

TOWN MEETING OF JULY 9, 1996

MINUTES

The Town Meeting of July 9, 1996 of the Town Commissioners of Charlestown was called to order at 7:35 p.m. by President Steven W. Vandervort. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Loucretia A. Wood. Audience attendance sheet attached hereto.

OLD BUSINESS

Approval of Minutes - Approving the minutes of the June 25, 1996 meeting was tabled as there were not enough Commissioners present who attended that meeting to approve them.

Rug Cleaning at Town Hall - Commissioner Phillips stated she has informed Ms. Ganderton that she awarded the rug cleaning bid for the Town Hall and the cleaning will be done.

PENDING BUSINESS

Old Town Equipment - The Town only received bids for the old Cub Cadet tractor. After some discussion regarding the bids, a motion was made by Commissioner Phillips to sell the old Cub Cadet tractor to Michael DiPaola for his bid of \$300.00, seconded by Commissioner Wood. The motion passed 3-0-1 (Commissioner Letts abstained).

Connor Easement - President Vandervort stated there was a further problem with the easement agreement between the Town and Mr. Connor. He stated Mr. Baynes is supposed to be rewriting it again and double-checking it to make sure it's correct.

Water System Extension - President Vandervort stated Tatman & Lee is working on the Cather Avenue portion of the water system extension. He also stated there was a problem with the easement with Mr. Connor because the easement wasn't drawn up right.

Water Operations Contract - After some discussion, Commissioner Phillips made a motion to approve the contract as long as two changes were made: (1) agreement on \$20,000 should be annually recommended by Mr. Baynes and (2) schedule of cost which was recommended by Mr. DeLorimier. The motion died due to the lack of a second. After more discussion, the matter was tabled until the next meeting.

Shoreline Erosion Projects - President Vandervort stated we had received design plans for Louisa Lane but it could interfere with the fireboat pier plans. He had contacted Ron Daniels and the State regarding the dredging. He also stated Delegate Rudolph might be able to help the Town with this matter.

Parking Ordinance - Commissioner Letts stated he needs to rewrite Section 8 and needs to find the old municipal ticket books.

MML Chapter Dinner on July 18, 1996 - Commissioners Wood and Phillips stated they and their husbands would be attending and President Vandervort stated he and a guest would be attending. President Vandervort stated nominations are still be accepted for the offices of vice-president and secretary-treasurer of the Cecil-Harford Chapter of the MML if anyone was interested.

Fishing Derby - Commissioner Wood updated the Commissioners on the plans for the Fishing Derby. She would like to see every child receive a prize. She also stated a hot dog lunch at 1 p.m. with the fishing derby starting at 8 a.m. Prizes would be awarded after lunch. Commissioner Wood stated she has been in contact with Bernard Chiominto in making the arrangements.

Night Out Against Crime - Commissioner Wood stated the Town won first prize from Project Card last year and received an Acme gift certificate which could be used this year for food. Commissioner Wood requested anyone with ideas for the fishing derby or the Night Out Against Crime to contact her.

Sidewalk Retrofit Program - President Vandervort stated a meeting is scheduled on Wednesday, July 10, 1996 at 10 a.m. at the Cecil County Department of Public Works' conference room regarding this program. He also stated he was planning on attending.

NEW BUSINESS

Commissioner Letts discussed ditch work on Frederick Street across from the ballfield involving Dennis Gilbert's property. He recommended to the board to either put stone in it and hold the bank or move the ditch over approximately three feet. Commissioner Letts stated he would look into it and would get back to the Board by the end of the summer. Commissioner Letts also stated Mrs. Ganderton didn't think she would be annexed in until the rest of Charlestown Manor was. Commissioner Letts stated he was waiting for Mark Connor and then annex Mrs. Ganderton's property in. Commissioner Letts also stated Walter Hutchison called regarding the erosion problem on Peddlers Run Creek behind his garage. Mr. Hutchison wanted to know what he needs to do to fix the problem. Commissioner Letts further stated Frances Preston is complaining about a ditch near her property. He said he would work on it.

TSMT Update - Discussion regarding the response from MDE on TSMT's permit request. Commissioner Phillips would like to work on

a reply before the July 16, 1996 deadline.

Commissioner Phillips stated a letter was received from the pastor of St. John's United Methodist Church regarding the parking problem at the church. Commissioner Phillips stated they are requesting the purchase of two handicapped signs. After some discussion, a motion was made by Commissioner Letts to purchase two handicapped signs, seconded by Commissioner Wood. The motion passed 4-0. Commissioner Phillips stated she would contact Mr. McMullen regarding the rut which needs to be filled in.

Planning & Zoning Commission Appointments - The Board talked to several individuals who had expressed interest on serving on the Planning and Zoning Commission. The Commissioners discussed staggering the terms of the members so all the terms would not expire at the same time resulting in a completely new board again. After some discussion, the Commissioners also decided they would like to hear from the rest of the individuals on the list and decided to hold a special meeting on Friday, July 12, 1996 at 7:30 p.m. at the Town Hall to meet with those individuals and then make appointments to the Planning and Zoning Commission. President Vandervort stated a notice of the special meeting would be put in the Cecil Whig.

Accounts Payable - President Vandervort stated Commissioner Pumpaly had submitted his reimbursement request for expenses incurred at the MML Conference in the amount of \$118.45. Commissioner Wood stated she wanted to be reimbursed for her mileage of 276 miles. President Vandervort stated he would submit his expenses at the next meeting. After some discussion, Commissioner Letts made a motion to pay the bills with the above additions and with the deletion of the bills from the Cecil County Sheriff's Department for the Charlestown Patrol and gasoline for the patrol. The motion was seconded by Commissioner Phillips and was approved 4-0.

