dennis Evans - Playground work - Sand		87.50
		<u>5,845.09</u>

SPECIAL ACCOUNT

American Home & Hardware - Varnish, Brush, Belt, etc.	181.64
Loving's Mower Service - Repairs	168.20
Western Auto Assoc. Store - Spool Retainer	3.59
Sonshine Motor & Tire - Plug Tire	3.00
Conowingo Power Co. - Street Lights	1,288.01
Larry E. Nixdorf - Mow & Trim Cemetery Grass	150.00
	<u>1,794.44</u>

ACCOUNTS PAYABLE

MAY 9, 1995

UTILITY - SEWAGE

Conowingo Power Co. - Sta. #1	297.29	
Sta. #3	105.18	
Lift Sta.	14.82	
Rt. #7	<u>36.64</u>	<u>453.93</u>
	Sub-Total	453.93

UTILITY - WATER

Tatman & Lee Associates - W-94-1 Construstion Review		543.29
Conowingo Power Company - Water Tank	397.20	
Well 1	183.59	
Well 3	<u>229.79</u>	810.58
H.I.E. Contractors, Inc. - Water System Extension		5,591.70
Atlas Plumbing, Unlimited, Inc. - Church Water Hookup		<u>364.88</u>
	TOTAL	<u>7,764.38</u>

LIST OF BILLS PAID APPROVED AT MAY 9, 1995 TOWN MEETING

Cecil County Landfill	1.50
AT&T	9.47
Harvey & Harvey - trash	50.00
Tatman & Lee Associates - Trinity Woods phase II review	2,607.44
Tatman & Lee Associates - retain engineering services	766.00
Keith A. Baynes - general & zoning representation	525.00
Conowingo Power Co. - Town Hall - 145.22 Garage - 26.43 Town House - 15.50 Comfort Sta. - <u>23.07</u> total	210.22
Vernon L. Bryant - post office steps; drinking fountain; boat ramp	597.30
Alger Oil - furnace maintenance contract (Town Hall)	109.95
Alger Oil - furnace maintenance contract (Town House)	109.95
Crothers-Littles Insurance - bond renewal - D. Berry	50.00
Wilmapco - Circuit Rider charges for April 1995	833.26
Dennis Evans - work to spread sand at playground	87.50
American Home & Hardware - painting supplies used for town house	181.64
Loving's Mower Service - repair mower	168.20
Western Auto Asso Store - spool retainer for weedeater	3.59
Sonshine Motor & Tire - plug tire	3.00
Conowingo Power Co. - street lights	1,288.01
Larry E. Nixdorf - mowing at cemetery	150.00
Conowingo Power Co. - Station 1 - 297.29 Station 3 - 105.18 Lift Station - 14.82 Route 7 - <u>36.64</u> total	453.93
Tatman & Lee Associates - water system extension review	543.29
Conowingo Power Co. - Well 1 - 183.59 Well 3 - 229.79 Water Tank - <u>397.20</u> total	810.58
H.I.E. Contractors - water system extension contract	5,591.70
Atlas Plumbing - Charlestown Missionary Baptist Church water connection	364.88

TOWN MEETING OF APRIL 11, 1995

MINUTES

The town meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President Gophery H. Richardson, Jr. Other Commissioners present were Loucretia A. Wood and Wilbur D. Pumpaly. Also attending was the Town Administrator, Stanley W. Hearne. Audience members present were Rod Good, Verna Mulveny, John Bond, and Mark Hudson.

Deputy Michael Szep, of the Cecil County Sheriff's Office, came to the meeting to address concerns from residents Verna Mulveny and John Bond whose property was damaged by vandals. There was a discussion about the complaints from residents concerning the rash of vandalism in town and what could be done. Deputy Szep gave the residents a few pointers such as leaving a light on all night and maybe starting a neighborhood watch in the troubled areas. Deputy Szep said he would get some information together and come back to meet with interested residents.

Cindy Wilson left some literature at the Town Hall requesting a proclamation against smoking for the month of May targeting teenagers sponsored by the Jaycees. After a brief discussion the Board agreed it was a worthy cause. Commissioner Pumpaly made a motion to approve the no smoking proclamation to start on April 14 and run for the remainder of the month. Commissioner Wood seconded the motion and the motion was approved 3-0.

Commissioner Wood made a motion to approve the minutes of the March 28 meeting with minor corrections. Commissioner Pumpaly seconded the motion and the motion was approved 3-0.

The Board discussed briefly whether they wanted to continue a maintenance agreement on the copier or purchase a new copier. Commissioner Wood made a motion to keep the old copier and pay the maintenance charge for another year at a cost of \$729.00. Commissioner Pumpaly seconded the motion and the motion was approved 3-0.

Mr. Hearne said the Maryland Municipal League dinner will be hosted by Havre de Grace at McGregor's in Havre de Grace on April 20, 1995. President Richardson also told the Board Mr. Nixdorf would like to continue mowing the cemetery for \$150.00 per cut, the same as last year.

President Richardson told the Board Douglas Smith had signed a two year lease on the town house and paid the \$700 security deposit and the first month's rent of \$700. A few days after signing the lease he called and asked if he could be released from the contract and stated he would forfeit the \$1400. Mr. Smith was told to put his request in writing and the Board would consider the

request at the next meeting. After a brief discussion, Commissioner Pumpaly made a motion to accept Mr. Smith's letter and release him from the lease and keep the \$1400. Commissioner Wood seconded the motion and the motion was approved 3-0.

President Richardson told the Board Don Krause previously told the Board the \$500 paint for the comfort station was vandal-proof but, later, he stated it really was not. President Richardson said he instructed Mr. Krause to give us the paint job he owes us.

Commissioner Wood made a motion to pay the bills as presented. Commissioner Pumpaly seconded the motion and the motion passed 3-0.

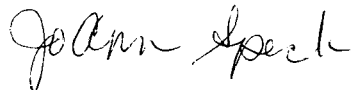
Rod Good stated Mark Connor could not attend the meeting but had asked Rod to tell the Board he is not satisfied with the stone on Delaware Avenue and, also, that the Schochs are blocking the entrance to his ground with a camper. Mr. Good stated Mr. Connor will be faxing the Town a letter regarding his concerns.

Commissioner Wood stated Sgt. Guy Wassmer of the Sheriff's Office wanted her to ask the Board if the deputies could use the Town Hall when they are working Charlestown so they can have access to a desk, telephone, etc. They also want to place a bulletin board up so they can correspond back and forth with the Board and each other. The Board said they thought it was a good idea and we will get a key made and show them where they can put up a bulletin board.

President Richardson stated he has to sign an agreement with Tatman & Lee Associates so they can review the public works agreement between the Town and Trinity Woods for phase II of the subdivision. He stated they will also be reviewing things like stormwater management, road plans, and preparing public works agreements and providing go-between services for the Town. Commissioner Pumpaly made a motion to sign the Tatman & Lee Associates agreement for reviewing phase II of the Trinity Woods subdivision. Commissioner Wood seconded the motion and the motion was passed 3-0.

As there was no further business to be discussed, President Richardson adjourned the meeting at 8:45 p.m.

Respectfully submitted,



JoAnn Speck
Assistant Town Clerk

ACCOUNTS PAYABLE

MAY 9, 1995

GENERAL ACCOUNT

Cecil County - Landfill		1.50
A T & T		9.47
Harvey & Harvey - Trash		50.00
Tatman & Lee Associates - Trinity Woods		2,607.44
Tatman & Lee Associates - Retain Engineering Services		766.00
Keith A. Baynes - General Representation on behalf of Town - April '95		412.50
Conowingo Power Company - Town Hall	145.22	210.22
Garage	26.43	
Town House	15.50	
Comfort Sta.	<u>23.07</u>	
Vernon L. Bryant - P.O. Steps; Drinking Fountain, Public Boat Ramp-Water St.		597.30
Alger Oil, Inc. - Burner Service Contract (Town Hall)	109.95	219.90
Alger Oil, Inc. - Burner Service Contract (Town House)	<u>109.95</u>	
Crothers-Littles Insurance Agency - Bond, D. Berry		50.00
Wilmapco - April '95 Charges		833.26
Dennis Evans - Playground work - Sand		<u>87.50</u>
		TOTAL <u>5,845.09</u>

SPECIAL ACCOUNT

American Home & Hardware - Varnish, Brush, Belt, etc.		181.64
Loving's Mower Service - Repairs		168.20
Western Auto Assoc. Store - Spool Retainer		3.59
Sonshine Motor & Tire - Plug Tire		3.00
Conowingo Power Co. - Street Lights		1,288.01
Larry E. Nixdorf - Mow & Trim Cemetery Grass		<u>150.00</u>
		TOTAL <u>1,794.44</u>

ACCOUNTS PAYABLE

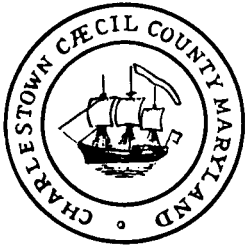
MAY 9, 1995

UTILITY - SEWAGE

Conowingo Power Co. - Sta. #1	297.29	
Sta. #3	105.18	
Lift Sta.	14.82	
Rt. #7	<u>36.64</u>	<u>453.93</u>
	Sub-Total	453.93

UTILITY - WATER

Tatman & Lee Associates - W-94-1 Construstion Review		543.29
Conowingo Power Company - Water Tank	397.20	
Well 1	183.59	
Well 3	<u>229.79</u>	810.58
H.I.E. Contractors, Inc. - Water System Extension		5,591.70
Atlas Plumbing, Unlimited, Inc. - Church Water Hookup		<u>364.88</u>
	TOTAL	<u>7,764.38</u>



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

WORKSHOP MEETING

APRIL 25, 1995

The Charlestown Commissioners meeting of April 25, 1995, was called to order by President Gophery H. Richardson at 7:30 P.M. Other Commissioners present were: W. D. Pumpaly, B. Frank Shriver, Robert J. Palmer and Loucretia A. Wood. Also attending: Stanley W. Hearne, Town Administrator; Rosalyn R. Bott, David A. Jarinko, Valerie Hahn, Charles Hahn, Betty Shockley, Kenneth Shockley, Richard A. Whitby and Russell U. Farrell, Jr.

Presentation of Proclamation and Plaque

President Richardson presented Rosalyn R. Bott with a framed proclamation in appreciation of all the duties and offices she has held during her terms in office, including Vice-President and Treasurer. Rosalyn thanked President Richardson for the Proclamation.

President Richardson then presented David A. Jarinko with a plaque for all the time he served including his terms as President and Vice-President. Between Rosalyn and Dave, Streets were repaved, Athletic Complex finished, the loan for the Sewer Project was completed, etc. David A. Jarinko also thanked President Richardson for this plaque and praised Rich for his work as the present President of the Board of Commissioners, along with practically a new Board to work with.

Russell U. Farrell, Jr., who had received his plaque a year ago when he resigned from the Commission, also helped with the annexation.

Valerie Hahn - Shoreline Erosion Project

Valerie Hahn approached the Town Board to discuss the Shoreline Erosion Project. After some discussion the Board said it would take Mrs. Hahn's comments into consideration, knowing she was concerned.

WORKSHOP MEETING

APRIL 25, 1995

MINUTES - April 11, 1995

JoAnn Speck, Clerk, had a family death shortly after the last meeting and she will complete the minutes of April 11, 1995, for the next meeting on May 9, 1995.

STATE BUILDING ON BLADEN STREET

The State Building on Bladen Street that is used for separating the gas from the water has been offered by the State to the Town, after their equipment is removed. The Town could adjust the building into a bus stop shelter for the school students. No definite decision has been made at this time.

BOAT SLIP - Tax Fee

The State gave the Municipalities the power to levy a Boat Slip tax. Havre de Grace is getting a boat slip tax of 5% of the price of the slip up to a maximum of \$100.00 per slip. It was discussed with a full Board but the Commissioners are not interested at this time.

ACCOUNTS PAYABLE

On a motion by B. Frank Shriver to pay the Accounts Payable was seconded by Wilbur D. Pumpaly and approved 4 - 1. Loucretia A. Wood declined because the Cecil County Sheriff's bills were listed.

FUND BALANCE

Mike Palmer tried to get the printer to print the bills without creeping up. Fund Balance wants \$100.00 to talk at all. (\$100.00 is good for 5 calls). We were billed for five calls, but have only called once, (4 calls left). Printer still needs to be adjusted.

MEETING ADJOURNED 8:05 P.M.

Respectfully Submitted,

Doris Berry

Doris Berry, Town Clerk

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

APRIL 25, 1995

GENERAL ACCOUNT

Central Printing & Office Supply, Inc. - 1,000 reg. Envelopes	49.00
A T & T - Telephone	6.70
Bell Atlantic - MD. - Telephone	116.23
Sheriff's Office - Deputies (March)	703.98
Sheriff's Office - Gasoline	33.82
Staples - Office Supplies	<u>57.99</u>
TOTAL	<u>967.72</u>

SPECIAL ACCOUNT

Loving's Mower Service - Replace Idler on Mower Drive Belt	<u>66.18</u>
TOTAL	<u>66.18</u>

UTILITIES - SEWER

Cecil County Dept. of Public Works - Sewage	<u>8,575.60</u>
SUB-TOTAL	8,575.60

UTILITIES - WATER

Cecil County Treasurer - Water Operation Agreement	7,971.50
Cecil County Treasurer - Water Operation Agreement (Additional Lab Fees)	150.00
Bell Atlantic - MD.	61.31
Fund Balance - Plus Plan Calls	<u>100.00</u>
SUB-TOTAL	8,282.31
TOTAL	<u>16,857.91</u>

ACCOUNTS PAYABLE

APRIL 11, 1995

GENERAL ACCOUNT

Harvey & Harvey - Trash Removal		50.00
Cecil County - Landfill		116.95
Conowingo Power Co. - Town Hall	123.77	165.04
Garage	24.84	
Town House	<u>16.43</u>	
Keith Baynes - Gen. Rep. - H. Adams	56.25	900.00
H. Hall & R. Whitby	<u>843.75</u>	
Alarm Systems Co. of MD. - April		54.00
Tatman & Lee Associates - Retained Engineer Services		163.00
2/18 - 3/24/95		
Staples - Office Supplies		61.96
Wilmapco - Circuit Rider, March		<u>895.58</u>
		TOTAL <u>2,406.53</u>

SPECIAL ACCOUNT

American Home & Hardware - Paint, brushes, etc.		45.35
Western Auto Asso. - Battery 25.97, less credit 6.00		19.97
Sonshine Motor & Tire - Tire Labor		4.00
Conowingo Power Company - Street Lights		<u>1,288.01</u>
		TOTAL <u>1,357.33</u>

ACCOUNTS PAYABLE

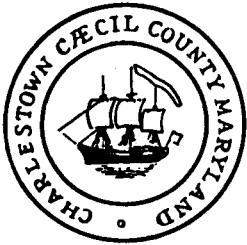
APRIL 11, 1995

UTILITIES - SEWAGE

Conowingo Power Co. - Sta. #1	469.50	638.56
Sta. #3	120.34	
Lift Sta.	12.80	
Rt. #9	<u>35.92</u>	
		SUB-TOTAL <u>638.56</u>

UTILITIES - WATER

Conowingo Power Co. - Well #1	254.00	941.40
Well #3	215.81	
Tank	<u>471.59</u>	
Tatman & Lee Associates - W-94-1 Construction Review		<u>140.61</u>
		TOTAL <u>1,720.57</u>



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

REGULAR MEETING

MARCH 28, 1995

The Charlestown Commissioners meeting of March 28, 1995, was called to order at 7:30 P.M. by President Gophery H. Richardson, Jr. Other Commissioners present were: Robert J. Palmer, Wilbur D. Pumpaly, B. Frank Shriver, Loucretia A. Wood and Stanley W. Hearne, Town Administrator. Others attending: John Spangler, Douglas Cain, Atty., Richard A. Whitby, Darlene McCall and Russell U. Farrell, Jr.

Attorney Douglar Cain - Minor Sub-division for Spangler's

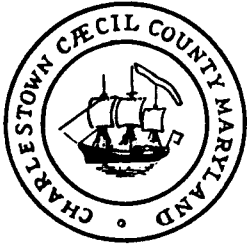
Charles Town Paca House, Inc. submitted a minor sub-division tentative sketch plan to the Charlestown Planning and Zoning Commission. The tentative sketch plan was not approved because of but not limited to the following reason (lot line encroaches onto Town property).

Water and Sewage Payments

Concerning partial payments on the Utility billing. Many partial payments are made on the water account first and the sewer account is usually in arrears. A note to be printed on the Utility bills that the \$39.50 sewage portion will be credited first and the balance if any, will be credited to the water account. Any delinquency on the Utilities Account could cause water to be turned off.

Office Chairs and Mats

It was approved 4 - 0 on a motion by Loucretia A. Wood and seconded by B. Frank Shriver to purchase 4 new mats and desk chairs with different type wheels (possibly 5 wheels rather than 4) for the Town Hall Office.



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REGULAR MEETING

MARCH 28, 1995

- 2 -

Wellwood Yacht Club

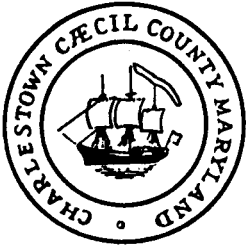
The meeting that was scheduled for Sunday at the Wellwood Yacht Club concerning the Antique Car and Boat Show was cancelled. Mrs. Metz is upset that Water Street is scheduled to be closed during the affair because her dining room will be open and her customers will not be able to drive into her parking area.

Town House - Paint

Steve Lewis, Contractor, will paint the porch and also the trim at the Town House. A motion by B. Frank Shriver and seconded by Robert J. Palmer 4 - 0. The Town will request Steve Lewis for a copy of his insurance for our files.

MML Convention - 1995

Commissioners attending the MML Convention in Ocean City, Maryland from June 19 - 21, 1995, plus accommodations will be Stanley W. Hearne, Town Administrator, for 1 day; Loucretia A. Wood for 3 days; both with accommodations. Wilbur D. Pumpaly will also be attending 1 day.



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REGULAR MEETING

MARCH 28, 1995

- 3 -

Speed Signs

A motion by B. Frank Shriver to have "3 Way Stop" signs placed on both sides of Water Street and also on Market Street. The 25 speed limit should go down to 15 miles. Motion seconded by Loucretia A. Wood and passed 4 - 0. B. Frank Shriver also motioned for the "stop" and "speed limit" signs to be moved closer to the Beachcomber because of flowers obstructing the signs. Requesting Steve Stauffer, Cecil County Sheriff's Office to attend the next meeting.

Accounts Payable

B. Frank Shriver made a motion to pay all bills. Motion seconded by Wilbur D. Pumpaly and approved 4 - 0.

Commissioners - Name Cards

Name Cards for the Commissioners was brought up for discussion and prices will be obtained.

Ice-Eaters

The Town will look into the purchase of "Ice Eaters". They will help to prevent the build up of ice around the Town Pier in winter months.

Meeting adjourned at 9:15 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

TOWN MEETING OF MARCH 28, 1995

AGENDA

7:30 P.M.

1. Douglas Cain - Market Street Cafe

Old Business

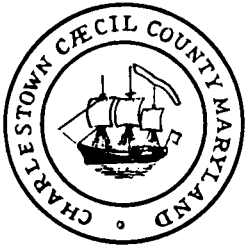
2. Approval of Minutes

Pending Business

3. Paint for Comfort Station
4. Partial Payments on Utility Bills

New Business

5. Purchase New Chairs & Mats
6. Painting Porch & Trim at Town House
7. MML Convention
8. Accounts Payable



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REGULAR MEETING

MARCH 28, 1995

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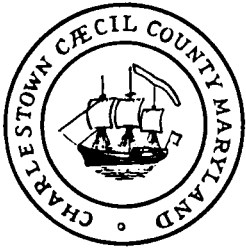
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REGULAR MEETING

MARCH 28, 1995

- 2 -

Wellwood Yacht Club

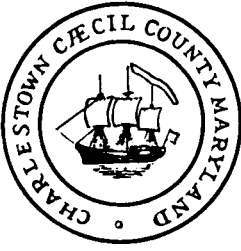
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REGULAR MEETING

MARCH 28, 1995

- 3 -

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Accounts Payable

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Commissioners - Name Cards

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Ice-Eaters

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Meeting adjourned at 9:15 P.M.

Respectfully submitted,

Doris Berry, Town Clerk

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

MARCH 28, 1995

GENERAL ACCOUNT

Bel Air Office Supply - Accounting Sheets	21.13
Bell Atlantic - MD. - Telephone	120.79
AT & T	40.64
MD. Association of Historic District Commission's - Membership	25.00
James D. Ward - Repair brackets for Stocks	<u>20.00</u>
TOTAL	<u>227.56</u>

SPECIAL ACCOUNT

Sunoco - Gasoline	29.03
Rogers' Home & Hardware	6.47
North East Pile and Dock, Inc. - Drive Ice Damaged Pilings	<u>500.00</u>
TOTAL	<u>535.50</u>

UTILITY ACCOUNT - WATER

Bell Atlantic - MD. - Telephone	<u>61.11</u>
TOTAL	<u>61.11</u>

NOTE: Farmers Home Administration - Semi-annual payment 31.072.00
(due April 15, 1995)

TOWN MEETING OF MARCH 28, 1995

AGENDA

7:30 P.M.

1. Douglas Cain - Market Street Cafe

Old Business

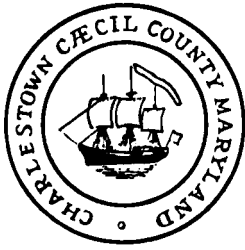
2. Approval of Minutes

Pending Business

3. Paint for Comfort Station
4. Partial Payments on Utility Bills

New Business

5. Purchase New Chairs & Mats
6. Painting Porch & Trim at Town House
7. MML Convention
8. Accounts Payable



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

REGULAR MEETING

MARCH 14, 1995

The Town Commissioners meeting of March 14, 1995, was called to order at 7:30 P.M. by President Gophery H. Richardson, Jr. The Commissioners present were: Robert J. Palmer, Wilbur D. Pumpaly, and B. Frank Shriver. Absent was Loucretia A. Wood Also attending: Stanley W. Hearne, Town Administrator; Janet Mullin, Douglas Cain, Atty; Ed Insley, Howard Hall, Bob Bender, Bill Cousins, Edie Chamberlin, Al Chamberlin and Steven Vandervort.

Charlestown Yacht Club

The Charlestown Yacht Club is in its second year at the Charlestown Marina. A Boat and Antique Car show is being planned for October 21st and 22nd by Bill Cousins, Edie Chamberlin and Al Chamberlin. There will be 15 or 20 Antique Cars and 2 Water Shuttles. The Club would appreciate the use of Veterans Park. Admission for one day will be \$3.00; for both days \$5.00 and children \$1.00. Time will probably be 3 or 4 hours per day. It was mentioned that the school will probably allow parking. There will be security and it was also mentioned "No dogs allowed". The Committee has asked for a meeting with the Commissioners on Sunday, March 19th at the Wellwood Club at 12 noon.

Town Administrator's Report

A meeting with Ed Slicer, Cecil County Park Board, concerning paving the Walking Track at the Athletic Complex. Ed Slicer did say "no funds" but then reported a motion was made, seconded and passed for \$12,500.00. The \$500.00 to be the Town's share.

Comfort Station

A spigot at the Comfort Station "sticking up" needs to be vandal-proof which could be completed for roughly \$100.00. A motion by B. Frank Shriver to vandal-proof the spigot was seconded by Robert J. Palmer and approved 3 - 0. The price of 2 coats of vandal-proof paint for the Comfort Station would be an additional \$500.00 for a 2 tone paint or an additional \$400.00 for just the 1 tone. This type of paint is almost

REGULAR MEETING

MARCH 14, 1995

- 2 -

impossible to scratch. A motion by Robert J. Palmer to use the vandal-proof paint was seconded by Wilbur D. Pumpaly and approved 3 - 0. Color of paint to be decided later.

Minutes - February 28, 1995

A motion by B. Frank Shriver to approve the February 28, 1995 minutes was seconded by Robert J. Palmer and passed 3 - 0.

Town House

A motion by B. Frank Shriver to give James Douglas Smith a 2 year lease for the Town House at 630 Water Street was seconded by Wilbur D. Pumpaly. Motion passed 3 - 0.

Town Hall - Mail Slot

A mail slot in the door of the Town Hall was suggested for residents wishing to leave payments, etc. after closing hours. A motion by Robert J. Palmer to ask Vernon Bryant to do the job was seconded by B. Frank Shriver. Motion passed 3 - 0.

Utility Accounts

There was discussion about partial payments on the Utility billing, whether payments should go to the sewage account first, then to the water account or vice-versa. Decision to be continued until the next meeting.

Accounts Payable

On a motion by Robert J. Palmer and seconded by B. Frank Shriver to pay the Accounts Payable was approved 3 - 0.

MML - Educational Conference

The Maryland Municipal League is sponsoring an Educational Conference June 19 - 21, 1995 in Ocean City, Maryland. Commissioner Wilbur D. Pumpaly has agreed to go for 1 day, Monday, June 19, 1995. Cost will be \$166.00. Registration must be in before the deadline April 7, 1995.

Town Pier

There are at least 3 pilings at the Town Pier that need to be set in place and a little deeper. Pile Driver to be called from North East Yacht Sales.

REGULAR MEETING

MARCH 14, 1995

- 3 -

Elmer Reedy & Carol Kuba

Elmer Reedy and Carol Kuba of 62 Long Beach Road, Coulter's Point, has sent a letter to the Town Commissioners requesting permission to connect into our public sewer system. The septic on their property has been converted over the years to a holding tank system which is not a good choice being so close to the river according to the Cecil County Health Department. His property has not been surveyed lately, but is close to a sewage manhole. On a motion by B. Frank Shriver, seconded by Wilbur D. Pumpaly, and approved 3 - 0, to allow Mr. Reedy to hook-up to the sewer line based on the following provisions - (addendum attached).

J. P. Lee - Bob Bender

There was discussion on last summer's spraying of the river front in the early A.M. by the County Employees because of the bugs, mosquitoes that were saturated on the boats and cars. Mr. Bill Voigt will be asked to come to the next meeting concerning spraying this year.

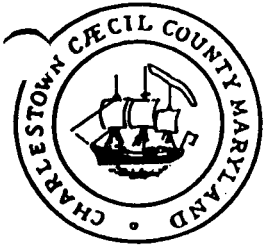
Charlestown Marina - Addendum to Lease

With the Charlestown Marina Lease there was a 7 year additional Addendum. Both Lease and Addendum were signed with an expiration date of 2002. Attorney Douglas Cain representing Charlestown Marina with their lease and addendum requested an executive session with the Commissioners, but the Commissioners decided to table any decisions at this time.

Meeting adjourned 8:40 P.M.

Respectfully submitted,

Doris M. Berry, Town Clerk



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

March 15, 1995

Charles Roosa
c/o Caldwell Bankers
202 East Main Street
Elkton, Maryland 21921

RE: Request for Sewer Service
62 Long Beach Road

Dear Mr. Roosa:

At the March 14, 1995 town meeting, the Town Commissioners of Charlestown decided to allow 62 Long Beach Road, the Elmer Reedy property, to connect to the Town's sewage system contingent on the following provisions being addressed to the Town's satisfaction.

Provision #1

A drawing by Mr. Reedy's engineer showing the property lines of the above property and the sewer connection point be submitted and approved by Tatman & Lee Associates, Town Engineers. Tatman & Lee Associates' cost to review said drawing is to be paid by the property owner.

Provision #2

The property owner obtains a letter from the County Commissioners of Cecil County approving the connection of said property to the Town's sewage system.

Provision #3

The property owner pays the \$2,500.00 sewer connection fee.

Provision #4

The sewer connection will be made in accordance with sewer connection specifications approved by Tatman & Lee, Town Engineers.

Provision #5

The sewer connection will be inspected and approved by Cecil

Charles Roosa
Sewer Connection - 62 Long Beach Road
March 15, 1995
Page 2

County's Permits & Inspection Office.

Provision #6

All town property which may be disturbed in order to complete the connection of said property to the Town's sewage system will be returned to its original condition at the property owner's expense.

Provision #7

The property owner signs an agreement to annexation should the town ever decide to annex this property or an area of land which includes this property. Said agreement would be binding on any new property owner or owners should said property be sold in the future.

Provision #8

If at any time in the future a sewer main is installed in front of said property, the property owner agrees to connect to said line at his expense and the property owner would be required to discontinue present connection. Said agreement would be binding on any new property owner or owners should said property be sold in the future.

Provision #9

The signed agreements in Provisions #7 and #8 are to be recorded in the Land Records of Cecil County. The recording fees are to be paid by the property owner.

If you have any questions regarding this matter, please contact me.

Sincerely,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator

SWH/lcm

cc: file

February 23, 1995

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

RE: 62 Long Beach Road
tax map 35, Parcel 213

Dear Commissioners;

We are sending this letter in hope you will grant us permission to connect into your public sewage system.

The septic on this property has apparently been converted over the years to a holding tank system, which we are told by the Cecil County Health Department, is not their choice of systems especially near the river as this area is.

Our property does border the towns property and we do not believe there would not be a problem of a right-of-way (see attached).

We understand that the cost to hookup and extend the piping would be ours and the installation would be similiar to those done by our neighbors at 78 Long Beach Rd., 81 Long Beach Rd., 83 Long Beach Rd. and 11 Long Beach Rd. (also shown on attached).

If there are any questions that you need us to answer please contact us at 410-642-2727.

Thanking you in advance for your time and assistance.

Sincerely,

Elmer Reedy Carol Kuba
Elmer Reedy & Carol Kuba

*1470 Clayton St.
Perryville, MD 21903*

ACCOUNTS PAYABLE

MARCH 14, 1995

GENERAL ACCOUNT

Joseph Mahoney, Att'y. - Annual Retainer		750.00
B.J's. - Membership		30.00
Staples - Copier Paper		28.99
Cecil County - Landfill		100.05
Harvey & Harvey - Waste		50.00
Injured Workers' Insurance Fund (1/1 - 12/31/94)		332.40
Conowingo Power & Light - Town Hall	139.92	192.66
	Garage	25.63
	Town House	<u>27.11</u>
Robert Pruitt, CPA - Annual Audit '94		6,200.00
Alarm Systems Company of Maryland - Replacement Battery		22.00
Cecil County Sheriff's Office - Gasoline		36.74
Cecil County Sheriff's Office - Deputies		767.34
Wilmapco - Circuit Rider, February '95		<u>812.55</u>
	TOTAL	<u>9,272.73</u>

SPECIAL ACCOUNT

Conowingo Power Company - Street Lighting		<u>1,288.01</u>
	TOTAL	<u>1,288.01</u>

ACCOUNTS PAYABLE

MARCH 14, 1995

UTILITY ACCOUNT - SEWAGE

Conowingo Power Company - Sta. #1	270.49	420.20
Sta. #3	101.62	
Lift Sta.	12.55	
Rt. #7	<u>35.54</u>	
		<hr/>
	SUB-TOTAL	420.20

UTILITY ACCOUNT - WATER

Conowingo Power Company - Well 1	177.06	917.93
Well 3	146.94	
Tank	<u>593.93</u>	
Tatman & Lee Associates, Inc. - W94-1 Construction Review 1/14 - 2/17/95		1,988.22
Tatman & Lee Associates, Inc. - Retained Engineering Services (1) Review request from C.C. Dept. Public Works- rewiring controls at Tank. (2) Mutually decide not to pursue changes at this time.		40.75
		<hr/>
	TOTAL	<u>3,367.10</u>

TOWN MEETING OF FEBRUARY 28, 1995**MINUTES**

The regularly scheduled town meeting of February 28, 1995 was called to order by President Gophery Richardson at 7:30 p.m. Other commissioners present were Vice-President Wilbur Pumpaly, Commissioner Palmer, and Commissioner Shriver. Also present was Stanley W. Hearne, town administrator. Members of the audience attending were Mr. Tim Smith, of Delmarva Power Co., Mr. John Denver, of COPCO, and Russell Farrell, of the North East Times.

Mr. Denver introduced Mr. Smith who will be the new district manager covering our area when the sale between COPCO and Delmarva finally goes through this spring. Mr. Smith stated his company wishes to assure the town that though rates may go down, service should remain the same or improve. He stated they will be keeping the same telephone numbers as COPCO had and most of the personnel.

Old Business**Approval of Minutes:**

A motion was made by Commissioner Pumpaly to approve the minutes of the February 14, 1995 meeting, seconded by Commissioner Shriver. The motion passed 3-0 (Commissioner Palmer abstaining as he did not attend the last meeting.

Pending Business**Trinity Woods Residents - Concerns**

President Richardson stated he received the list of concerns the Trinity Woods residents have from Ms. Karen Hopkins. Most of the concerns are problems Mr. Porter needs to handle, not the Town. He stated he plans to visit with the residents to go over their concerns which the Town can help them with. Commissioner Shriver asked if Mrs. McCall, the president of the Planning & Zoning Commission, is doing anything. President Richardson stated Mr. Porter has been informed that several items, such a street light plan and the top coat of paving on Salvation Circle must be completed before Phase II is approved. He stated street signs, speed limit and stop signs are up. Mr. Hearne stated we have received complaints about the 25 mph speed limit. However, in checking with the county, their county code for subdivisions called for a 25 mph speed limit. Once the roads are deeded to the town, the town can change the speed limit.

New Business

Night Out Against Crime - August 1, 1995

President Richardson stated Project Card has contacted the town regarding the Night Out Against Crime. He asked if anyone had suggestions of what we could do this year for it. Mrs. Morgan stated she had talked to Mr. Daniels of the Charlestown Fire Company who stated they would be able to provide a piece of equipment and a demonstration of the protective gear they use. She also had contacted Sgt. Guy Wassmer of the Sheriff's Office who stated they would be able to get McGruff to appear and do child fingerprinting. President Richardson stated we had hotdogs, sodas, and chips last year. Commissioner Pumpaly suggested having a commissioners' booth so town residents could meet their commissioners. Commissioner Shriver suggested, instead of a booth, that the commissioners wear nametags. The Board generally felt this was a better idea. Commissioner Shriver also suggested and the Board concurred that we should invite local politicians to attend (i.e. the County Commissioners, the Sheriff, the State's Attorney, and the Treasurer of Cecil County).