President Vandervort stated paving of the jogging track would hopefully be done by August and Tatman and Lee has sent the specifications for the street paving.

Gophery Richardson mentioned there is still an on-going problem with loose dogs in town and stated the SPCA picked up a dog on Ogle Street which had bitten several people. Commissioner Letts is aware there is an investigation with the State's Attorney's Office involved in progress regarding this dog. Someone in the audience also mentioned about the problem of people at the marina walking their dogs in Veterans Park and not cleaning up after them. After some discussion, the Board decided to talk to the management

Town Meeting of July 9, 1996
Minutes (cont'd.)
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at the various marinas regarding this problem.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Christene L. Phillips, Treasurer

TOWN MEETING OF JULY 9, 1996

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes
2. Rug Cleaning - Town Hall

PENDING BUSINESS

3. Old Town Equipment
4. Connor Easement
5. Water System Extension
6. Water Operations Contract
7. Shoreline Erosion Projects
8. Parking Ordinance
9. MML Chapter Meeting Dinner - 7/18/96 (response by
7/12/96)
10. Fishing Derby
11. Night Out Against Crime
12. Sidewalk Retrofit Program
13. Planning & Zoning Commission appointments

NEW BUSINESS

14. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: July 9, 1996 TIME: 7:30 P.M.

- Betty Waldrop
- Darlene M. McCall
- John Long
- Richard A. Brown
- Al Thomas
- G. Richardson
- A. Elzey
- Franklin H. Hocking
- George H. Hocking
- James H. Hocking
- John H. Hocking
- Paul H. Hocking
- R. Farrell

7/2 John S. Spangler Jr
315 Market St.
Charleston W. Va.

410-287-6374

7/8 Alan S. Thomas
325 Market St
Charleston

410-287-7994

TOWN MEETING OF JULY 9, 1996

ACCOUNTS PAYABLE

GENERAL FUND

Baynes, Keith - file dismissal H. Hall & review charter, zoning/subdiv ords & Art 66B	160.00	150310	Cont Serv-Legal
Whitby, Richard (d/b/a Lawn Ranger Grasscutting Service):			
- selected areas mowing on 6/21/96	290.00		
- selected areas mowing on 6/28/96	<u>290.00</u>		
subtotal:	580.00	150730	P&R-Cont Maint
Staples:			
- office supplies (\$72.52 less \$10.17 for ret'd item = 62.35)	62.35		
- office supplies	<u>22.99</u>		
subtotal:	85.34	150220	Admin-Ofc Supp
Treasurer of Cecil County:			
- Charlestown Patrol for Apr '96	1,154.81		
- Charlestown Patrol for May '96	<u>1,279.91</u>		
subtotal:	2,434.72	150920	PubSaf-Police
Treasurer of Cecil County:			
- gasoline for patrol Apr '96	78.44		
- gasoline for patrol May '96	<u>86.11</u>		
subtotal:	164.55	150920	PubSaf-Police
Delmarva Power:			
Town Pier		6.50	150983
Delmarva Power:			
Town Hall	- 165.17		
Garage	- 12.97		
Comfort Sta.	- <u>12.19</u>		
subtotal:	190.33	150420	TownBldg-Elec
Harvey & Harvey - trash removal	50.00	150450	TownBldg-Maint
Alarm Systems of Maryland - alarm monitoring	54.00	150460	TownBldg-Maint
Fire Prevention Co. - fire extinguisher inspection	23.00	150450	TownBldg-Maint
Ganderton, Olga - cleaning service on 7/20/96	<u>15.00</u>	150450	TownBldg-Maint
Phillips, Paul - electrical repairs @ Town House	136.00	150410	TownBldg-Rep
Phillips, Christine - reimbursement of expenses			

Town Meeting of July 9, 1996
Accounts Payable (cont'd.)
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SPECIAL FUND

Bott, Millard (d/b/a Midy's Lawn Service):

- cemetery mowing on 6/21/96	170.00
- cemetery mowing on 6/28/96	170.00
- cemetery mowing on 7/5/96	<u>170.00</u>
subtotal:	510.00

Russell's Sunoco - gasoline

Delmarva Power - street lights

510.00	325200	Cem-GrassCut
136.80	315250	Equip-Gas
<u>606.74</u>	315100	Street Light

SPECIAL FUND SUBTOTAL: \$ 1,253.54

Town Meeting of July 9, 1996
 Accounts Payable (cont'd.)
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UTILITY FUND

Sewer:

Delmarva Power:

Sta #1	-	175.49		215310	Elec-Sta1
Sta #3	-	78.17		215320	Elec-Sta3
Lift Sta	-	12.40		215330	Elec-Lift
Rte 7	-	<u>58.44</u>		215340	Elec-Rte7
subtotal:		324.50	<u>324.50</u>		

subtotal sewer: 324.50 324.50

Water:

Delmarva Power:

Well 1	-	244.03			
Well 3	-	196.39			
Water Tank-		<u>135.34</u>			
subtotal:		575.76	575.76	255310	TankSite-Elec

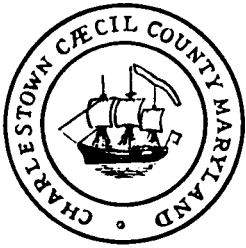
Tatman & Lee Associates:

(check made payable to Woodward-Clyde Consultants)

- wetlands review & design for water system extension		<u>1,788.47</u>		255710	CapImp-NewConst
subtotal water:		2,364.23	<u>2,364.23</u>		

UTILITY FUND SUBTOTAL: \$ 2,688.73

TOTAL ACCOUNTS: \$ 14,091.81



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

SPECIAL TOWN MEETING

JULY 12, 1996

The Special-called meeting of the Board of Town Commissioners of July 12, 1996, was called to order by President Steven W. Vandervort at 7:30 P.M. Commissioners present were: Wilbur Pumpaly, Christine L. Phillips and Loucretia A. Wood. Commissioner Joseph G. Letts was absent.