Rent Collection from Previous Town House Tenant

President Richardson stated the last town house tenant left without paying all the rent. He stated it has been seven months and we have not received any money from him. He stated Mr. Hearne has called Mr. Baynes, the town attorney, to start the process to get a judgment so the town could collect the money. Commissioner Pumpaly asked if the tenant is working. President Richardson stated yes he is. Commissioner Palmer asked if we had heard from him since he moved out of the town house. Mr. Hearne stated he has talked to him a couple of times. The Board decided to let Mr. Baynes pursue the matter.

Elmer Reedy/Carol Kuba - Request for Sewer Connection

President Richardson stated the Town received a letter from Mr. Elmer Reedy and Ms. Carol Kuba of Holloway Beach requesting their property be connected to the Town's sewer system. President Richardson explained to the Board past policy has been the Town will not provide utilities without annexation and the Town does not do "spot" annexation, annexing one property at a time. He stated there are 4 properties out of town on Long Beach Road which receive sewer service from the Town but Mr. Farrell, as a past Town commissioner, stated they were

done around 15 years ago. President Richardson stated if the Board wishes to they could change the policy but he would not recommend that. He also stated the Holloway Beach area residents were offered annexation before for this reason and they were against it. After some discussion, the Board decided to have a letter sent explaining the Town's policy and that we couldn't provide service.

Late Notices - Utility Bills

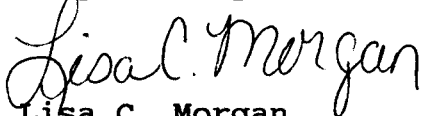
President Richardson stated the Town sent late notice to property owners who hadn't paid their utility bills. The expense for this quarter was \$63.86. Mrs. Morgan stated we can put a message at the bottom of the utility bills giving the shut-off date. President Richardson asked the Board to think about this matter so a decision could be made at a later meeting.

Accounts Payable

A motion was made by Commissioner Palmer to approve the accounts payable list of bills, seconded by Commissioner Shriver. The motion passed 4-0.

Since there was no further business to be discussed, President Richardson adjourned the meeting at 7:59 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Clerk

TOWN MEETING OF FEBRUARY 28, 1995
AGENDA

7:30 P.M.

1. John Denver (COPCO) - Introduction of Tim Smith, new district manager for Delmarva

Old Business

2. Approval of Minutes

New Business

3. Night Out Against Crime - August 1, 1995
4. Rent Collection on Town House
5. Accounts Payable

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

FEBRUARY 28, 1995

GENERAL ACCOUNT

Bell Atlantic - MD.	213.08
News-Journal Paper - Rent of Town House	95.85
Chesapeake Publishing Co. - Rent of Town House (2/13-2/15)	31.50
Cecil Community College - Tuition & Lab Fee (JoAnn Speck)	65.00
Radio Shack - Tapes	15.98
News-Journal Company - Rent of Town House (2/20-2/22)	74.55
Central Printing - #10 Window Envelopes	52.00
Alger Oil - Town House	<u>162.09</u>
	710.05
Radius Associates - Comfort Station	<u>2,356.00</u>
	TOTAL
	<u>3,066.05</u>

SPECIAL ACCOUNT

Rogers Home & Hardware - Padlock, Nylon Bushing	14.87
American Home & Hardware - Padlocks	5.92
Sunoco - Gasoline	<u>102.95</u>
	TOTAL
	<u>123.74</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

FEBRUARY 28, 1995

UTILITY - SEWAGE

UTILITY - WATER

Bell Atlantic - MD.
H.I.E. Contractors, Inc.

61.11
18,196.48
TOTAL 18,257.59

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/28/95 TIME: 7:30 PM

[Handwritten signature]
John J. Ben
Timothy J. Smith

Lined area for additional signatures or notes.

TOWN MEETING OF FEBRUARY 28, 1995

LIST OF BILLS PAID AFTER APPROVAL

Bell Atlantic - telephone service at Town Hall	213.08
News Journal - (2) advertising periods for town house rental	170.40
Chesapeake Publishing Co. - ad for town house rental	31.50
Cecil Community College - tuition & lab fees for JoAnn Speck to attend Intro to PC	65.00
Radio Shack - (2) packs cassette tapes	15.98
Central Printing - (2) boxes window envelopes	52.00
Alger Oil - oil delivery for town house	145.01
Radius Associates - work at comfort station	2,356.00
Rogers Home & Hardware - padlock & nylon bushing	6.47
American Home & Hardware - padlocks	5.92
Russells Sunoco - gasoline	102.95
Bell Atlantic - telephone service at water tower	61.11
H.I.E. Contractors Inc - work on water system extension	18,196.48

Town Meeting of February 14, 1995

Minutes

The February 14, 1995 meeting was called to order at 7:30 p.m. by President Gophery Richardson. All other commissioners were present except for Commissioner Palmer.

Robert Bender, president of the Charlestown Business Association, and Howard Hall, vice-president, stated they just wanted to stop by and introduce themselves to the Board. Mr. Bender said he would like to talk to the Board later on in the spring and discuss the spraying of the beach areas in town to control the mosquito population.

Quite a number of Trinity Woods residents attended the meeting to air their concerns over some problems they have at Trinity Woods. A lot of the residents stated the builder, Larry Porter, never disclosed that they were going to be residing in the town of Charlestown. They questioned the Board as to what they were receiving for their tax dollars. President Richardson told the residents they were getting the same thing he is getting: water, police protection, snow plowing, etc. They were upset that there weren't any street or stop signs in Trinity Woods or street lighting. The residents feel as if the Town should put pressure on Larry Porter to finish Phase I of his project before he is permitted to start Phase II. The Board suggested they try to talk to Mr. Porter themselves or possibly seek help from an attorney. The Board suggested the residents appoint someone to compile a list of concerns and bring the list back to the Board. Ms. Karen Hopkins from Trinity Woods volunteered to compile a list of concerns and bring it back to the Board.

Steve Vandervort asked the Board if he could install a finger pier where his boat slip is on the town dock. He stated if it does not meet the Board's satisfaction, he would then put the old boards back on. There was a lot of discussion as to whether it was a good idea or not. The Board stated they would first have to contact the State and see if it would be allowed and the Board said they would take it under consideration.

The Board discussed the Town pier regulations and they were approved as written except for deleting "except ladders" in one regulation.

The Board discussed getting a pile driver back in to put the pilings back in before spring.

Commissioner Pumpaly made a motion to approve the minutes as written and they were seconded by Commissioner Shriver. The motion was passed 4-0.

The Board discussed the contract we have with the County for running the water system. President Richardson stated Mr. Baynes, town attorney, said he did not see any problems if we wanted to extend the contract with the County. The Board is waiting to see what the County is going to propose.

The Shoreline Erosion project is moving along on schedule and there will be a bid opening at Town Hall on February 16, 1995 at 10:00 a.m. The project is scheduled to be completed by October. The State also said there is monies allocated for the Louisa Lane and Veterans Park projects.

The Board approved the proclamation for Rosalyn Bott and the plaque for David Jarinko.

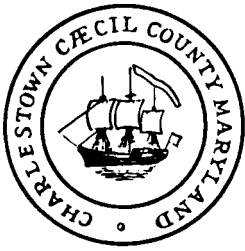
The Board had two change orders to consider concerning the comfort station. One change order is for cutting the road for \$950.00 and the other one is for vandal-proof paint to protect the building at a cost of \$2,250.00. Commissioner Shriver made a motion to approve the change order for the road cut for \$950.00. Commissioner Wood seconded the motion and it was approved 4-0. The Board decided they needed more information on the vandal-proof paint.

Commissioner Shriver made a motion to approve the accounts payable and Commissioner Pumpaly seconded the motion. It was approved 3-0 (Commissioner Wood abstained).

As there was no further business, President Richardson adjourned the meeting at 9:10 p.m.

Respectfully submitted,

JoAnn Speck



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

REGULAR MEETING

JANUARY 10, 1995

The Charlestown Commissioners meeting of January 10, 1995, was called to order by Commissioner Gophery H. Richardson, Jr., at 7:30 P.M. Commissioners present were: Robert J. Palmer and B. Frank Shriver. Also attending: Stanley W. Hearne, Town Administrator; Russell U. Farrell, Jr. and Rosalyn R. Bott.

Election-1995

Wilbur D. Pumpaly and Loucretia A. Wood were elected to the Office of Commissioner at the Town Election held on January 9, 1995.

The results of the Election were:

Wilbur D. Pumpaly	113
Steven Vandervort	81
Richard A. Whitby	44
Loucretia A. Wood	86

Oath of Office

Doris Berry, Town Clerk, gave the Commissioners Oath of Office to Loucretia A. Wood. Wilbur D. Pumpaly will be sworn into office as a Town Commissioner on his return from a business trip.

Election of Town Officers for 1995

The following Officers were elected:

President:	Gophery H. Richardson, Jr.	4 - 0
Vice President:	Robert J. Palmer	2 - 2
	Wilbur D. Pumpaly	
	Robert J. Palmer declined in favor of Wilbur D. Pumpaly	
Treasurer:	Robert J. Palmer	2 - 2
	Loucretia A. Wood	
	Robert J. Palmer declined in favor of Loucretia A. Wood	

TOWN OF CHARLESTOWN

- 2 -

REGULAR MEETING

JANUARY 10, 1995

Town Minutes

B. Frank Shriver temporarily chaired the meeting and made a motion to approve the minutes of December 13, 1994. Robert J. Palmer seconded the motion. Motion passed 3 - 0. Commissioner Gophery H. Richardson, Jr. resumed chairing the office of President

Town Administrator's Report

Water Lines

H.I.E. has completed the 10" line on Schoch Drive, charging system and starting to test and chlorinate it. Ted Patten of Tatman and Lee Associates, Inc., will handle and sign off. As hook-up fees are paid, Home-owners can be hooked into the system. Water lines to the houses have been marked but Plumbers can call Town Hall if they have any questions.

Comfort Station

There has been miscommunication between Cindy Strimel and Don Krauss, General Contractor on the Comfort Station regarding boring under the road for the water line. Roads are marked for utility and power lines. Stan will follow up tomorrow.

B. Frank Shriver suggested that outside lights should be installed at the front of the comfort station.

Charlestown Landing

Charlestown Landing, a development that is being proposed on Carpenter Point Road. This development will be a year or more in the Planning stage. It will need approximately 25 - 30 permits, along with going before the County Appeals Board as well as the Fire Department, Cecil County Sheriff's Department, Cecil County School Board, Critical Bay Area and a noting of the traffic impact to the area. Meetings at the present time are just preliminary and informational. The Appeals Board hearing would be on the night of the second meeting of the Town Commissioners.

Gophery H. Richardson, Jr. - President

Doris Berry, Town Clerk gave Gophery H. Richardson, Jr., the oath of office as President of the Charlestown Commissioners.

TOWN OF CHARLESTOWN

- 3 -

REGULAR MEETING

JANUARY 10, 1995

Commissioners D. A. Jarinko & R. R. Bott

The present Commissioners would like a plaque and letter given to David A. Jarinko and Rosalyn R. Bott with thanks and appreciation for their many contributions to the town.

Computer

Robert J. Palmer made a motion that the Town's finances be put on the computer, seconded by B. Frank Shriver. Michael Palmer will be asked to do the instructing. Motion passed 4 - 0.

Accounts Payable

A motion by B. Frank Shriver and seconded by Robert J. Palmer to pay all the bills with the exception of one (MD. Rural Water Association-Dues \$150.00), which is to be put on "hold" until the next meeting. All in favor.

Meeting was adjourned 8:15 P.M.

Respectfully Submitted

Doris Berry, Town Clerk

Town Meeting of
December 13, 1994

Minutes

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President Jarinko. Other Commissioners present were Vice-President Rosalyn R. Bott, Treasurer Robert J. Palmer, and Commissioner Gophery H. Richardson. Also present were the Town Administrator, Stanley W. Hearne, Richard Whitby, Herschel Armour, and Russell Farrell, reporter for the North East Times.

President Jarinko mentioned the next scheduled meeting in December is Tuesday, December 27, 1994 and in the past it was usually cancelled due to its proximity to Christmas. He suggested the board might want to consider cancelling it this year. The board agreed to cancel it unless there was some pressing item which occurs between now and then.

President Jarinko then stated he had served on the board since 1980 and January 9th would be his last day and even though he has been on the board a long time, he has found it a rewarding experience to be part of the town administration, especially with Russell Farrell and Rosalyn Bott. They, along with other commissioners, were able to get a lot of projects and programs done in town.

Administrator's Report

In reference to Rod Good and Lou Wood, they were inquiring about when they would get water. H.I.E. has completed the initial phase except for meters and meter setters and they won't be able to do those until January. Mr. Hearne did speak to Mr. Houston of H.I.E. who had talked to his supplier for those items and they can't get them any sooner. In regard to the line up Schoch Drive (a/k/a Delaware Avenue) to be upgraded from 6" to 10" pipe, Mr. DeLorimier of Tatman & Lee said he has tentative verbal approval from Mr. Kasraei that the State will pay for the upgrade. Mr. DeLorimier will send Mr. Kasraei a letter on behalf of the town. He requested that a letter also be sent from the fire company to Mr. Kasraei explaining the difference would help as far as public safety and water flow for fire fighting. President Jarinko stated if the fire company gets the letter done by the end of this week, he could hand deliver it to Mr. Kasraei as he works in the same building. President Jarinko stated if the State decides not to pay for the upgrade, the new board can make a decision as to whether they want to pay for the upgrade.

President Jarinko mentioned that the Christmas tree in the town park behind the town hall has been tampered with and requested Mr.

Hearne to check to see what's happened.

Old Business

Approval of Minutes - President Jarinko turned the chair over to Commissioner Palmer. Commissioner Palmer asked if there was a motion to approve the Minutes of the November 22, 1994 town meeting. Commissioner Bott so moved and was seconded by Commissioner Jarinko. The motion passed 2-0 (Commissioner Palmer and Commissioner Richardson abstained as they had not attended that meeting). Commissioner Palmer turned the chair back over to President Jarinko.

Pending Business

Appointment to Board of Appeals - President Jarinko stated Nelson McCall's term had expired and had expressed willingness to serve again and recommended we consider reappointing him to that board. A motion was made to do so by Commissioner Bott, seconded by Commissioner Palmer. The motion passed 4-0.

New Business

Appointment to the Historic District Commission - President Jarinko stated Diane Letts' and Ruth Wright's terms had expired. He stated we received a letter from Mr. McCall, chairman of that commission, recommending they be reappointed. A motion was made by Commissioner Richardson to reappoint both Diane Letts and Ruth Wright, seconded by Commissioner Bott. The motion passed 4-0.

In regard to the plaque in memory of Carty Dennison which was supposed to have been placed out by the town Christmas tree, the board discussed various wording for the plaque. Mr. Dennison was to have been honored for his work on behalf of the town as chairman of the County's Parks and Recreation and getting us Open Space funding for the parks. After some discussion, the board decided Commissioner Bott could purchase such plaque, costing approximately \$500-\$600, for the town.

In regard to the utility bills, President Jarinko mentioned we had been sending notices of when the shut off date would be to people who were past due on their utility bills. He stated people should be aware their water will be shut off if their utility bill remains unpaid. He suggested we discontinue sending out these letters and just mention the fact that water will be shut off if people's utility bills are unpaid in the insert in the next quarter's utility bill envelope and give the shut off date at the

Town Meeting of
December 13, 1994
Minutes

3

bottom of the individual utility bills. After some discussion, the board decided to continue the current practice for the next billing and let the new board decide if they want to change it.

Commissioner Richardson reported when the townhouse furnace was service last week, the serviceman from Alger Oil discovered a hole in the heat exchanger. We have received two estimates for getting a new furnace, one from Alger Oil for \$1925.00 and one from Wayne Smythe for \$1475.00. Mr. Smythe also stated we could get a heat exchanger for \$360.00 but couldn't get it for several weeks. When asked, Commissioner Richardson stated we can use the current furnace for minimal heat. Commissioner Richardson stated we also have a chance to rent the townhouse in the next week or so. He stated Mr. Smythe had told him we should be able to use the current furnace for a while without any danger. President Jarinko stated he was concerned about liability to the town if something did happen. After some discussion, Commissioner Palmer made a motion to get a new furnace and to give the job to Mr. Smythe, seconded by Commissioner Richardson. The motion passed 4-0. After some discussion about the prospective renters for the townhouse, the board stated Commissioner Richardson could rent the townhouse to the Simmons as he felt they would be suitable.

Accounts Payable - Commissioner Palmer made a motion to approve the list of bills submitted for payment, seconded by Commissioner Bott. The motion passed 4-0. Mr. Hearne asked since H.I.E. has been submitting bills every 2 weeks for payment and with the next meeting cancelled it would be over a month before the next meeting, if the board would give prior approval to pay their bill as long as Tatman & Lee has reviewed and approved it. Commissioner Richardson so moved, seconded by Commissioner Bott. The motion passed 4-0. Mr. Hearne also mentioned the water progress meeting has been scheduled for January 3, 1995 at 10 a.m.