Also attending were Wilmer Woodhull, John W. Gilley, Betty Waldrop, John Spangler, Jr., Dennis Wood and Daughter, and George Reitheimer.

The majority present tonight are interested in being selected for the Planning and Zoning Board. Several were interviewed at the previous meeting. This evening John W. Gilley and Wilmer Woodhull gave their resumes.

The Commissioners would like to see that the ones chosen would receive at least 3 votes each. A list of those wishing to be on the Board of Planning and Zoning are:

Richard W. Whitby	Doug Shelly
Mereidth Lubking	Wilmer Woodhull
Jane DeCoursey	John W. Gilley
George Reitheimer	John J. Spangler, Jr.
Betty Waldrop	Paul Phillips
	Alan S. Thomas

It took about 4 voting times before 5 Candidates each received 3 votes a piece. The members of the Planning and Zoning Board are:

Jane DeCoursey	John J. Spangler, Jr.
John W. Gilley	Richard W. Whitby
Mereidth Lubking	

The length of their turn in Office will vary so as not to have a complete new Board at the same time. The terms of Office will be announced at the next Town meeting. A meeting date for the Planning and Zoning Board will be set-up shortly.

SPECIAL TOWN MEETING

- 2 -

JULY 12, 1996

Waste Administration

Commissioner Phillips reported no "complete" reply as yet from the Town's letter to Harold Dye, Jr., Administrator of the Waste Management Administration (WAS) concerning the Tri-State Motor Transit Company. While receiving a reply, there was information and studies that were not addressed which we had asked for.

Trash Service

A Municipal Trash Service will be started shortly.

Edgewater Avenue - Creek

The creek that is along Edgewater Avenue is eroding over onto property lines and even into a garage with property being lost. In fact, both sides of the creek needs to be inspected.

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

Respectfully submitted,

Doris Berry

Meeting - Sign In

7/12/1996

Jack Yellen
Brody
George
Betty Waldrop

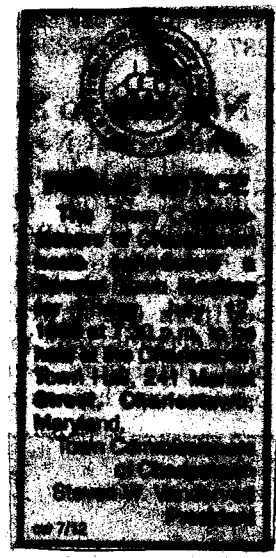


Chesapeake Publishing Corporation

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FAX: (301) 398-4044



AFFIDAVIT OF PUBLICATION

STATE OF: MARYLAND

COUNTY OF: CECIL

Personally appeared before me this 12 day of July,
1996, Robert Meadows of the Cecil Whig/Chesapeake
Publishing Corporation, a daily newspaper printed and published in the
City of Elkton, County of Cecil, State of Maryland, circulated in the towns
of Cecilton, Charlestown, Chesapeake City, Elkton, North East, Perryville,
Port Deposit, and Rising Sun, who, being duly sworn, states that
advertisement of Special Town Meeting

was published in:

the Cecil Whig on: 7/12/96

Jeff Mezzatesta
Jeff Mezzatesta
General Manager

TOWN MEETING OF JULY 23, 1996

MINUTES

The Town Meeting of the Town Commissioners of Charlestown on July 23, 1996 was called to order by President Steven W. Vandervort at 7:37 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Hilda Kraft explained to the Board she would like to repair approximately 50 feet of the seawall which borders her property but the contractor making the repairs would have to cross town property to get onto the beach area. She also wanted to know if she needed a town permit to do this repair. She stated the town property would be restored to the condition it was in prior to the repairs being made. After some discussion regarding the various permits, including one from the town, needed to do the repairs and receiving assurance from Mrs. Kraft that she would obtain the permits, a motion was made by Commissioner Letts to grant the right to Mrs. Kraft to enter the shoreline over the town property to stabilize the seawall and then return over the town property, seconded by Commissioner Pumpaly. The motion passed 4-0.

James Mitchell requested the Town to provide sewer service to his property on Long Beach Road. He stated the town sewer line runs up Chesapeake Road approximately fifty feet behind his property. After some discussion, the Board decided to table this matter until the next meeting when it would have more information regarding the problem.

OLD BUSINESS

Approval of Minutes - A motion was made to approve the Minutes of the May 14, 1996 Executive Session Meeting by Commissioner Phillips, seconded by Commissioner Pumpaly. The motion passed 4-0. A motion was made by Commissioner Letts to approve the Minutes of the June 25, 1996 Town Meeting. The motion was seconded by Commissioner Pumpaly and the motion passed 3-0-1 (Commissioner Phillips abstained). A motion was made by Commissioner Letts to approve the Minutes of the July 9, 1996 Town Meeting. The motion was seconded by Commissioner Phillips and the motion passed 3-0-1 (Commissioner Pumpaly abstained). A motion was made by Commissioner Phillips to approve the Minutes of the July 12, 1996 Special Town Meeting. The motion was seconded by Commissioner Pumpaly and the motion passed 3-0-1 (Commissioner Letts abstained).

PENDING BUSINESS

Connor Easement - Mrs. Morgan stated she checked with Mr.

DeLorimier of Tatman and Lee Associates who stated the revised easement agreement we received from Mr. Baynes is now correct and can be sent to Mark Connor.

Water System Extension - Mrs. Morgan stated she talked to Mr. DeLorimier of Tatman and Lee Associates regarding the easement agreement needed for the waterline extension on Cather Avenue. He stated the Town needed to seek an easement from Richard Palmer and he also said he would draw up the proposed easement agreement and forward it to the Town as soon as possible.

Water Operations Contract - President Vandervort stated he has received the revised water operations contract from Miller Environmental incorporating the changes suggested by Mr. DeLorimier of Tatman and Lee Associates and Mr. Baynes, the town attorney. After some discussion, a motion to accept the water operations contract as amended was made by Commissioner Phillips. The motion was seconded by Commissioner Pumpaly and the motion passed 4-0. President Vandervort signed both copies of the contract on behalf of the Town.

Shoreline Erosion Projects - Mr. Hearne stated there will be a meeting Thursday, July 25, 1996 with David Wilson, of the RC&D Council and representatives of both B.H.B. and the State regarding the shoreline erosion projects. After some discussion on the impact the Louisa Lane shoreline erosion project may have on the proposed fireboat pier, the Board requested Ron Daniels of the fire company be contacted so he may attend and to contact Delegate Rudolph to see if he could attend also.

Parking Ordinance - Commissioner Letts stated he had to cancel his meeting last Wednesday with Mr. Baynes to review the draft ordinance but will reschedule and should have the proposed ordinance by the next meeting. Commissioner Letts also stated he has had trouble locating one of the old ticket books and Mrs. Morgan stated all the ticket books were given to the Sheriff's Office for distribution.

Fishing Derby - Commissioner Letts stated they were looking at the date of August 10, 1996 with registration at 7 a.m. and the derby starting at 8 a.m. with the age group of 6-16. He stated Commissioner Wood has arranged for all participants to receive a certificate of participation. She is still working on prizes. Some discussion was held on placement of signs, advertisement in the newspaper and, possibly, asking the fire company to put it on their sign.

Night Out Against Crime - Commissioner Phillips stated she

talked to Nancy Crawford and the date has been set for August 6, 1996. Mrs. Crawford stated information will be sent out shortly. Commissioner Phillips stated since Project Card no longer exists as their funding was not renewed this year, the Night Out Against Crime will be held under the aegis of Cecil Citizens Against Drugs (CCAD).

Sidewalk Retrofit Program - President Vandervort stated he attended the July 10, 1996 meeting with the state representative, Mr. North, for this program. He stated there is a limited amount of money available and it would be 50-50 matching funding. After some discussion, Commissioner Letts asked if the Town was going to wait until this funding is received before making repairs to the existing town sidewalks. He, also, asked if an opinion was ever requested from Mr. Baynes as to whose responsibility it was to maintain and repair the sidewalks. After more discussion, the Board decided to look at the sidewalks about making temporary minor repairs until we see if the Town is granted any funding under this program. The Board will also ask Mr. Baynes for an opinion on whose responsibility it is to maintain and repair the sidewalks. The Board will pursue getting the fund money through Al Wein at the County.

Commissioner Letts stated he received a complaint about a tree on Black Avenue and he has called the power company who stated they would come and look at the problem. Commissioner Letts stated, on the problem of the ditch on Frederick Street, he would like to review the matter further before making a final recommendation to the Board. He also stated he looked at the ditch the Town received a complaint about from Frances Preston and he said it looks to be a similar situation to the one which existed on Tasker Lane.

NEW BUSINESS

Fall Classics Festival - President Vandervort stated he had drafted a reply letter to the Charlestown Yacht Club regarding what the Town will provide during their 2nd Annual Fall Classics Festival. After much discussion, President Vandervort stated he would revise the portion of the letter regarding Water Street and he would show it to the other Commissioners again before it is sent.

10-Year Water and Sewer Plan - Mr. Hearne explained he received a request from the county for an update regarding areas the Town may look to provide water and/or sewer service to five or ten years from now. He stated he will be informing them the Town will not be planning to expand our service area without annexation.

Commissioner Pumpaly asked if the Town had heard anything more about the proposed Charlestown Landing off Carpenter's Point Road. Mr. Hearne stated he heard there may be a buyer for the property but what they would be proposing for the property would not be intensive development and would allow them to install wells and septic systems.

Jet Ski Problem at Veterans Park - Commissioner Phillips stated there have been problems and complaints about jet skis being operated off the beach area of Veterans Park and bringing jet skis onto the beach and/or leaving gasoline cans on the beach. After much discussion about roping off that area to watercraft, the Board asked Mr. Hearne to check with the appropriate agency to see if it could be done and with Mr. Baynes about liability.