Commissioner Bott mentioned the town's Open House Christmas party is scheduled for December 21, 1994 from 1-6 p.m. Invitations have been sent out to approximately 50 people. She stated the cost for the party should be around \$300-\$400.

Commissioner Bott said she has enjoyed nine years on the board and hopefully the new board has as an enjoyable an experience. She stated she would be available to the new board if they needed help. President Jarinko stated he has enjoyed his tenure and is proud of what was accomplished and was glad to see we have four candidates running for the two seats on the board.

Commissioner Bott mentioned the board had talked of getting new office furniture and would like the new board to consider doing so to free up some space and give some privacy to the office staff. She stated we have purchased a new calculator and telephone. Mr.

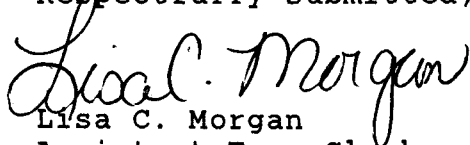
Town Meeting of
December 13, 1994
Minutes

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Hearne stated we have contacted several furniture suppliers who would come out and give suggestions as to how we could get better utilization of the existing space.

As there was no further business to be discussed, President Jarinko adjourned the meeting at 8:05 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Clerk

TOWN MEETING OF
DECEMBER 13, 1994

AGENDA

7:30 P.M.

- Rod Good
- Lou Wood

Old Business

- Approval of Minutes

Pending Business

- Appointment to Board of Appeals - Nelson H. McCall

New Business

- Appointments to Historic District Commission -
Diane Letts; Ruth Wright
- Carty Dennison plaque
- Utility Bills
- Furnace (Town House)
- Accounts Payable
(approval of late December H.I.E. bill)

Proposal

Page No.

of

Pages

MARYLAND HOME
IMPROVEMENT LICENSE
24296

ALGER OIL, INC.
559 SYLMAR ROAD • P.O. BOX 639
RISING SUN, MD 21911

(410) 658-5502
(610) 932-4104

PROPOSAL SUBMITTED TO Town of Charlestown	PHONE 287-6173	DATE December 13, 1994
STREET P.O. Box 145 154	JOB NAME Same	
CITY, STATE AND ZIP CODE Charlestown, Md. 21914	JOB LOCATION 630 Water Street - Charlestown, Md.	

WE PROPOSE THE FOLLOWING:

- . Removal of your existing heating system.
- . Installation of new warm air Furnace, Oneida Roayl, Model #HO-125A4BC, complete with all controls for positive automatic operation of unit.
- . All labor, wiring and incidentals necessary to complete installation included.
- . Alger Oil, Inc., assumes no liability for failure of or malfunction of present duct system beyond point of attachment.
- . Alger Oil, Inc., will furnish free of charge necessary service for a period of one (1) year from date of installation.
- . CONTRACT PRICE: \$1,925.00
- . Thanking you and trusting that our proposal may receive your favorable consideration, we remain

ALGER OIL, INC.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: One thousand, nine hundred, twenty-five dollars and 00/100 dollars (\$ 1,925.00).

Payment to be made as follows:

Payment in full within five (5) days from completion date.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Patrick J. Glynn, Sr.
PATRICK J. GLYNN, SR.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____

Wayne Smythe, Sr.

Complete Installation - Hot Water & Hot Air
FREE ESTIMATES

OIL BURNER SERVICE

602 Richmond Street
Perryville, Maryland 21903

642-6089

DATE 12 Dec 94
NAME Town of Charlestown
ADDRESS Charlestown Md.

install new 125,000		
Btu Hi Boy hot air furnace		
Lifetime warranty		
on heat exchanger		
All parts & labor	1475.00	
install new heat		
exchanger in old		
furnace		
Part & labor	360.00	
3 to 4 weeks to get		
heat exchanger		

List of Bills Paid After Approval
at Town Meeting of December 13, 1994

Wilmapco - Circuit Rider - July	827.05	
August	820.41	
September	<u>865.32</u>	
less credit	251.96	
total	\$ 2,260.82	2,260.82
Casper G. Sippel - connecting aviation light to photo cell		65.30
Harvey & Harvey - waste removal for December		40.00
COPCO - Town House -	10.82	
Town Hall -	127.23	
Garage -	<u>29.22</u>	
total	167.27	167.27
Preston's Stationery - office supplies		100.24
Keith A. Baynes - general rep & zoning matters		468.00
Radius Associates - comfort station work		660.00
News Journal Co. - Town House ad		84.56
Cecil Whig - town house & town election ads		116.68
COPCO - street lights		1,205.28
Sonshine Motor & Tire - choke pull-off & labor		71.65
Russells Sunoco - gasoline		84.33
American Home & Hardware - supplies for town house repair & town use		78.75
Maryland Materials - #57 stone		31.84
Millard Bott - cemetery work		50.00
COPCO - Sta. #1 -	150.92	
Sta. #3 -	115.27	
Lift Sta. -	13.94	
Rte 7 -	<u>34.03</u>	
total	314.16	314.16
WaterPro Supplies - meters		1,505.38
Tatman & Lee Associates -	4,691.17	
	<u>728.20</u>	
total	5,419.37	5,419.37
COPCO - Well 1 -	251.05	
Well 3 -	187.38	
Tank -	<u>229.91</u>	
total	668.34	668.34
H.I.E. Contractors - water system extension work		50,187.60
Casper G. Sippel - checking trouble at Well 1 & 3		104.88

Town Meeting
November 22, 1994

Minutes

The Charlestown Town Meeting of November 22, 1994 was called to order by President David A. Jarinko at 7:30 p.m. Other commissioners present were Rosalyn R. Bott and Frank Shriver. Also attending Stan Hearne, Town Administrator, and Russell Farrell Jr.

Russell Farrell - North East Times

Russell Farrell said the Board sent out a questionnaire about a year ago regarding a boat slip tax and term limits and he would like to know the status of the questionnaire. David Jarinko stated that he thought those issues would probably be addressed by the new board next year. Russell Farrell also inquired about the progress of the Shoreline Erosion Project. President Jarinko stated that 2 1/2 months ago the Board acts to enter into that agreement if the design plan is beneficial to that area and community and we are waiting to hear from the state so we can follow through with the design phase and decide whether to pursue the project or withdraw from the project. Russell Farrell asked the board if they had reviewed the list of things the charter review committee has submitted to Keith Baynes, Town Attorney, for review. President Jarinko stated that he did not know that the list submitted to Keith Baynes was to be submitted to the board at this point and he would issue a copy of the letter to the Commissioners for review and comment at a future town meeting.

Approval of Minutes - November 8, 1994

Rosalyn Bott made a motion to approve the minutes of November 8 and Frank Shriver seconded the motion and it was approved 3-0.

Christmas Party

Rosalyn Bott discussed with the board about having the Christmas Open House at the Wellwood Club if we could provide most of the food. The other Commissioners gave Commissioner Bott the go ahead.

Stocks Repaired

There was a brief discussion regarding the repair of the stocks and the board agreed to go ahead and have them repaired.

Appointment - Appeals Board

Commissioner Shriver stated he thought they should wait until there is a full board to make a decision on Mr. McCall's appointment.

Town Meeting
of November 22, 1994
Minutes

2

Resolution 94-6

Russell Farrell, reporter for the North East Times, had requested a tape of the November 8, 1994 town meeting and he was told that the board made an earlier decision recorded in the minutes that no tapes would be released to the public. After checking with the town attorney, Keith Baynes, we were informed that if the request is made we have to supply a copy of the tape. As a result of that decision, the board enacted Resolution 94-6 with a few minor corrections. Frank Shriver made a motion to approve with corrections Resolution 94-6 and Rosalyn Bott seconded the motion and it was approved 3-0.

Utility Bills

David Jarinko told the board that the town has been sending out letters reminding the residents that their bill is late and their water will be cut off on a certain and his concern is such a larger number of letters that are being sent out. President Jarinko feels a line should be added to the utility bill when the shut off date is and there will be no further notice. The board decided to table this issue for now.

Electricity to Christmas Tree at Town Park

Rosalyn Bott stated that she was hoping the town would supply electricity to the Christmas tree in the park donated in memory of Carty Dennison so they could put lights on the tree. The board decided to get an estimate for an underground cable and if the cost was under \$500 no further approval would be needed.

Accounts Payable

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

David Jarinko informed the board that he would be starting a new job with the State on November 30 and he would not be available during the day. He also stated he would not be running for re-election in January.

Being no further business, President Jarinko adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Joanne Speck

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

NOVEMBER 22, 1994

GENERAL ACCOUNT

JOSEPH MAHONEY - FEES BUD KNAPP	312.50
ABINGDON LOCKSMITH, INC. - REPAIR SAFE	150.00
THE NEWS-JOURNAL CO. - AD FOR TOWN HOUSE	171.12
BELL ATLANTIC MD	211.81
RADIUS ASSOCIATES - COMFORT STATION	4470.00
ROSALYN BOTT - DRAPES	14.91
TOTAL	5330.34

SPECIAL ACCOUNT

SONSHINE MOTOR & TIRE - TRUCK REPAIRS	174.42
CONOWINGO POWER COMPANY - STREET LIGHTS	1198.28
ROGERS HOME & HARDWARE - PAINT	26.94
WESTERN AUTO - OIL	11.69
TOTAL	1411.33

UTILITY - SEWAGE

CONOWINGO POWER CO. - STATION 1	343.71
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UTILITY - WATER

BELL ATLANTIC MD - WATER TOWER	61.11
H.I.E. CONTRACTORS	56781.90
TOTAL	56843.01

UTILITY TOTAL	57186.72
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MEETING
OCTOBER 11, 1994

The Charlestown Town Commissioners meeting of October 11, 1994 was called to order at 7:30 P.M. by President David Jarinko. Other Commissioners present were Rosalyn Bott, Gophery Richardson, Robert Palmer, and Frank Shriver as well as Stanley Hearne, Town Administrator. A list of others in attendance is attached.

Minutes

Frank Shriver made a motion to approve the minutes of August 23, 1994 which was seconded by Rosalyn Bott. Motion passed 4-0 with David Jarinko abstaining since he was not at that meeting. Motion to approve the minutes of September 13, 1994 was made by Frank Shriver and seconded by Gophery Richardson. Motion carried 3-0. Rosalyn Bott and Robert Palmer abstained since they were not present at that meeting.

Charlestown Missionary Baptist Church

After reviewing the water system drawings, it was realized that the Town would need an easement to loop the system to State Route 7. President Jarinko had contacted Pastor Jerry Wilson to see if it would be possible to obtain an easement. In exchange for the easement, the Town would give the church a free hook-up as well as the physical connection from the meter to the church itself. Pastor Wilson gave tentative approval pending the execution of the agreement. Rosalyn Bott made a motion to approve the free hook-up and connection of the line to the Charlestown Missionary Baptist Church in exchange for a perpetual easement to cross the church's property. Robert Palmer seconded the motion and it passed 5-0.

Shoreline Erosion Project

A brief discussion was held concerning the above. Some members of the audience wished to continue the discussion. President Jarinko did not there feel there was a need for further discussion since the study from the State was not yet available. Some people felt that the topic should be debated even without the State report. At this point President Jarinko decided to leave the meeting. Vice-President Rosalyn Bott assumed control of the meeting.

Hammons Drainage

Mrs. Hammons appeared before the Board concerning the issue of the installation of a fence at their property when the Town had earlier agreed to attempt to correct their water drainage problem. Commissioner Richardson stated that the Town was going to solve the Hammon's water problem by diverting it to a ditch on the edge of the Town's property. Since the fence was erected, the contractor would not be able to get his equipment close enough to the fence to rectify the problem. Mrs. Hammons stated that she did not know the

MEETING
OCTOBER 11, 1994

Hammons Drainage (Cont'd.)

erecting of a fence would cause a problem. Commissioner Bott stated that work would cost substantially more since the fence had been installed and would have to be reevaluated in light of that.

Darlene McCall

Darlene McCall, Chairperson of the Planning and Zoning Commission appeared before the Commissioners. She informed them of activities relating to the John Styer subdivision and Trinity Woods Section II.

Town House

Repairs have been started. Oil needs to be ordered. Commissioner Richardson suggested we put an ad for the rental of the property in the paper.

Snow Removal

Commissioner Richardson suggested we use Charley Mars for snow removal. He then made a motion to have Charley Mars handle snow clearing for the Town. Seconded by Robert Palmer. Approval 4-0.

Election Board

Ruth Lewis and Esther Heisler were reappointed to new terms. Robert Phillips was appointed to fill a vacancy. The motion was made by Robert Palmer and seconded by Frank Shriver. Again approval was 4-0.

Halloween

Cecil County has set Halloween for Saturday October 29th and the Town will follow this guideline.

Amtrak Agreement

Amtrak has agreed to the changes. Have not seen the documents yet. Once received and reviewed by Town Attorney Keith Baynes, it was agreed to have President Jarinko sign the documents. Gophery Richardson made a motion to enter into the Amtrak agreement and Frank Shriver seconded it. Passed 4-0.

Water System Extension

Pre-Construction meeting was held earlier today. October 17th is the date work is to start under the Notice to Proceed. Contractor stated he could be done in 30 to 60 days.

MEETING
OCTOBER 11, 1994

Accounts Payable

Robert Palmer made a motion to approve which was seconded by Frank Shriver. Approved 4-0.

Portable Restroom Facilities


It was suggested that one of the above be moved to the Town Pier until the fishing season is over. After a brief discussion on the above, the matter was tabled.

At 8:57 P.M the Board decided to close the Meeting after a five minute recess pursuant to the State Government Article. The Board will be meeting under this Article pursuant to Section 10-508(a)1 ii and 10-508(a)2. After a brief discussion, it was decided that the matter to be considered under Section 10-508(a)2 should only be done in a Public Session. A personnel matter relating to a Town employee was considered. No action was taken due to the lack of a motion. At 9:35 P.M. the closed session was ended. The regular meeting was then adjourned at 9:35 P.M.

Respectfully submitted,



Joann Speck
Town Clerk



Stanley W. Hearne
Town Administrator

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/11/94

TIME: 7:30 PM

Darlene M McCall

Sheryl Hammons

Larry A. Wilson

Chip Muller - Thym + Thelma

Richard A. Whitby

Russ Farrell - Times

Charles Hahn

Val Hahn

Betty Shuckley

Larry Whitby

BILLS APPROVED FOR PAYMENT
OCTOBER 11, 1994

GENERAL ACCOUNT

ALARM SYSTEMS CO. OF MD		54.00
BRADLEY ELECTRIC - LIGHTS TOWN HALL		74.00
QUINLAN PUBLISHING CO. INC.		64.78
CONOWINGO POWER		222.40
	TOWN HALL	191.42
	GARAGE	30.98
KEITH BAYNES - ZONING MATTERS		450.00
RADIO SHACK - TAPES		15.98
MAC'S SHACKS		220.00
	PORTABLE TOILET (1)	55.00
	PORTABLE TOILET (3)	165.00
BELL ATLANTIC MD - TOWN HALL		238.36
C.J.'S MKT - ADDITIONAL FOOD (NITE OUT)		41.24
HARVEY & HARVEY - DUMPSTER		40.00
STEVEN L. LEWIS - TOWN HOUSE		1120.00
	TOTAL	2540.76

SPECIAL ACCOUNT

RUSSELL'S SUNOCO - GASOLINE		99.37
ROGERS HOME & HARDWARE - WASHERS & SCREWS		7.20
MILLARD BOTT - CEMETERY		100.00
CONOWINGO POWER COMPANY - STREET LIGHTS		1198.28
LOVING'S MOWER SERVICE - MOWER		70.00
AMERICAN HOME & HARDWARE - FRAMING		5.85
WESTERN AUTO - PLASTIC SHEETING		8.29
T.C. SIMONS INC. - PAVING LOUISA LANE EXT		20566.00
TATMAN & LEE - COMFORT STATION		1315.60
	TOTAL	23370.59

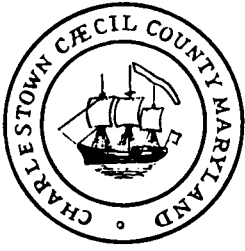
BILLS APPROVED FOR PAYMENT
OCTOBER 11, 1994

UTILITY - SEWAGE

CONOWINGO POWER CO. - STATION 1	292.82	482.94
STATION 3	105.13	
LIFT STATION	20.76	
ROUTE 7	64.23	
SAFEGUARD BUSINESS SYSTEMS - SALES JOURNAL		56.45
SUB-TOTAL		539.39

UTILITY - WATER

CONOWINGO POWER CO. - WELL 1	239.88	483.61
- WELL 3	243.73	
- TANK	0	
TREASURER'S OFFICE - WATER SYSTEM		7866.20
- SALARIES & FRINGES	6843.51	
- SUPPLIES	747.69	
- PROFESSIONAL SERVICES	275.00	
FARMERS HOME ADM - SEMI ANNUAL PAYMENT		31072.00
TATMAN & LEE		
- COORDINATE PROJECT	2032.26	2563.82
- TABULATE BIDS FOR MDE	531.56	
KEITH BAYNES - AMTRAK AGREEMENT		206.25
BELL ATLANTIC MD - TANK		63.09
SUB-TOTAL		42254.97
TOTAL		42794.36



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

WORKSHOP MEETING

SEPTEMBER 27, 1994

The Workshop Meeting of September 27, 1994 was cancelled due to a lack of a quorum.