Commissioner Phillips asked if a street sign could be put up for Frederick Street. She also stated the signs at the ballfield are rusty and need to be replaced. After some discussion, the Board decided to contact the County Roads Department to see if they could make a street sign for Frederick Street instead of purchasing one through a sign company. The Board will have the signs at the ballfield checked and see which ones need to be replaced.

Commissioner Phillips stated a letter was sent to Mr. Collins of the Waste Management Administration requesting a contested hearing on the TSMT hazardous waste permit and after meeting with an attorney, Richard Jackson, has forwarded the town's file on the TSMT matter to him for his opinion on whether the Town should pursue it.

Accounts Payable - President Vandervort stated he had a problem with two bills on the accounts payable list. He stated he was not satisfied with the job Paint N' Place did on numbering the slips on the town boat pier and recommends sending a letter stating such to the company for their response. He also stated the quarterly bill for operation of the water system from the Treasurer of Cecil County seems to be too high and he can't tell from the bill why and recommends not paying it until Mr. Hearne can check on it. After some discussion, a motion was made by Commissioner Phillips to approve the bills with the exception of the Paint N' Place bill and the quarterly water operations bill from the Treasurer of Cecil County. The motion was seconded by Commissioner Letts and the motion passed 4-0.

Mrs. Morgan asked if the Board was going to discuss the staggered terms and appointment letters for the Planning & Zoning Commission. After a brief discussion, the Board decided to table the matter until the next meeting. Mr. Hearne stated it looked

Town Meeting of July 23, 1996
Minutes (cont'd.)
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like the first meeting of the new Planning & Zoning Commission would be the first Wednesday in August.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:43 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa C. Morgan". The signature is written in dark ink and is positioned above the typed name and title.

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JULY 23, 1996

AGENDA

7:30 P.M.

1. Hilda Kraft - Shoreline Erosion on Water Street
2. James Mitchell - Request for sewer service on Long Beach Road

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Connor Easement
5. Water System Extension
6. Water Operations Contract
7. Shoreline Erosion Projects
8. Parking Ordinance
9. Fishing Derby
10. Night Out Against Crime
11. Sidewalk Retrofit Program

NEW BUSINESS

12. Fall Classics Festival
13. 10 Year Water & Sewer Plan
14. Jet Ski Problem at Veterans Park
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/23/96

TIME: 7:30 PM

Richard Whiteby

James Mitchell

Juni Wright

Val Hahn

Betty Waldrop

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

JULY 23, 1996

GENERAL ACCOUNT

150220	Gen. Gov't.	Radio Shack - Cas. Tapes	46.76
150220	Gen. Gov't.	Staples - Office Supplies 103.24 & 217.55	320.79
150730	Cont. Main.	Lawn Ranger Grass Cutting 7/5 & 7/12	580.00
150210	Gen. Gov't.	Cecil Whig - Vacancies (P & J)	66.30
150220	Off. Supp.	Preston's Stationery - Office Supplies	37.42
150440	Telephone	AT & T	36.51
150220	Off. Supp.	Radio Shack - Tapes	46.76
150220	Off. Supp.	Central Printing & Office Supply - Envelopes, Letterheads	136.00
150983	Main. T. Dock	Paint'n Place Signs - Numbers painted on Slips	360.00
150960	Miscl.	MML - Membership Dues & Subscriptions	533.03
150960	Miscl.	MML Dinner	175.00
		TOTAL	<u>2,338.57</u>

SPECIAL ACCOUNT

315220	Equip. Rep.	Loving's Mower Service - Repairs to Mower	109.20
315420	Gen. Main.	Middy Bott Lawn Service - 7/11/96	170.00
315420	Gen. Main.	Middy Bott Lawn Service - 7/18/96	170.00
		TOTAL	<u>449.20</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

JULY 23, 1996

GENERAL ACCOUNT

150220	Gen. Gov't.	Radio Shack - Cas. Tapes	46.76
150220	Gen. Gov't.	Staples - Office Supplies 103.24 & 217.55	320.79
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150210	Gen. Gov't.	Cecil Whig - Vacancies (P & J)	66.30
150220	Off. Supp.	Preston's Stationery - Office Supplies	37.42
150440	Telephone	AT & T	36.51
150220	Off. Supp.	Radio Shack - Tapes	46.76
150220	Off. Supp.	Central Printing & Office Supply - Envelopes, Letterheads	136.00
150983	Main. T. Dock	Paint'n Place Signs - Numbers painted on Slips	360.00
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150960	Miscl.	MML Dinner	175.00
		TOTAL	<u>2,338.57</u>

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315420	Gen. Main.	Middy Bott Lawn Service - 7/18/96	170.00
		TOTAL	<u>449.20</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