**Town Meeting of
July 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 Commissioner Gophery Richardson and Commissioner Robert Palmer. President Jarinko stated Commissioner Bott would be late due to an emergency. Also attending was Stanley W. Hearne, Town Administrator. Audience members attending were Chris Marino, Gerry Barr, Nancy Crawford, and Darlene Gatchell.

Chris Marino of Project Card was here to promote the "Night Out Against Crime" on August 2, 1994 and explained Project Card would provide materials needed by the Town to hold a special event on that date. After some discussion, the Town Commissioners agreed Ms. Marino could get a group of interested community members together to come up with an idea for an event and then the Town Commissioners would decide on it. President Jarinko requested Project Card remind the Town in March or April about this annual event so the Town can make some preparations. Ms. Marino stated she should be able to get back to the Commissioners by Monday, July 18, 1994.

Gerry Barr asked what was happening with the Stormwater Management Study. President Jarinko stated the study is completed and it is on hold until Mr. Hearne can locate funding for implementing it. Ms. Barr asked if a 4-way stop could be erected at the corner of Bladen & Market Streets because people are ignoring the speed limit. President Jarinko stated we took down a stop sign which was located there because it is a curve rather than a corner and this seems to be an enforcement problem if anything. Ms. Barr also asked if the town would purchase the crossing guard equipment prior to getting volunteers. Commissioner Richardson stated he believe Ms. Barr had given the Town Commissioners a paper which stated these volunteers would be covered by the county for liability. President Jarinko stated Mr. Rumsey, principal at Charlestown Elementary was opposed to having volunteer crossing guards until the effect of the flashing lights, due to be installed in August, is gauged. When Ms. Barr stated there's a new principal, President Jarinko said then we need to hear from him. After some discussion as to whether the County Commissioners were doing anything, President Jarinko asked Mr. Hearne to contact the County to see what, if anything, they are doing. Ms. Barr also wanted to get any information the Town may have on playground equipment as she is trying to raise money to purchase equipment for the school's playground. Finally, Ms. Barr requested copies of the minutes of the town meetings she missed.

Nancy Crawford was following up on her request for a donation from the Town to cover transportation costs for Charlestown children to attend the governmentally funded CHAMP Camp. After some discussion and explanation of the program, a motion was made by Commissioner

Palmer to donate \$200.00 for transportation costs to CHAMP Camp, seconded by Commissioner Richardson. Motion was passed 3-0. Ms. Crawford stated the check should be made payable to the transportation company itself, the Maryland Rural Development Corp.

Administrator's Report

Mr. Hearne reported we received the permit from MDE on the Charlestown Manor water extension but we have other permits we need to get. Mr. D'Adamo has been working with Mr. Lane of the Department of Transportation. Mr. Lane wanted minor modifications on setbacks and Mr. D'Adamo stated the corrected drawings will be sent to the state within the next 2 days and Mr. Lane said it would take approximately 2 weeks to review. Mr. Hearne stated we need a permit from Amtrak but not right away as we can start work on both ends first. Tatman & Lee are requesting we wait until Mr. Lane has okayed the drawings. Mr. Hearne has sent letters to Sandy Trend of Project Open Space to close projects out on the ballfield. She will visit the site before closing the projects and the date of her visit will be noted on the calendar, as requested by President Jarinko, so any of the Commissioners could be there also. Mr. Hearne said he has also submitted for reimbursement on the repairs to the town pier because we had some leftover money in an old project. He also mentioned he will be hosting the quarterly meeting of the Circuit Riders' Program on August 19. He doesn't know yet where it will be held.

Pending Business

Comfort Station - President Jarinko stated Mr. Tatman & Mr. D'Adamo stated the ad for bids on the comfort station would be placed immediately. He further stated the Town has ordered the stainless steel toilets, basins, etc. instead of waiting for the contractor as there is a long delivery time on these items. President Jarinko has been in contact with a distributor of these items to see if even the shipping of the urinals, toilets, and basins could be expedited.

Dumpster & Trash Barrels - The Town had contacted Best Sanitation who said they were not interested in dumping the trash barrels around town. Corron Trash Removal stated they were interested but would like more information before they submit an estimate. Mrs. Morgan talked to Sue Britton of Harvey & Harvey who currently supply the town with a dumpster to find out if, without the franchise agreement, Harvey & Harvey will still supply us with a dumpster and if the monthly bill we are now receiving also covers the trash barrels around town and, if not, what they would charge us to pick up those also. Ms. Britton stated she needed to talk to her boss about it and would contact Mrs. Morgan tomorrow. The Board decided to table this until the next meeting.

Ordinance #94-4 - Mr. Hearne stated this ordinance was revised to meet the recommendations and legalities mentioned by Mr. Baynes. After some discussion, a motion was made by Commissioner Palmer to

pass Ordinance #94-4 as written, seconded by Commissioner Richardson. The motion passed 3-0.

Lights for Flagpole - President Jarinko stated he had contacted a manufacturer who specializes in this type of lighting and a ballpark figure for the lighting fixtures would be \$1500-1600. He stated COPCO would provide a service drop at no charge. President Jarinko stated if Bradley Electric ran a line from the pole, under the road, and mounted the lights, it would cost approximately \$1000. Also the cost of operation would be equal to operating two street lights. After some discussion, the Board decided this item should be considered for inclusion in the next fiscal year's budget.

At 8:30 p.m., Commissioner Bott arrived at the meeting and the meeting was adjourned for 5 minutes, at Ms. Barr's request, to look at a vehicle she stated is a regular speeder through the area she had talked about.

Louisa Lane paving bid - President Jarinko stated we received two requests for bid packets on this contract and only received one bid from T.C. Simons Inc. In checking with Mr. D'Adamo of Tatman & Lee, the contractor is a fairly large firm which specializes in paving and the bid figure is reasonable. We had budgeted \$23,000.00 for the project. After some discussion, a motion was made by Commissioner Palmer to accept the bid of T.C. Simons for Louisa Lane paving contract no. P-94-1, seconded by Commissioner Richardson. The motion passed 4-0. President Jarinko stated the other estimate was for the Cecil St. stub end which he felt was a high figure. After some discussion, the Board decided not to accept the estimate. Letters will be sent to T.C. Simons letting them know their bid for Louisa Lane was approved and their estimate for Cecil St. was not.

Water Fountain Plaque - President Jarinko stated Mr. Bryant, who is installing the water fountain, has indicated the cost would run in excess of \$2000.00. President Jarinko further stated, regarding a plaque, Mr. Miklas, who was chairman of the 250th anniversary celebration commission, believes the Board at that time committed themselves to erecting a plaque with certain wording. Commissioner Bott stated the committee did donate \$515.00 toward a fountain. President Jarinko stated Mr. Bryant stated an outdoor quality cast type plaque would cost approximately \$100-150 and probably more. If the Board decides to put up a plaque, President Jarinko suggested the word to be something like "Funded in part by the Charlestown 250th Anniversary Celebration Committee - September 1992". The Board decided to hold off making a decision until we get the bill for installation of the fountain.

MML Dinner - President Jarinko reminded the Commissioners the MML dinner being hosted by the Town is next Thursday and the Commissioners must let Mrs. Morgan know by this Friday if they are attending. Mr. Shriver and his wife won't be attending as they will be out of town. After some discussion, the Board stated

office personnel should be invited to attend. Commissioner Bott asked if a flower arrangement for the head table should be ordered. President Jarinko said we'll wait until we know what the head count is before we order it.

Old Business

Approval of Minutes - After some discussion regarding the minutes pertaining to the demolition of the old building to make room for the new comfort station, a motion to approve the minutes was made by Commissioner Richardson, seconded by Commissioner Bott. The motion passed 3-0-1 (President Jarinko abstained as he was not present at that meeting).

Market Street Cafe - The Board discussed the request of Mr. Spangler and Mr. Cain about resolving the encroachment of the Market Street Cafe onto town property. After discussion, President Jarinko asked if there was a motion to accommodate the Market Street Cafe in eliminating the encroachment. No such motion was made. President Jarinko stated it appears to be a dead issue so it will be dealt with in accordance with Ordinance #87-3 and a letter will be sent with such reply to Mr. Spangler and Mr. Cain.

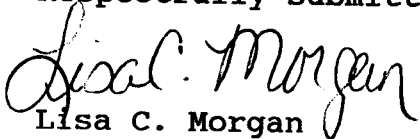
New Business

Accounts Payable - Mr. Hearne stated the bill from Chesapeake Publishing should state it is for paving contract, not zoning contract and he stated he added to the list a \$1,000 check to Amtrak for permit cost for permission to bore under the railroad tracks. After some discussion regarding the water system extension and agreeing to send a copy of the proposed extension to the fire company advising them of fire hydrant placement, etc., a motion was made by Commissioner Bott to approve the bills as listed, seconded by Commissioner Richardson. The motion passed 4-0.

Commissioner Bott asked Commission Richardson if he had mentioned to Mr. Hearne about purchasing locks for the water meters. Commissioner Richardson stated to Mr. Hearne that when a water meter is shut off for nonpayment, it is to be locked and stated it should be checked later to see that the water stays off.

As there was no further business to be discussed at the regular meeting, President Jarinko adjourned the meeting at 9:18 p.m. while stating the Commissioners would take a five minute break and go into executive session in accordance with Section 10-508(a)1(i) of the State Government Article to discuss personnel matters.

Respectfully submitted,


Lisa C. Morgan

**LIST OF BILLS APPROVED FOR PAYMENT AT
TOWN MEETING OF JULY 12, 1994**

Treasurer of Cecil County -			
gasoline expenses for May -	67.32		
gasoline expenses for June -	<u>86.81</u>		
	154.13		154.13
Charlestown Patrol for May -	1,750.94		
Charlestown Patrol for June -	<u>2,363.79</u>		
	4,114.73		4,114.73
Local Government Insurance Trust - annual surcharge - billing related to capitalization program			80.96
Alarm Systems Co. of Maryland - quarterly billing for monitoring -		54.00	
repairs to alarm system -	<u>45.00</u>		
	99.00		99.00
Bradley Electric Service - repair electric circuit to copier			174.50
Keith Baynes - proposed ord #94-4 review -		37.50	37.50
Court of Special Appeals - Hall vs. Charlestown Bd. of Appeals -		<u>626.00</u>	
	663.50		663.50
Conowingo Power Co. - Town Hall -		229.95	
Garage -	<u>31.45</u>		
	261.40		261.40
Cecil County Dept. of Public Works - landfill charges			15.55
Central Printing - letterhead			72.00
J.W. Roland Trucking - walking track work on 05/25/94			43.60
Chesapeake Publishing Co. - paving contract P-94-1			116.54
Julie H. Parrack - transcript for appeal Trinity Woods			40.00
Woodward-Clyde (Tatman & Lee) - comfort station design & bid preparation - Inv #33188			287.50
Western Auto - surger suppressor - Inv #9575			11.42
Local Government Insurance Trust -			
Inv #01MA40115 - primary liability -	2,987.00		
Inv #01MA40259 - excess liability -	750.00		
Inv #01MA40035 - property -	<u>1,496.00</u>		
	5,233.00		5,233.00
Rogers Home & Hardware - parts			12.25
Russell's Sunoco - gasoline			39.50
Conowingo Power co. - street lights			1,198.28
Conowingo Power Co. -			
Station # 1	-	420.17	
Station # 3	-	134.06	
Lift Station	-	20.76	
Route 7	-	<u>80.22</u>	
Subtotal		655.21	655.21
Conowingo Power Co. - Tank		-	114.52
Well 1	-	273.87	
Well 3	-	<u>239.57</u>	

	627.96	627.96
Woodward-Clyde (Tatman & Lee) - Charlestown Manor water extension - Inv #34166		2,823.99
Woodward-Clyde (Tatman & Lee) - Trinity Woods Phase II water drawing - Inv #33189		39.00
Amtrak - permit cost for boring under RR		1,000.00
MD Rural Development Corp. - donation to cover transportation cost to send Charlestown children to CHAMP Camp		200.00

TOWN MEETING OF JULY 26, 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 Vice President Rosalyn R. Bott, Treasurer Robert J. Palmer, and Commissioner Gophery H. Richardson. Also present was Stanley W. Hearne, Town Administrator. Audience members were Vincent Henson and Perry Weed, both representatives of Congressman Gilchrest's office, Nancy Crawford, and Hank Adams.

Hank Adams requested to address the Board regarding the Town House. Although he understood the Town has had bad experiences with people who were living at the Town House making repairs there, he was requesting the Town consider allowing him to do the repairs, with possibly applying the cost of the repairs towards the rent. Commissioner Bott stated the Town has not received the report from Mr. Bryant yet on what repairs were needed and approximate cost. After some discussion, the Board decided to defer any decision to the next meeting. Nancy Crawford gave an update to the Board on Charlestown's "Night Out Against Crime". She stated the largest problem was she didn't know how many people will be showing up. The Board agreed to supplement the food if more people than anticipated shows up. Ms. Crawford stated there is an organizational meeting scheduled for Saturday, July 30 at 10 a.m. at the Town Hall if anyone wishes to come. President Jarinko requested help from the Commissioners to locate a PA system which could be used. Commissioner Palmer stated he would check with Herr's to see if they would donate potato chips and pretzels. President Jarinko stated posters have been placed at the post office and CJ's Market and fliers will be handed. Ms. Crawford said the churches will announce the event during services on Sunday and Mr. Hearne stated we had faxed the info to the News Journal. President Jarinko stated he would like to see the Commissioners participating in the event on August 2.

Administrator's Report

Regarding Louisa Lane paving, T.C. Simons was awarded the bid and have provided proof of insurance and business license. They state the work will start in 3-4 weeks. A performance bond was not required. On the Charlestown Manor water system, Mr. D'Adamo met with Mr. Lane and is waiting for the permit which he should have by the end of next week. Commissioner Bott asked if this was a permit for boring under the railroad tracks. Mr. Hearne stated no, that one will take several months to get but it wouldn't hold up the construction. Mr. Hearne stated Tatman & Lee were also submitting for a floodplain waiver but this shouldn't be a problem because they're excavating and installing a pipeline. Mr. Hearne stated we should be able to bid the job as soon as we get the permit and it would be a 14-day bid period. Mr. Hearne stated he tried

contacting Senator Amoss who hadn't called him back and Mr. Keil of the SHA who's on vacation and Carl Stecker who didn't call back regarding installing flashing lights at the school. He will continue to try and get an answer as to when these may be installed. Regarding crossing guards, Mr. Hearne reported the County Commissioners have formed a task force on this issue and Mr. Jacobs of the Sheriff's Office is a member of this task force. He had talked to Mr. Jacobs who stated they had some recommendations but would not discuss them as they haven't been presented to the County Commissioners yet. Mr. Hearne stated the MML Dinner went very well except for the AC problem and the tape presentation which was more appropriate for larger municipalities. In reference to the Circuit Riders meeting, Mr. Hearne stated he is responsible for this quarter's meeting and has been offered a room free of charge at the Wellwood Club. He suggested offering \$50.00 fee for set up and use of the room. After some discussion, the Board agreed to this. In regard to the dumpster, Mr. Hearne stated Harvey & Harvey will empty the dumpster on Tuesday and we will be charged \$40 per month. After some discussion about moving the dumpster, it was decided to place it at the far end of the parking lot by the playground. Mr. Hearne also stated Corron Trash Removal will be emptying the trash barrels around town for \$15.00 per week. President Jarinko stated Mr. Adkins will have to deal with any spillage from the barrels. Commissioner Bott asked Mr. Hearne if he's contacted anyone about the road in front of Larry Hensley's place. Mr. Hearne stated he called Mr. Knight of the SHA but he hasn't called back.

Mr. Weed asked if we had any dredging projects we needed assistance on. President Jarinko and the Board discussed with Mr. Weed and Mr. Henson the fire boat pier project which is on hold. President Jarinko explained the Boating Administration is for this project with 100% funding but Ms. Helen Stuart of the Wetlands Division reported the needed dredging could not be allowed. The Town has contacted Senator Amoss for help but haven't heard anything back yet. Mr. Hearne provided them with copies of information on the project and they said they would talk to Congressman Gilchrest about it.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Richardson to approval the minutes of the July 12, 1994 meeting, seconded by Commissioner Palmer. The motion passed 4-0.

PENDING BUSINESS

Comfort Station - President Jarinko stated the bid date was advertised for August 2 which is not the day of the town meeting but this is not a problem. Either he or Mr. Hearne will be here until 7:30 p.m., the advertised time, to accept and open the bids and Mrs. Morgan will be here to record the bids. In dealing with

the manufacturer directly, President Jarinko stated we have located the urinals, toilets and basins in stock at various locations. He stated we need to order these items by the end of this week so they are not sold to someone else.

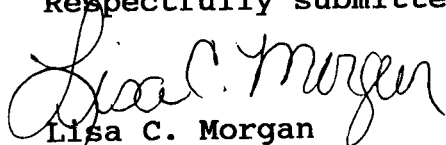
Commissioner Richardson brought up the problem with the jogging track washing out after every storm. After some discussion, the Board agreed that the cost of paving the track should be considered in next year's budget. When a representative from Open Space schedules the final inspection, Mr. Hearne should let the Board know so the walking track can be groomed.