JULY 23, 1996

UTILITY ACCOUNT - SEWER

UTILITY ACCOUNT - WATER

25520	Contr. Opert.	Cecil County Treasurer - Water Operation Agreemeny	<u>14,023.66</u>
			<u>14,023.66</u>

Corrected Copy

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

GENERAL ACCOUNT

✓	150210	Gen. Gov't.	Cecil Whig		✓	61.80
✓	150210	Gen. Gov't.	Lisa Morgan - Mileage		✓	43.40
✓	150210	Gen. Gov't.	Fed-Ex		✓	15.50
150250	✓	150220	Off. Exp. Ofc Equip	Preston's		134.83 97.41
✓	150420	Electric	Delmarva Power - Town Hall	✓	187.08	
✓	150420	Electric	Delmarva Power - Garage	✓	11.83	
✓	150420	Electric	Delmarva Power - Comfort Sta.	✓	12.51	211.42
✓	150440	Telephone	Bell Atlantic			✓ 94.90
150450	✓	150650	Trash Coll. ^{Town Bldg}	Harvey & Harvey		✓ 50.00
(150730)	✓	150650	Trash Coll. ^{Cont Maint}	Corron Trash Removal-Apr-May-Jun		✓ 130.00
✓	150730	Cont Maint.	Lawn Ranger Grass Cutting Ser. 7/20	290.00		
✓	150730	Cont Maint.	Lawn Ranger Grass Cutting Ser. 7/26	290.00		
✓	150730	Cont Maint.	Lawn Ranger Grass Cutting Ser. 8/ 5	290.00		✓ 870.00
✓	150730	Cont Maint.	Mac Shacks			✓ 120.00
✓	150920	Police Prot.	Sheriff's Office - June	2,212.25		
			July	1,233.90	✓	3,446.15
✓	150920	Police Prot.	Sheriff's Office - June Gas	125.90		
✓	150920	Police Prot.	July Gas	64.81	✓	190.71
✓	150960	Miscellaneous	Tatman & Lee Ass. -			✓ 271.52
			Trinity Woods Stormwater Manag.			
✓	150983	Electric	Delmarva Power - Town Pier			6.73
✓	150410	Repairs	Dun Haffner Septic Service	TOTAL	✓	<u>5,646.96</u>
			repair faucet ladies			
			bathroom Comfort Sta. 40.-			

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

- 2 -

GENERAL ACCOUNT

150105 Personnel	Town of Charlestown - Payroll			
	Actual - August 1st	772.43		
	August 8th	PPD <u>772.43</u>		<u>1,544.86</u>
	Projected - August 15th	772.43		
	August 22nd	<u>772.43</u>		<u>1,544.86</u>
	Fed. Tax W.H. July	559.00		
	S/S Tax W.H. July	PPD <u>644.66</u>		<u>1,203.66</u>
	State Tax W.H. July	PPD <u>273.05</u>		<u>273.05</u>
	Petty Cash Reimbursement			
215610 Postage	Sewer	48.00		
255410 Postage	Utility	<u>48.00</u>		<u>96.00</u>
	Petty Cash			<u>88.89</u> PPD
	Alger Oil			<u>59.08</u> PPD

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

SPECIAL ACCOUNT

✓ 315100 Street Lights	Delmarva Power		606.70 ✓
✓ 315250 Gasoline	Russell's Sunoco		106.67 ✓
✓ 315300 Streets	Tatman & Lee Associates - Inspection Trinity		250.84 ✓
	Woods Road System - May '96		
325 325100 Cemetery Main.	Millard Bott - 7/29 6 hrs. @ \$15.00	90.00 ✓	
315420 Cemetery Main.	Millard Bott - Mowed 7/25	170.00 ✓	
325200 GRASScutting	Millard Bott - Mowed 8/ 2	170.00 ✓	430.00
315420 Keys 8	Western Auto		8.57 ✓
315420 Cemetery Main.	Millard Bott - Mowed 8/ 8	170.00	170.00 ✓
325200 GRASScutting			
		TOTAL	<u>1,572.78</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

UTILITY - SEWER

✓ 215100 Repairs	Cecil County Treasurer	✓ 271.21	540.00 ✓
✓ 215310 Electric	Delmarva Power - Sta. #1	✓ 85.96	
✓ 215320 Electric	Delmarva Power - Sta. #3	✓ 60.12	
✓ 215330 Electric	Delmarva Power - Rt. #7	✓ 44.70	461.99
✓ 215340 Electric	Delmarva Power - Lift Sta.		
215610 Postage	U.S. Postmaster		
		SUB-TOTAL	1,001.99
		✓ 48.00	

UTILITY - WATER

✓ 255200 Agreement	Treasurer of Cecil County -	✓ 14,023.66	
255480 ✓ 255200 Legal Contract	Water Operation Agreement		
Operating	Keith Baynes - Prepare deed of easement	✓ 320.00	
	Mark Connor & review water operations		
255750 Repairs	contract with Miller Environmental		
✓ 255300 Water Tank	Don Haffner - Comfort Station	✓ 40.00	
255310	Delmarva Power - Water Tank	✓ 116.46	
	Delmarva Power - Well #1	✓ 213.09	
✓ 255320 Telephone	Delmarva Power - Well #3	✓ 206.73	536.28
✓ 255200 Operat. & Maint.	Bell Atlantic		62.69
	Miller Environmental, Inc. - Aug.		1,562.50
	Miller Environmental, Inc. - Sept.		1,562.50
		TOTAL	<u>19,109.62</u>
255410 Postage	U.S. Postmaster	Amended to duty	48. -

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

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150420	Electric	Delmarva Power - Garage	11.83	
150420	Electric	Delmarva Power - Comfort Sta.	<u>12.51</u>	211.42
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150650	Trash Coll.	Corron Trash Removal-Apr-May-Jun		130.00
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August 8th

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PPD 273.05 273.05

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Sewer

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Utility

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Petty Cash

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Alger Oil

59.08 PPD

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

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255200	Contract Operating	Keith Baynes - Prepare deed of easement Mark Connor & review water operations contract with Miller Environmental		320.00
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		Miller Environmental, Inc. - Sept.		<u>1,562.50</u>
			TOTAL	<u><u>19,109.62</u></u>

Town Meeting of August 13, 1996

Minutes

The August 13, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order at 7:32 p.m. by President Steven W. Vandervort. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Loucretia A. Wood. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

General discussion followed on water run-off on Calvert Street. Commissioner Letts mentioned the area which was dug up on Frederick Street where there was a sewer problem still has not been taken care of and it needs to be or we may lose that ditch. The Board will contact the County to have that completed by the contractor the County used.