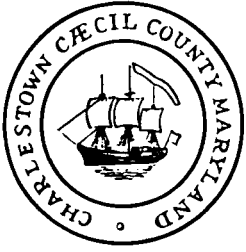
NEW BUSINESS

Accounts Payable - After some discussion regarding the bills for the cabinet work and drinking fountain, a motion was made to pay the bills as listed by Commissioner Bott, seconded by Commissioner Palmer. The motion passed 4-0.

As there was no further business, President Jarinko adjourned the regular meeting at 8:30 p.m. while stating after a five minute break the Board would go into executive session in accordance with Section 10-508(a)2 of the State Government Article.

Respectfully submitted,


Lisa C. Morgan



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

TOWN MEETING OF JULY 26, 1994

AGENDA

7:30 P.M.

- ADMINISTRATOR'S REPORT

OLD BUSINESS

- APPROVAL OF MINUTES

PENDING BUSINESS

- COMFORT STATION
- NIGHT OUT AGAINST CRIME

NEW BUSINESS

- ACCOUNTS PAYABLE

EXECUTIVE SESSION

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/26/94 TIME: 7:30 PM

<u>Henry Hood</u>	<u>Night out against crime.</u>
<u>Wesley</u>	<u>Town House</u>
<u>Perry Weed</u>	<u>Cong Gilchrist</u>
<u>Vincent Hynson</u>	<u>Office of Congressman Gilchrist</u>

**ACCOUNTS PAYABLE
MEETING OF JULY 26, 1994**

GENERAL ACCOUNT

Joseph J. Mahoney - Trinity Woods		250.00
Atlas Plumbing - town house repairs Inv #1453		191.34
Mac's Shacks -		
Inv #7583 - (1) portable toilet	55.00	
Inv #7588 - (3) portable toilets	66.60	
	<u>121.60</u>	121.60
Bell Atlantic - town hall		155.07
Staples - office supplies Inv #996		179.16
Vernon Bryant -		
Cabinet work	2,749.06	
Drinking fountain	4,659.87	
	<u>7,408.93</u>	7,408.93
Preston's Stationery -		
Inv #31941-0 - index card & card file	21.43	
Inv #31829-0 - reinforcements & A-Z index guides	6.25	
	<u>27.68</u>	27.68
American Home & Hardware -		
Inv #141719 - (2) keys	2.18	
Inv #141003 - (1) key	1.09	
Inv #142057 - (1) sheet plywood	17.18	
	<u>20.45</u>	20.45
Fire Prevention Co. - Inv #2655 - inspection & service on fire extinguisher		21.60
Woodward-Clyde Consultants - Inv #34561 - comprehensive plan		<u>1,240.00</u>
Subtotal		9,615.83

SPECIAL ACCOUNT

American Home & Hardware		
Inv #141472 - parts & labor on trimmer		29.06
Subtotal		29.06

UTILITY ACCOUNT

SEWER

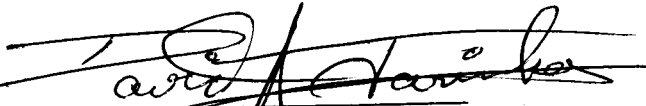
Cecil Co. Dept. of Public Works -		
Inv #15500010 - sewer charges 4/1-6/30/94		<u>8,290.56</u>
Subtotal		8,290.56

**LIST OF BILLS APPROVED FOR PAYMENT AT
MEETING OF JULY 26, 1994**

Joseph J. Mahoney - Trinity Woods	250.00	
Atlas Plumbing - town house repairs Inv #1453		191.34
Mac's Shacks -		
Inv #7583 - (1) portable toilet	55.00	
Inv #7588 - (3) portable toilets	<u>66.60</u>	
	121.60	121.60
Bell Atlantic - town hall		155.07
Staples - office supplies Inv #996		179.16
Vernon Bryant -		
Cabinet work	2,749.06	
Drinking fountain	<u>4,659.87</u>	
	7,408.93	7,408.93
Preston's Stationery -		
Inv #31941-0 - index card & card file	21.43	
Inv #31829-0 - reinforcements & A-Z index guides	<u>6.25</u>	
	27.68	27.68
American Home & Hardware -		
Inv #141719 - (2) keys	2.18	
Inv #141003 - (1) key	1.09	
Inv #142057 - (1) sheet plywood	<u>17.18</u>	
	20.45	20.45
Fire Prevention Co. - Inv #2655 - inspection & service on fire extinguisher		21.60
Woodward-Clyde Consultants - Inv #34561 - comprehensive plan		1,240.00
American Home & Hardware		
Inv #141472 - parts & labor on trimmer		29.06
Cecil Co. Dept. of Public Works -		
Inv #15500010 - sewer charges 4/1-6/30/94		8,290.56
Bell Atlantic - water tower		61.34

EXECUTIVE SESSION MINUTES
JULY 26, 1994


In accordance with the State Government Article Section 10-508(a)2, at approximately 8:30 p.m., an executive session was called to order to discuss arrearages and lateness by town house renters. After due consideration, the Commissioners voted 4-0 to terminate the lease for cause as provided for within the written lease.



David A. Jarinko
President
Town Commissioners of Charlestown

Executive Session
July 12, 1994

In accordance with State Government Article Section 10-508(a)1(i), an executive session was called to discuss salary increases for the Town's employees. The proposed increases were approved 3 to 1 after a period of discussion, Commissioner Richardson was in opposition.



David A. Jarinko
President
Town Commissioners of Charlestown

TOWN MEETING OF AUGUST 23, 1994

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by Vice-President Rosalyn R. Bott. Other Commissioners present were Treasurer Robert J. Palmer, Commissioner Gophery H. Richardson and Commissioner B. Frank Shriver. Also present was Stanley W. Hearne, Town Administrator. Audience member present was Pastor Jerry Wilson of the Charlestown Baptist Church.

Pastor Jerry Wilson of the Charlestown Baptist Church addressed the board regarding the possibility of the church getting town water. After several minutes of discussion, the Board decided to wait until there was a full board before any decision was made.

Administrator's Report

Mr. Hearne reported the Circuit Riders' Meeting at the Wellwood Club went very well. He will send a thank you letter and a check to the Wellwood Club for the use of the room. Regarding Program Open Space, Ms. Trent will be Thursday morning to look at the athletic complex and Mr. Hearne has contacted Mr. Mars to have him do some minor maintenance items down there prior to her looking at it. Vice-President Bott asked Mr. Hearne to either have Mr. Mars fix the bench between 3rd base and home plate at the ballfield or have it removed for repairs before Ms. Trent arrives. Mr. Hearne stated the State had promised to have the flashing lights installed up by the school before school starts but it starts Monday and no work has been done. He has called Senator Amoss but has not received a reply yet. He has talked to Mr. Jacobs of the Sheriff's Department who will have extra deputies patrolling the area. Commissioner Shriver suggested Mr. Hearne contact Senator Amoss again or at least send a fax. On the comfort station, Mr. Hearne talked to Mr. Ewing who stated the budget amendment should be received by the end of the month but Mr. Hearne said President Jarinko talked to Mr. Gaudette who seemed to think it may be sooner than that. Mr. Hearne delivered a letter to Current Electric so they will start the work to replace the utility pole. Vice-President Bott asked if they would remove the old pole. Mr. Hearne stated it was not covered under the bid so if they don't, we'd have to get someone to remove it. On the Louisa Lane boat pier, President Jarinko, Commissioner Palmer and he had met with Frank Dawson of the Wetlands Division and Bob Gaudette of the Boating Administration. Some progress was made to get limited dredging. It was decided they would send a preliminary sketch which would meet Army Corps. of Engineers' approval to us for us to look at. Mr. Hearne stated we had been talking to Mr. Dave Wilson about shoreline erosion control involving the park down past Cather Avenue. Mr. Wilson sent a proposal which states they won't guarantee the project, won't repair the area if the project fails and that the project suggested is of an experimental nature and yet the contract doesn't indicate what the project is. The board

decided to table the matter.

Old Business

Approval of Minutes - A motion was made by Commissioner Palmer to approve the Minutes of the July 26, 1994 Town Meeting, seconded by Commissioner Richardson. The motion passed 3-0. The executive session minutes of July 26, 1994 were reviewed and didn't need approval. A motion was made by Commissioner Shriver to approve the Minutes of the August 9, 1994 Town Meeting, seconded by Commissioner Richardson. The motion passed 3-0.

The board held a general discussion regarding the townhouse tenant and repairs which need to be made to the townhouse.

New Business

Fire Company's annual fund drive - last year the Town donated \$1,120.00 to the fire company. Vice-President Bott stated she thought the amount of the donation was raised in this year's fiscal budget and it was found, after Mr. Hearne checked, the amount had been raised to \$1,200.00. The Board agreed to donate the budgeted amount.

Fire hydrant damage - Mr. Hearne stated there was damage to the fire hydrant from the auto accident which occurred at the firehouse. He stated neither the driver nor the car is insured. He will be contacting Mr. Scarborough, the State's Attorney, to have the town's damages added to the case against the driver when it comes to court. He will probably be contacting Paul's Utility to get an estimate of the repairs to send to Mr. Scarborough.

FY95 Critical Area agreement - Mr. Hearne stated he received the three (3) copies of the agreement with Critical Areas in which the Town is reimbursed \$1,000.00 for any work down involving Critical Area. He will get President Jarinko to sign the copies and mail them to Ms. Moulis who is the program coordinator.

Accounts Payable - A motion was made by Commissioner Shriver to pay the bills as list except changing the amount of the donation to the fire company from \$1,120.00 to \$1,200.00 as previously agreed, seconded by Commissioner Palmer. The motion passed 4-0.

Chesapeake Drive ditch - Commissioner Richardson reported that the ditch which used to be on Chesapeake Drive no longer exists. The Board held a discussion regarding the ditch and no further action was decided on.


Newsletter to Charlestown Manor residents - Commissioner Shriver asked if a newsletter informing the Charlestown Manor

Town Meeting of August 23, 1994
Minutes
Page 3

residents about the status on the water system had been sent. Mr. Hearne stated it wasn't sent out since the advertising of the water system extension bid has appeared in the paper. The board decided the Town still needed to send the newsletter and instructed Mr. Hearne to do so.

As there was no further business to be discussed, Vice-President Bott adjourned the meeting at 8:25 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/23/94 TIME: 7:30 PM

Jerry A. Wilson 398-7667

Blank lined area for additional entries.

ACCOUNTS PAYABLE
AUGUST 23, 1994

GENERAL ACCOUNT

Rudd's Pest Control - annual termite inspection	35.00
Cecil County Treasurer's Office - Charlestown Patrol 7/94 - Invoice #94-07	2,506.11
gasoline for patrol 7/94	111.32
Crothers-Little Insurance Agency - Inv #000459 - bond renewal for Speck	50.00
Central Printing - window & regular envelopes	101.00
Staples - Inv #08783 - office supplies	103.15
Bell Atlantic - town hall telephone service	202.67
Tatman & Lee Assoc. - Inv #38330 - comfort station design & bid documents	1,158.77
Charlestown Fire Company - annual fund drive	<u>1,120.00</u>
Subtotal	\$ 5,388.02

SPECIAL ACCOUNT

Millard Bott - work at cemetery on 08/22/94	50.00
Loving's Mower Service - Inv #7427 - weld left arm on mower deck	45.00
Sonshine Motor & Tire Co. - repair tire	<u>5.00</u>
Subtotal	\$ 100.00

UTILITY ACCOUNT

WATER

Shore Well Drilling - Inv #SD2031 - repair pump & motor	4,429.50
Bell Atlantic - water tower	63.94
Casper G. Sippel - replace light on water tower	150.00
Tatman & Lee Associates - Inv #38499 - Trinity Woods water	312.00
Inv #38320 - water sys ext	<u>2,636.01</u>
	2,948.01
Rogers Home & Hardware - Inv #D205438 - (12) padlocks for water meters	<u>101.40</u>
Subtotal	\$ 7,692.85

LIST OF BILLS APPROVED FOR PAYMENT
TOWN MEETING OF AUGUST 23, 1994

Rudd's Pest Control - annual termite inspection	35.00
Cecil County Treasurer's Office -	
Charlestown Patrol 7/94 - Invoice #94-07	2,506.11
gasoline for patrol 7/94	111.32
Crothers-Little Insurance Agency -	
Inv #000459 - bond renewal for Speck	50.00
Central Printing - window & regular envelopes	101.00
Staples - Inv #08783 - office supplies	103.15
Bell Atlantic - town hall telephone service	202.67
Tatman & Lee Assoc. - Inv #38330 - comfort station design & bid documents	1,158.77
Charlestown Fire Company - annual fund drive	1,200.00
Millard Bott - work at cemetery on 08/22/94	50.00
Loving's Mower Service - Inv #7427 - weld left arm on mower deck	45.00
Sonshine Motor & Tire Co. - repair tire	5.00
Shore Well Drilling - Inv #SD2031 - repair pump & motor	4,429.50
Bell Atlantic - water tower	63.94
Casper G. Sippel - replace light on water tower	150.00
Tatman & Lee Associates -	
Inv #38499 - Trinity Woods water	312.00
Inv #38320 - water sys ext	2,636.01
	<u>2,948.01</u>
Rogers Home & Hardware - Inv #D205438 - (12) padlocks for water meters	101.40

TOWN MEETING OF AUGUST 9, 1994**MINUTES**

The Town Meeting of the Town Commissioners of Charlestown was called to order by Vice-President Rosalyn R. Bott due to the absence of President Jarinko. Other Commissioners present were Gophery H. Richardson and B. Frank Shriver. Also present was Stanley W. Hearne, the Town Administrator. Audience members were Dennis Wood, Fred Boulden, Walter Hutchison, Russell Farrell, and Darlene Gatchell.

After Vice-President Bott asked if any audience members wished to address the board, Mr. Hutchison asked where the town was on the water system for Charletown Manor and explained about the rumors people have been hearing regarding this matter. After several minutes of discussion between the board and members of the audience, Mr. Hearne stated we have received the permits we've been waiting for, the fire company will meet briefly with Tatman & Lee, the town engineers regarding fire hydrants, etc., then bids will be advertised for a short-term bid period of 14 days, the bids would be reviewed by Tatman & Lee, and then the Town would award the contract and then we would go by the timetable the contractor specified in his bid. Mr. Boulden asked if the town would give permission to people to drill their wells deeper if we would be going into the winter putting in the water system. Vice-President Bott stated that permission would have to be gotten from the Health Department. Mr. Hutchison also asked what has been done about the road out in the Manor that the County was supposed to bring up to standard. The Board stated they would check on this. Mr. Farrell mentioned the Town could put out a newsletter to people in the annexed areas about where the town was with the water system. The Board agreed this would be a good idea. Ms. Gatchell asked if the town received a corrected bill for her town taxes. When asked, Mrs. Morgan stated not as far as she knew and the Board stated they would look into the matter.

ADMINISTRATOR'S REPORT

Mr. Hearne stated Sandy Trent from Project Open Space would be here on August 25 to close out the two projects at the athletic complex. He mentioned the washed-out areas of the walking track would be repaired, Mr. Mars would drag the infield, and more stone would be put down in the parking area prior to her coming. Vice-President Bott asked if there was any more money open. Mr. Hearne stated there was some money available for the park behind the Tory House. Mr. Hearne stated we are in the process of closing out the Stormwater Management Study and he has contacted Rick Davis to see about available funding if the Town decides to proceed with the recommendations made but Mr. Davis hasn't called him back.

OLD BUSINESS

Approval of Minutes - Vice-President Bott stated the minutes from the last meeting couldn't be approved as Mr. Shriver wasn't at the last meeting so the minutes would be held and approved at the next meeting.

PENDING BUSINESS

Comfort Station bids - The Town received two bids on constructing the comfort station, one from Grubb Contractors for \$35,400.00 and one from Radius Associates for \$21,500.00 and they have been reviewed by Tatman & Lee, the town engineers. After some discussion about the delay in getting funding approved which Mr. Hearne stated Mr. Maddox of DNR expected to have within 8-10 days, a motion was made by Commissioner Shriver to award the bid to Radius Associates in the amount of \$21,500.00 contingent on approval of funding, seconded by Commissioner Richardson. The motion was approved 3-0.

NEW BUSINESS

Bids on Utility Pole Replacement - The Town received two bids to replace the utility pole damaged by the town worker, one from Bradley Electric for \$3,000.00 and one from Current Electric for \$2,700.00. After some discussion, a motion was made by Commissioner Shriver to award the bid to Current Electric for \$2,700.00, seconded by Commissioner Richardson. The motion passed 3-0. Mr. Hearne did mention he had faxed and mailed the necessary claim forms to LGIT, the town's insurance company.

Navigation Lights at Water Tower - Vice-President Bott stated the navigation lights on top of the water tower are out again, probably due to a lighting strike from one of the storms we have had. She further mentioned Sippels Electric replaced the lights the last time for approximately \$180.00 and she has asked Bradley Electric if they were interested in replacing them this time and they said no. A motion was made by Commissioner Richardson to contact Sippels to have them do the work, seconded by Commissioner Shriver. The motion passed 3-0.