Commissioner Letts introduced Deputy Bradley Senn of the Sheriff's Office who is the new liaison with the Town regarding Charlestown Patrol. Several suggestions were made by the Board regarding the patrolling in the Town. Commissioner Letts suggested reviving the monthly report form to be submitted by the Sheriff's Office to the Town and the Board agreed.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Letts to approve the minutes of the July 23, 1996 meeting, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Wood abstained).

Night Out Against Crime - Commissioner Wood stated due to the late notice on organizing this event, it could not be organized in time. Commissioner Phillips stated, in talking with Nancy Crawford, it is always the first Tuesday in August. After some discussion, the Board decided to have this noted on the calendar for next year to provide enough time to organize.

Fishing Derby - Commissioner Wood stated a meeting could not be held in time to have the event on August 10. She handed out the various forms, schedules, posters, and area plan for the event. After some discussion, the date was set for Saturday, August 31, 1996. The Board suggested getting a hold of the fire company and asking them to advertise it on their board.

Connor Easement - President Vandervort stated we received the two correct easements to be signed and wanted to know what has happened with them. Mrs. Morgan stated Mr. and Mrs. Connor had signed both, Mr. Baynes signed both, and they have been recorded up at the Land Records Office at the County courthouse, copies of them were sent to Mr. DeLorimier, and we are waiting to get the originals back from the County courthouse to put them in the safe deposit box. Mrs. Morgan asked Mr. Hearne about the Cather Ave.

easement. He said Mr. DeLorimier mailed the easement but we haven't received it yet. He also stated Mr. Baynes has reviewed the easement and says it's all right. Once received here, Mr. Hearne stated we can get it signed.

Water Operations Contract - President Vandervort stated the new contractor started operating the water system on August 1.

5&10 Year Water & Sewer Plan - Mr. Hearne stated the brief write-ups on this plan have been sent to the County.

PENDING BUSINESS

James Mitchell - Request for Sewer Service Long Beach Road - After some discussion, the Board was deadlocked on this issue and no motion was made.

Water System Extension - Mr. Hearne stated the letter for the Critical Area Commission is ready for signature and Mr. DeLorimier will be here Thursday with the addendums which have to go with it. President Vandervort asked to have Mr. DeLorimier contacted as to what time he would be here on Thursday. Mr. Hearne stated the bids would be due on September 3, 1996, the same day as the trash bids, at 3:30 p.m. He needs to check with Mr. DeLorimier on a date for the pre-bid meeting.

Shoreline Erosion Projects - President Vandervort stated a meeting had been held to look at the Louisa Lane project and how it would affect the proposed fire boat pier. He stated it looks like the project would be done by their projected October date. He stated they also looked at the stone wharf and they didn't feel a project was needed there. Commissioner Wood asked if they looked at the erosion on Peddlers Run Creek at Mr. Hutchison's property. Mr. Hearne stated they didn't as it's not shoreline but he had talked to Mary Ann Skilling, the Critical Area Commission circuit rider who would be willing to meet with Mr. Hutchison and be able to suggest who to contact. Commissioner Wood stated Mr. Hutchison would be available any day after 3 p.m. President Vandervort asked to have Ms. Skilling contacted and asked if she could meet with Mr. Hutchison this Thursday after 3 p.m. He also asked to be informed if such a meeting is arranged so he could attend.

Mildred Cooper and Mick McMullen discussed with the Board the parking problems they have on Tasker Lane. Commissioner Letts stated he would look at the problem. As Deputy Senn was still in attendance, the Board requested he mention this problem to the deputies who will be patrolling.

Parking Ordinance - Commissioner Letts presented the draft resolution and ordinance on this matter. After some discussion, the Board suggested some changes to be made to both. Commissioner Letts stated he would get with Mr. Baynes regarding those and will possibly have something for the next meeting.

Sidewalk Retrofit Program - President Vandervort suggested the Town needed to determine the areas which need to be repaired and the type of repairs which would need to be done. Commissioner Letts stated he would look at them.

Fall Classics Festival - President Vandervort stated the letter was sent to Mr. Ames regarding what the Town will provide at the festival and what the Town requires from the Charlestown Yacht Club. Commissioner Phillips stated all paperwork the Town was requesting should be ready to be submitted to the Town by September 1, 1996.

Jet Ski Problem at Veterans Park - President Vandervort stated Mr. Hearne had checked with DNR and Mr. Baynes about restricting watercraft in the area the Board discussed at the last meeting and neither had a problem with the Town doing it. President Vandervort stated Mr. Sassaman of Charlestown Marina previously told him the marina would be willing to do this for the Town. He stated he would recontact Mr. Sassaman about getting it done but also making it clear the Town needs to have it done the right way.

Trash Contract - Mr. Hearne stated the trash contract has been advertised for bids. He stated the pre-proposal meeting is scheduled for August 20, 1996 at 10 a.m. and the bids were due at Town Hall on September 3, 1996 at 5 p.m.