Commissioner Richardson asked if the pump at the ballfield had been repaired. Mr. Hearne stated it's been repaired and is back on line.

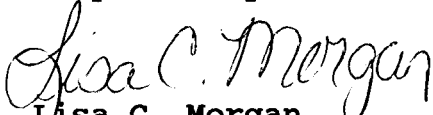
Accounts Payable - Vice-President Bott stated Mrs. Morgan is questioning three of the bills listed, one from Harvey & Harvey which she believes may be including a charge for moving the dumpster and two bills from COPCO which state they are for the Town Hall for the same period. Mrs. Morgan will look into these bills before they are paid. She further stated there are two bills to be added to the list from Mr. Mars, one for mowing at the ballfield

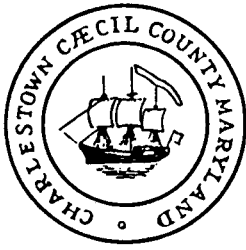
for \$2,800.00 and one for extra work done around the town for \$1,880.00, both of which would come out of the general account. A motion was made by Commissioner Shriver to pay the bills, seconded by Commissioner Richardson. The motion passed 3-0.

Vice-President Bott asked if there was any further item to be mentioned for the good of the Town. Mrs. Morgan mentioned she had been boxing up old records which would be stored at the town garage. Commissioner Richardson suggested we try and store them at the Tory House instead because the town garage leaks. The Board requested Mrs. Morgan to check with Mr. McCall on allowing the town to store records at the Tory House.

As there was no further business to be discussed, Vice-President Bott adjourned the meeting at 8:15 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Clerk



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

TOWN MEETING OF AUGUST 9, 1994

AGENDA

7:30 P.M.

- Administrator's Report

OLD BUSINESS

- Approval of Minutes

PENDING BUSINESS

- Comfort Station Bids

NEW BUSINESS

- Bids for Replacement of Utility Pole
- Navigation Light (water tower)
- Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/9/94 TIME: 7:30 PM

Russ Farrell - Times of N.E. / BKTON
Walt. Stulickson
Dennis R Wood
Fred Moulton
Darlene Hatchell

BID

Proposal of GRUBB CONTRACTORS, INC., (hereinafter called "BIDDER"), organized and existing under the laws of the State of Maryland doing business as a corporation. To the President & Commissioners of the Town of Charlestown (hereinafter called "OWNER").

The Bidder hereby agrees to perform all the necessary Work indicated in the Contract Documents. The work to be performed is generally described as follows:

Comfort Station

By submission of this Bid, each Bidder certifies that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence Work under this contract on or before the date to be specified in the written "Notice to Proceed" of the Owner and to complete the project within sixty (60) consecutive calendar days thereafter stipulated on the Contract Documents.

Bidder further agrees to pay as liquidated damages, the sum of \$200.00 for each consecutive calendar day thereafter.

Bidder acknowledges receipt of the following Addenda:

Addendum #1 (No Date)

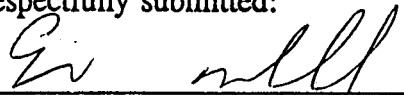
Bidder agrees to perform all the necessary work described in the Contract Documents for the following unit prices or lump sum:

BIDDER will complete the Work for the following price(s):

LUMP SUM BASIC BID THIRTY FIVE THOUSAND, FOUR HUNDRED DOLLARS.
(use words)


(\$ 35,400.00)
(figures)

Respectfully submitted:


Signature Eric D. Grubb

President
Title

07 687406
MD-License Number
(if applicable)


Dennis E. Grubb
Asst Secretary

POB 55 Rising Sun, MD 21911
Address

2 August 1994
Date

BID

Proposal of RADIUS ASSOCIATES (hereinafter called "BIDDER"), organized and existing under the laws of the State of DELAWARE doing business as a corporation. To the President & Commissioners of the Town of Charlestown (hereinafter called "OWNER").

The Bidder hereby agrees to perform all the necessary Work indicated in the Contract Documents. The work to be performed is generally described as follows:

Comfort Station

By submission of this Bid, each Bidder certifies that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence Work under this contract on or before the date to be specified in the written "Notice to Proceed" of the Owner and to complete the project within sixty (60) consecutive calendar days thereafter stipulated on the Contract Documents.

Bidder further agrees to pay as liquidated damages, the sum of \$200.00 for each consecutive calendar day thereafter.

Bidder acknowledges receipt of the following Addenda:

ADDENDA NO 1 _____

Bidder agrees to perform all the necessary work described in the Contract Documents for the following unit prices or lump sum:

BIDDER will complete the Work for the following price(s):

LUMP SUM BASIC BID TWENTY ONE THOUSAND FIVE HUNDRED
(use words)

(\$ 21,500.00)
(figures)

Respectfully submitted:

Don A. Krause
Signature DON A. KRAUSE

PRESIDENT
Title

07687513
MD-License Number
(if applicable)

1115 N. HILTON RD.
Address WILM. DE. 19803

August 2, 1994
Date



William Donald Schaefer
Governor

Maryland Department of Natural Resources

Torrey C. Brown, M.D.
Secretary

BOATING ADMINISTRATION - WATERWAY IMPROVEMENT PROGRAM

Public Facilities Development
301 Cemetery Avenue
Cambridge, Maryland 21613

August 5, 1994

Mr. David A. Jarinko
President
Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Maryland 21914

Dear Mr. Jarinko:

As of this date, the budget amendment to provide funding for the Charlestown comfort station has not been approved. Approval is anticipated in eight to ten days. You have asked whether you can proceed with the project at this time, recognizing that there is a minimal risk that funding may not be approved.

If you desire to proceed with the project, knowing that state grant funding has not yet been approved, you can do so by forwarding the bid results and award recommendation to this office for concurrence /approval. In your request for State approval of the contract award, you must indicate that the town recognizes that grant funding has not yet been approved and that the town assumes responsibility for any financial risks, should the grant not subsequently be approved.

I hope this information is of assistance to you. If you have further questions, please call me or Mike Ewing at the number listed below.

Sincerely,

A handwritten signature in cursive script that reads "Robert W. Maddox".

Robert W. Maddox
Chief, Marine Services & Grants

Telephone: (410) 228-8605
DNR TTY for the Deaf: 301-974-3683

BRADLEY ELECTRIC SERVICE

68 Waibel Road
PORT DEPOSIT, MARYLAND 21904

JOB ESTIMATE

(301) 378-3527

PHONE

DATE

8/4/94

JOB NAME/LOCATION

TO Town of Charlestown
Market Street
Charlestown, Maryland 21914

JOB DESCRIPTION:

Furnish and Install Pole at Town Park Marina. Remove
Air Switch From Old Pole and Reinstall on Replacement Pole.

\$3,000.00

THIS 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

\$3,000.00

ESTIMATED
BY

**James G. Bradley
Bradley Electric Service**

Proposal

Current Electric, Inc.

22 N Main Street
North East, MD 21901
Phone # 410-287-3123

PROPOSAL SUBMITTED TO TOWN OF CHARLESTOWN	PHONE 287-6173	PROPOSAL DATE 8-8-94
STREET PO BOX 154	JOB NAME	
CITY, STATE AND ZIP CODE CHARLESTOWN, MD 21914	JOB LOCATION CHARLESTOWN MARINA	
MANAGER DAN HEAPNE	JOB PHONE	DATE OF PLANS

We hereby submit specification and estimate for:

ESTIMATE TO REPLACE 40 FT WOODEN UTILITY POLE BROKEN BY TOWN UTILITY TRUCK AT CHARLESTOWN MARINA. REMOUNT EXISTING PRIMARY VOLTAGE AIR SWITCH ON NEW CROSSARMS AND MAKE ALL CABLE CONNECTIONS.

TOTAL PRICE FOR WORK TO BE PERFORMED: \$2700.00

Thank you for the opportunity to respond to your request.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____

Date _____

ACCOUNTS PAYABLE

AUGUST 9, 1994

GENERAL ACCOUNT

- Radio Shack - Inv #143997 - 3 pk tape, telephone jack & wire		14.26
- Keith Baynes - rental property	37.50	
zoning - Whitby; H. Hall	<u>150.00</u>	
	187.50	187.50
- Mac's Shacks - Inv #7756 - (3) portable toilets	165.00	
Inv #7751 - (1) portable toilets	<u>55.00</u>	
	220.00	220.00
- Cecil Whig - Ordinances #94-3 & #94-4		56.05
- MD Portable Concrete - Inv #3531 - concrete for walking track		196.50
- Harvey & Harvey - Inv #035792 - waste removal		68.00
- Conowingo Power Co. - Town Hall -	258.58	
Town Hall -	235.85	
Garage -	<u>31.87</u>	
	526.30	<u>526.30</u>
Subtotal		\$ 1,268.61

SPECIAL ACCOUNT

- Russell's Sunoco - gasoline		83.61
- American Home & Hardware - Inv #146236 - weed trimmer	157.58	
Inv #143283 - labor & parts for trimmer	17.75	
Inv #145748 - eyelite, rope	<u>3.60</u>	
	178.93	178.93
- Conowingo Power Co. - street lights		<u>1,198.28</u>
Subtotal		\$ 1,460.82

UTILITY ACCOUNT

WATER

- Cecil County Treasurer's Office - water operation agreement (04/01/94 - 06/30/94		
salaries & fringes	6,843.51	
additional costs:		
supplies	1,849.42	
vehicle & equip. maintenance	<u>325.30</u>	
	9,018.23	9,018.23

- Conowingo Power Co. -			
Sta #1	-	429.25	
Sta #3	-	131.45	
Lift Sta.	-	21.23	
Rte. 7	-	<u>64.60</u>	
		646.53	<u>646.53</u>
	Subtotal		\$ 9,664.76

SEWER

- Conowingo Power Co. -			
Well 1	-	265.62	
Well 3	-	298.36	
Water tank	-	<u>111.56</u>	
		675.54	<u>675.54</u>
	Subtotal		\$ 675.54

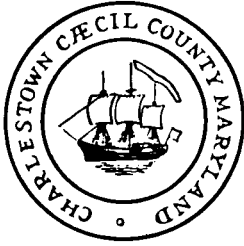
STORMWATER MANAGEMENT ACCOUNT

- Engineering Technologies - Inv #15000 -			
stormwater management study			<u>1,140.00</u>
	Subtotal		\$ 1,140.00

LIST OF BILLS APPROVED FOR PAYMENT
TOWN MEETING OF AUGUST 9, 1994

- Radio Shack - Inv #143997 - 3 pk tape, telephone jack & wire		14.26
- Keith Baynes - rental property	37.50	
zoning - Whitby; H. Hall	<u>150.00</u>	
	187.50	187.50
- Mac's Shacks - Inv #7756 - (3) portable toilets	165.00	
Inv #7751 - (1) portable toilets	<u>55.00</u>	
	220.00	220.00
- Cecil Whig - Ordinances #94-3 & #94-4		56.05
- MD Portable Concrete - Inv #3531 - concrete for walking track		196.50
- Harvey & Harvey - Inv #035792 - waste removal		68.00
- Charles A. Mars - Inv #29658 - tearing bldg down at boat ramp; walking track grading, etc.		1,880.00
- Charles A. Mars - Inv #29659 - mowing at ballfield for 6/12/94 - 07/31/94		2,800.00
- Conowingo Power Co. - Town Hall	258.58	
Garage	<u>31.87</u>	
	290.45	290.45
- Russell's Sunoco - gasoline		83.61
- American Home & Hardware - Inv #146236 - weed trimmer	157.58	
Inv #143283 - labor & parts for trimmer	17.75	
Inv #145748 - eyelite, rope	<u>3.60</u>	
	178.93	178.93
- Conowingo Power Co. - street lights		1,198.28
- Cecil County Treasurer's Office - water operation agreement (04/01/94 - 06/30/94		
salaries & fringes	6,843.51	
additional costs: supplies	1,849.42	
vehicle & equip. maintenance	<u>325.30</u>	
	9,018.23	9,018.23
- Conowingo Power Co. - Sta #1	429.25	
Sta #3	131.45	
Lift Sta.	21.23	
Rte. 7	<u>64.60</u>	
	646.53	646.53
- Conowingo Power Co. - Well 1	265.62	
Well 3	298.36	
Water tank	<u>111.56</u>	

	675.54	675.54
- Engineering Technologies - Inv #15000 - stormwater management study		1,140.00



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

CHARLESTOWN TOWN MINUTES

OCTOBER 25, 1994

The Charlestown Town meeting of October 25, 1994, was called to order by President David A. Jarinko. Other Commissioners present were: Robert J. Palmer, Gophery H. Richardson and B. Frank Shriver. Also present: Stanley W. Hearne, Town Administrator. Commissioner Rosalyn R. Bott was absent due to the illness of her Mother. Also attending: Steven Stouffer, a deputy with the Cecil County Sheriff's Department; Russell U. Farrell, Jr. and Mr. and Mrs. Richard Whitby.

Steve Stouffer, Cecil County Deputy

Steve Stouffer, a Cecil County Sheriff's Deputy conferred with the Commissioners on effective ways to work with the teen-age problems in Town. A few suggestions made were: If the town curfew hours are in violation or a drug activity is suspected, a call should be put in to the Sheriff's Office for a police pick-up. Rotate the hours and days of the police working schedule varying the days and nights. Keep in contact with parents. Keep points of group gatherings under investigation. If necessary, refer someone to Juvenile Services.

Minutes - October 11, 1994

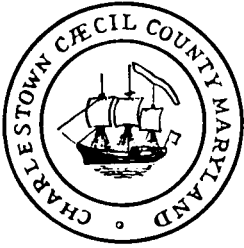
The minutes of October 11, 1994, were approved on a motion by Gophery H. Richardson and seconded by Robert J. Palmer. All in favor.

Resolution #94-1 "Borrowing Credit"

Under Resolution #94-1, the Town Commissioners are hereby authorized to secure a "line of credit" in the amount of \$150,000.00 for the purpose of extending the Charlestown Water System to the annexed areas for a term of six months. Motion was made by Robert J. Palmer and seconded by Gophery H. Richardson. Motion was unanimous.

Resolution #94-2 "Water Hook-up"

Resolution #94-2 amending Resolution #92-2 for the exception to the water connection fee increase. For six months from the effective date of this Resolution, the previous In-Town connection fee of \$200.00 will be available to property owners in the annexed areas.



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CHARLESTOWN TOWN MINUTES

OCTOBER 25, 1994

- 2 -

1. Service becomes available to the property for the first time after the effective date of this Resolution.
2. The exception applies only to Residential Units when service first becomes available to the property.
3. Property Owner agrees to all provisions of Ord. #91-3 as amended by Ord. #91-5.

A motion by Robert J. Palmer to adopt Resolution #94-2 was seconded by B. Frank Shriver and passed unanimously.

Resolution #94-3

After much discussion and explanation Resolution #94-3 was approved on a motion by B. Frank Shriver and seconded by Robert J. Palmer. All in favor.

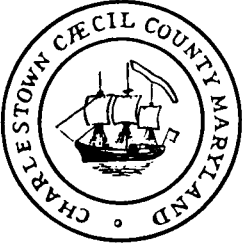
Resolution

A Resolution to amend the April 23, 1991 motion which was accepted by the Charlestown Commissioners, the Chesapeake Beach Estates roadway as drawn, platted and recorded in 1919.

The Charlestown Commissioners were not aware that the roadway platted as Ogle Drive running between Baltimore Street and Charlestown Place, and not being developed to this date, was originally mislocated in 1919 as to the true and correct location of Ogle Street, an original 1742 Charlestown roadway.

WHEREAS, Ogle Street today exists in fact and in law in its proper location while the misplatted Ogle Drive, a non-existent paper roadway, running parallel and almost adjacent to the legally existing Ogle Street and having no apparent current or future public purposes and which also frustrates the several property owners on its easterly boundary as to having good and marketable title to their properties and access to the legally established and existing Ogle Street.

The Charlestown Commissioners by this resolution hereby corrects and rescinds the mistaken and inappropriate acceptance of the misplatted and non-developed portion of Ogle Drive between Baltimore Street and Charlestown Place.



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CHARLESTOWN TOWN MINUTES

OCTOBER 25, 1994

- 3 -

Darlene McCall - Planning & Zoning Commission

A letter from Darlene McCall, Chairman of the Planning and Zoning Commission Board to the Town Commissioners requesting that Thomas Hartenstine, a member of the Planning and Zoning Commission, be re-appointed for another term. On a motion by B. Frank Shriver and seconded by Robert J. Palmer, Thomas Hartenstine was approved unanimously.

Comfort Station

Russ Tatman, Tatman & Lee Associates, had an Inspector check out the work being done on the Comfort Station as of October 25, 1994. Everything was satisfactory.

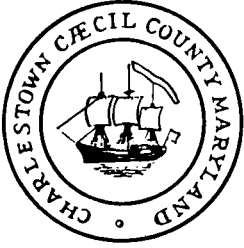
Accounts Payable

On a motion by Robert J. Palmer all bills were approved. Motion seconded by Gophery H. Richardson and approved unanimously.

Meeting adjourned 8:10 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



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CHARLESTOWN TOWN MEETING

NOVEMBER 8, 1994

The Charlestown Town meeting of November 8, 1994, was called to order by President David A. Jarinko at 7:30 P.M. Other Commissioners present were: Rosalyn R. Bott, Robert J. Palmer, Gophery H. Richardson, B. Frank Shriver and Town Administrator, Stanley W. Hearne. Also attending: Meredith Lubking and Richard Whitby.

President Jarinko stated the Agenda was short and we should be able to have a short meeting and watch the Election returns.

Minutes - October 25, 1994

On a motion by Robert J. Palmer to approve the minutes of October 25, 1994, Gophery H. Richardson seconded the motion. Motion passed 4 - 0, with Rosalyn R. Bott abstaining as she was unable to attend that meeting.

Comfort Station

The Comfort Station should be complete in 3 to 4 weeks. The Comfort Station will be kept closed and opened in early spring unless for a special occasion that may require a short opening.

Water System Extension

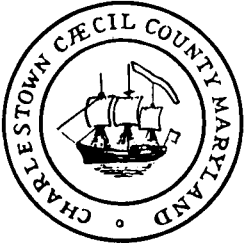
The Water System Extension should be completed by late winter or early spring.

Earl Cummins - Quitclaim Deed

A Quitclaim Deed will be resubmitted and will need to be signed again. A new signature page is needed so all five (5) Commissioners can sign.

Resolution #94-4 - O. J. Ganderton, Portion of Charlestown Manor

Mrs. Olga Ganderton's property at 75 Edgewater Avenue, Charlestown Manor (Parcel 615) was erroneously excluded from the annexation of a portion of Charlestown Manor.



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CHARLESTOWN TOWN MEETING

- 2 -

NOVEMBER 8, 1994

An agreement entered into on the 8th day of November, 1994, will provide services to Mrs. Ganderton's residence at the In-Town rate including Connection Fee and Water Usage. Olga Ganderton and her Successors and Assigns agree that they will not object to any annexation proceeding for such property.

This resolution should not be considered a precedent but only the correction of a previous error, and will become effective at the same time as Resolution #94-2. A motion by Vice-President Rosalyn R. Bott to pass Resolution #94-4 was seconded by B. Frank Shriver and approved unanimously.

Resolution #94-5 - "Line of Credit"

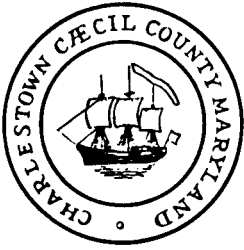
Resolution #94-5 is to list those authorized to sign for the purpose of drawing funds against the "line of credit" that was established by Resolution #94-1. The officers of Charlestown that are authorized to sign for withdrawals are: the President, Vice-President and Treasurer, (The signatures of two officials are needed for a withdrawal). Town Administrator, Stanley W. Hearne is not authorized to sign for withdrawals as he has never been bonded. A motion for passing Resolution #94-5 was given by B. Frank Shriver and seconded by Rosalyn R. Bott. All in favor.

Accounts Payable

Vice -President Rosalyn R. Bott made a motion to pay all the bills. Motion was seconded by B. Frank Shriver and passed unanimously.

Francis & Helen Schoch

At first, Mr. & Mrs. Schoch refused easement rights to loop the system approximately 350 feet. Will now grant to line pipe in easement for \$1.00 per ft., free water hook-up, free connection to residence and right-of-way of approximately 350 feet. A motion by Rosalyn R. Bott to give right-of-way (as fast as possible), seconded by Robert J. Palmer. All in favor.



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CHARLESTOWN TOWN MEETING

- 3 -

NOVEMBER 8, 1994

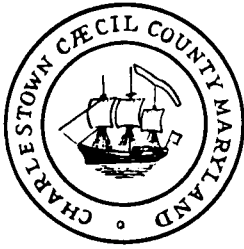
Items to be Considered - Rosalyn R. Bott

1. Will contact Aberdeen Tree Service to remove 5 dead trees in the Town's right-of-way.
2. Vandalized the "Stocks" - Could be that the metal block was not in correctly. Needs to be checked.
3. Town truck needs to be winterized tomorrow.
4. Christmas Party - Would like to consider having it outside of the Town Hall. Suggestions were the Wellwood Yacht Club or Spangler's. Time - 2:00 to 6:00 PM? This will be carried over to the next meeting.

Meeting adjourned at 7:50 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk



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WORKSHOP MEETING

JANUARY 24, 1995

The Charlestown Workshop meeting was called to order on January 24, 1995 by President Gophery H. Richardson, Jr., at 7:30 P.M. Commissioners present were: Robert J. Palmer, B. Frank Shriver and Loucretia A. Wood. Also attending: Stanley W. Hearne, Town Administrator; William Killough, Sheriff of Cecil County; Edgar A. McMullen, Sr., Edgar A. McMullen, Jr., Lambert Muller-Thym, Richard A. Whitby and Russell U. Farrell, Jr., representing "The Times".

Oath of Office

Wilbur D. Pumpaly, being elected January 9, 1995, as a Town Commissioner and just recently returning from a business trip, took the oath of Office of Town Commissioner given by Doris Berry, Town Clerk.

Sheriff Killough

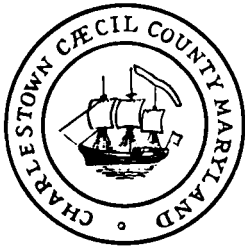
President Richardson introduced Sheriff Killough to all of the Commissioners and Sheriff Killough congratulated the new Commissioners. There was general information to acquaint Sheriff Killough with the Deputy program in Charlestown. Sheriff Killough said there are marked and unmarked police cars, some with radar. Officers will enforce the curfew. Parks will remain closed after dark. Sgt. Guy Wassmer will check out the signs and keep a record of the obeying of signs. It was also discussed that the officers should keep a log as to what goes on in town. Radar was used at the school before the lights were completely installed.

Minutes - January 10, 1995

B. Frank Shriver made a motion to approve the minutes of January 10, 1995, seconded by Robert J. Palmer. Motion 4 - 0, 1 abstaining (W. D. Pumpaly).

Maryland Rural Water Association

With a general discussion, it was decided to cancel our membership with the Maryland Rural Water Association. Our dues were \$150.00 per year.



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WORKSHOP MEETING

JANUARY 24, 1995

- 2 -

Charlestown Landing

A needed traffic study is not complete and the problem of getting water will take at least a continuance of another four months. Laura Swiski of Vandermark & Lynch, Inc. will work with Bob Kiel of the State Highway Administration to address traffic problems. Suggestions may be requested from the Town Commissioners and Planning and Zoning Board at a later date.

Tatman & Lee Associates, Inc. - Contract Renewal

Tatman & Lee Associates, Inc. has been the Town Engineer for over 20 years. Their contract with the Town is up for renewal at \$1.00 per year. On a motion by B. Frank Shriver and seconded by Wilbur D. Pumpaly, motion passed 5 - 0 to renew the contract with change specifying the Town owns the documents.

County Water System - Operators

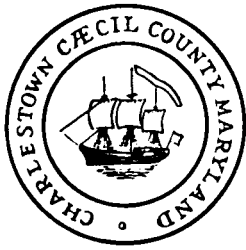
The Water System has been better since the County took it over. Just to make the Commissioners aware, the contract renewal with the County for operating our water system comes due in July, 1995.

Town Commissioners - Positions

President Richardson gave the Board a tentative list of positions he would like each Commissioner to fullfill during the year. After reviewing the list, Commissioner Pumpaly motioned to accept the jobs as listed which was seconded by B. Frank Shriver and passed 5 - 0. (It was mentioned "to watch the conflict of interest").

Boat Slips - Notices

General discussion was, no doubt some maintenance work would probably have to be done during the year but a motion to keep the boat fee the



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WORKSHOP MEETING

JANUARY 24, 1995

- 3 -

same as last year was made by Robert J. Palmer and seconded by Loucretia A. Wood. Motion passed 5 - 0. Notices will be sent shortly.

Key Locks

At present, 4 keys are used to the doors back of the Town Hall building. A motion by B. Frank Shriver to replace the locks with 6 padlocks and with one key only. Motion seconded by Loucretia A. Wood and passed 5 - 0. Keys will be kept in the Town Hall.

Water Shut-Off

Usually after 45 days of receiving the bill, letters go out notifying owners of the water shut-off date. This will continue for the time being.

Trash Dumpster

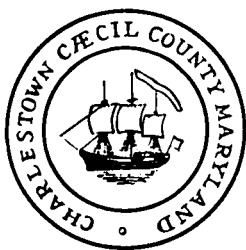
The Trash Dumpster serving the Town Hall, Post Office and the Fire Department and being placed alongside of the children's Playground, drawing insects and also the general public's trash causing overloading. After some discussion, it was decided to move the dumpster back on the Fire Department's property where it was in the beginning.

Charlestown Elementary School

Charlestown Elementary School is planning a Yearbook and are asking for donations. The Town Commissioners on a motion by Loucretia A. Wood will take 1/2 page in the Yearbook for \$50.00. Motion seconded by Wilbur D. Pumpaly and passed 5 - 0.

Wilmapco

The Regional Planning Agency administers the Town Administrator Circuit Rider program for Cecil County. Each Town and State sends a portion of the cost to Wilmapco which Wilmapco distributes to the Town Administrators.



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WORKSHOP MEETING

JANUARY 24, 1995

- 4 -

Governor Parris Glendening has notified the Legislators that there will be no funding for the Town Administrators for the fiscal year 1996. There will be a meeting Monday, January 30, 1995, at the Cecil Community College at 10:30 A.M. with Delegate David Rudolph.

Shore Line Erosion Project

Dave Wilson of the State Shore Line Erosion Project for Charlestown saying it is a study to do a design phase but not the actual construction. It was evidentially put out for bid without the Town's knowledge. We have been told 7 contractors will be on sight Tuesday, January 31, 1995, to look over the area. their bids are due in by February 6, 1995. and to be awarded February 13, 1995, at a cost of \$25,000.00 to the Town. A letter should be sent to Dave Wilson that we have not received a project plan to be approved and the Town was not aware that the project was signed to proceed. The area being questioned is riverfront in the area of Conestoga and Bladen Street continuing along the original Bladen Street to Baltimore, and river front to Tasker Lane. Several families are against any work at the shoreline.

Computer

President Richardson attended a computer show in Baltimore and bought a Proton Computer. Michael Palmer will advise and help when available with instructing. Complete cost with Quick Books, etc. included was \$1,420.73. Computer can be returned if it doesn't operate correctly.

Accounts Payable

Robert J. Palmer made a motion to pay all bills, with adjustment for H.I.E. billing. Motion passed 4 - 0, 1 abstaining (Loucretia A. Wood).

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

Respectfully Submitted,

Doris Berry, Town Clerk

JANUARY 24, 1995 MEETING
AGENDA

7:30 P.M.

1. Swearing in of Wilbur Pumpaly
2. Sheriff William Killough - Introduction to Town
3. Robert Bender, Pres. Charlestown Business Association - Introduction to Town

Old Business

- ✓ 4. Approval of Minutes
- ✓ 5. MRWA Membership - Discontinuance

Pending Business

6. Charlestown Landing Update

New Business

7. Tatman & Lee Contract - renewal
8. Contract with County for Water System Operation - Renewal
9. Commissioner Assignments
10. Boat slip fees & notices
11. Same key locks - Town Hall & comfort station
12. Water Shut-off notices - discontinuance
13. Trash dumpster
14. Yearbook Ad - Charlestown Elementary
15. Accounts Payable

MEETING
SEPTEMBER 13, 1994

The Charlestown Town Commissioners meeting of September 13, 1994 was called to order at 7:30 P.M. by President David A. Jarinko. Other Commissioners present were Gophery H. Richardson and B. Frank Shriver as well as Stanley W. Hearne, Town Administrator. A list of others in attendance is attached.

Shoreline Erosion Project

The guests with the exception of the reporter for The Times were here regarding the above. There is money available from the State to undertake this endeavor. Town funds would have to be utilized in the amount of 25% of the total cost of this venture. After approximately one hour of discussion, the Commissioners voted to enter into the contract at this time. The only work they are seeking to have done is a study to determine the course of action if the project moves forward. Once design plans for construction are received, the project will be reevaluated. The motion to proceed was made by Gophery H. Richardson and seconded by B. Frank Shriver. Motion carried 3-0.

Town Administrator's Report

The Budget Amendment was approved allowing the Town to proceed with building the Comfort Station. The bid was awarded to Radius Associates. The signed agreement has to be back with fifteen days.

Flashing lights have been installed and were in operation at the school since August 30th. Additional patrols were provided during the first week of school by the Sheriff's Department.

A new utility pole was installed as a result of the accident in the vicinity of Charlestown Marina.

H.I.E. Contractors was the low bidder for installation of the water system extension. Tatman and Lee Associates, Inc. has reviewed the bids and sent same to Maryland Department of the Environment for their scrutiny and approval.

Minutes - August 23, 1994

Since there was not a quorum present of those that attended the August 23rd meeting, the minutes will have to be approved at a subsequent meeting.

Town House - Hank Adams

Hank Adams has moved from the Town House. Vernon Bryant will check the house for repairs that are needed. He will notify the Commissioners of his findings. Any further action will be held in abeyance until the list of repairs are received.

MEETING
SEPTEMBER 13, 1994

Composite Concept Plan

A map of Holloway Beach will be completed showing markings and measurements that were not included on the original one. It will also be done to scale. The work will be done by Tatman and Lee Associates, Inc. A motion to have the work done was made by B. Frank Shriver and seconded by Gophery H. Richardson. Motion was passed.

Resolution #94-1

Resolution #94-1, which would provide for an exception to the water connection fee increase, was considered by the Board. The Board decided not to act on this resolution until a later meeting.

Snow Removal

Options for handling snow removal were discussed but nothing definite was decided. Plans need to be in place by November.

Amtrak Agreement

The original cost for installing a line under the Amtrak tracks was approximately \$36,000 for 25 years. After numerous discussions, the fee was lowered to \$5,000 and the time extended to 99 years.

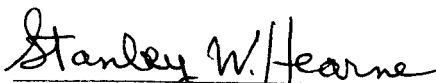
Accounts Payable

A motion to pay the bills was made by B. Frank Shriver and seconded by Gophery H. Richardson. Motion passed.

A proposal submitted by Paul's Utility to repair the Fire Hydrant at Bladen and Market Streets for \$400 was also approved.

Since there was no additional business, the meeting adjourned at 9:00 P.M.

Respectfully submitted,



Stanley W. Hearne
Town Administrator

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/13/94 TIME: 7:30 PM

Russ Farrell - Times of NE; EZKTOW

VAL HAHN - Property Owner { DE (302) 478-5230

Charles Hahn { MD (410) 287-5953

Elyz. Brostrand property owner

Carl Brostrand 410 287-2046

Betty Shockley - Property owner 302-994-1592

Richard Whitby " " 287-8330

Joyce Whitby " " 287-8330

Edgar A. Muller 287-5360

Thelma Muller Thym 398-2261 - WK

Chip Muller-Thym 287 8083

642-2424 - WK

BILLS APPROVED FOR PAYMENT
SEPTEMBER 13, 1994

GENERAL ACCOUNT

MITCO INC. - POST, GATE LATCH & FRAME HINGE	16.95	
HARVEY & HARVEY - WASTE REMOVAL	40.00	
E. J. DWYER CO., INC. - HOSE BOX	196.75	203.79
FLUSH VALVE (2)		
URINAL FLUSH VALVE	7.04	
CHESAPEAKE PUBLISHING SYSTEM - WATER SYSTEM		133.14
CURRENT ELECTRIC - REPLACE UTILITY POLE & REMOUNT CABLES		2700.00
KEITH BAYNES - TOWN & T. KELLUM	75.00	562.50
ZONING - LETTERS	487.50	
NORTH EAST FLORIST, INC. - (ABBOTT)		54.00
TATMAN & LEE - COMPHRENSIVE PLAN	992.00	1031.00
PUBLIC REST ROOMS	39.00	
MAC'S SHACKS - 3 PORTABLE TOILETS		165.00
CONOWINGO POWER CO. - TOWN HALL	214.81	245.30
GARAGE	30.49	
CECIL COUNTY TREASURER'S OFFICE		
DEPUTIES	1900.00	1972.13
GASOLINE	72.13	
TOTAL		7123.81

SPECIAL ACCOUNT

RUSSELL'S SUNOCO - GASOLINE	96.62	
ROGERS HOME & HARDWARE - WASHERS & SCREWS	1.80	
WESTERN AUTO - WEED EATER STRING	9.89	
CONOWINGO POWER COMPANY - STREET LIGHTS		1198.20
TOTAL		1306.51

BILLS APPROVED FOR PAYMENT
SEPTEMBER 13, 1994

UTILITY - SEWAGE

CONOWINGO POWER CO. - STATION 1	322.01	617.93
STATION 3	200.12	
LIFT STATION	18.94	
ROUTE 7	76.86	
LEMAX - PART, BALDOR MOTOR		142.25
	SUB-TOTAL	760.18

UTILITY - WATER

CONOWINGO POWER CO. - WELL 1	87.89	436.91
- WELL 3	238.93	
- TANK	110.09	
TATMAN & LEE - RPR SERVICES		844.83
	SUB-TOTAL	1281.74
	TOTAL	2041.92