NEW BUSINESS

Paving Contract - Mr. Hearne stated the paving contract was ready to be advertised. He just needed to get the pre-proposal and due dates set with Mr. deLorimier. He also stated it had been discussed about advertising the paving of the jogging track at the same time but in going through the bid package for the jogging track, some changes would have to be made. After a brief discussion, the Board suggested doing an addendum incorporating the necessary changes rather than doing up a new bid package because of the delay it would cause.

Mrs. Morgan stated she looked at the athletic complex and the only sign which needs to be replaced is the dead end street sign. Also, she stated the infield needs to be dragged or raked. A motion was made by Commissioner Letts to have Mr. Richardson drag

or rake, as appropriate, the baseball infield at the athletic complex at a maximum of 4 hours for two men and a tractor at \$45.00 per hour. The motion was seconded by Commissioner Phillips and the motion passed 4-0. Commissioner Phillips asked about basketball nets. President Vandervort asked to have a half dozen nets purchased. Commissioner Phillips stated the basketball rims on the basketball courts need to be looked at as they have been damaged.

NATaT Conference - Washington DC 9/4-9/6/96 - After some discussion regarding this conference, a motion was made by Commissioner Wood to have the Town pay expenses incurred by any Commissioner or the Town Administrator who may wish to attend this conference. The motion was seconded by Commissioner Phillips and the motion passed 4-0.

MML Legislative Conference - Rockville 10/17-10/19/96 - After some discussion regarding this conference, a motion was made by Commissioner Phillips to have the Town pay expenses incurred by any Commissioner or the Town Administrator who may wish to attend this conference. The motion was seconded by Commissioner Wood and the motion passed 4-0.

North East Marching Band - Request for Ad - After a brief discussion, a motion was made by Commissioner Wood and seconded by Commissioner Letts to pay for a 1/2 page ad. The motion passed 4-0. Mrs. Morgan mentioned the Board of Education has reinstated the pay-for-play system for students who wish to participate in after-school activities, one of which would be the band.

Annexation of Olga Ganderton - Commissioner Letts made a motion to take the proper steps to begin the annexation of Olga Ganderton's property into Town, seconded by Commissioner Wood. After some discussion, the motion passed 4-0.

Charlestown Marina Lease - President Vandervort stated a letter was sent certified mail to Mr. Price requesting a meeting by August 20, 1996 regarding the lease. Mrs. Morgan stated the letter was received on August 12, 1996 but there has been no response. Commissioner Letts suggested a second notice be sent and the Board agreed.

Mr. Hearne stated the Town needs to sign the FY97 grant agreement with the Chesapeake Bay Critical Area Commission. He stated in return for the Town being willing to administer the Critical Area program, they would be providing \$1500.00 in grant money. A motion was made by Commissioner Letts to have President Vandervort sign the FY97 Chesapeake Bay Critical Area Commission grant agreement. The motion was seconded by Commissioner Wood and

Town Meeting of August 13, 1996
Minutes (cont'd.)
Page 5 of 5

the motion passed 4-0.

Accounts Payable - President Vandervort amended the accounts payable by removing the bills for Charlestown Patrol and gasoline for Charlestown Patrol and the September bill from Miller Environmental. The Board agreed the bills for Charlestown Patrol and gasoline for Charlestown Patrol could be paid when Commissioner Pumpaly is contacted for approval as President Vandervort and Commissioner Phillips have stated their approval of them. A motion was made by Commissioner Wood to approve the accounts payable as amended, seconded by Commissioner Letts. The motion passed 4-0.

Commissioner Phillips thanked Mr. Richardson for providing a copy of a portion of the Cecil County code which may be pertinent to the TSMT hazardous waste matter. She also stated the Town hasn't heard anything yet from Mr. Jackson.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:28 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF AUGUST 13, 1996

AGENDA

7:30 P.M.

1. Michael Cupeto - water run-off on Calvert Street

OLD BUSINESS

2. Approval of Minutes
3. Night Out Against Crime
4. Fishing Derby
5. Connor Easement
6. Water Operations Contract
7. 5 & 10 Year Water & Sewer Plan

PENDING BUSINESS

8. James Mitchell - Request Sewer Service Long Beach Road
9. Water System Extension
10. Shoreline Erosion Projects
11. Parking Ordinance
12. Sidewalk Retrofit Program
13. Fall Classics Festival
14. Jet Ski Problem at Veterans Park
15. Trash Contract

NEW BUSINESS

16. Paving Contract
17. NATaT Conference - Wash DC 9/4-9/6/96
18. MML Legislative Conference - Rockville 10/17-10/19/96
19. North East Marching Band - Request for Ad
20. Annexation of Olga Ganderton
21. Charlestown Marina Lease
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/13/96 TIME: 7:30 PM

[Handwritten signature]
Mildred Cooper

Amos Mitchell

Vai Habin

G. Nicholas

Richard Wilby

[Handwritten flourish]

[Handwritten mark]

Corrected Copy

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

GENERAL ACCOUNT

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✓	150210	Gen. Gov't.	Fed-Ex		✓	15.50
150250 ✓	150220	Off. Exp. ^{Otc Equip.}	Preston's		✓	134.83
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✓	150420	Electric	Delmarva Power - Garage	✓	11.83	
✓	150420	Electric	Delmarva Power - Comfort Sta.	✓	12.51	211.42
✓	150440	Telephone	Bell Atlantic		✓	94.90
150450 ✓	150650	Trash Coll. ^{Town Bldg}	Harvey & Harvey		✓	50.00
(150730) ✓	150650	Trash Coll. ^{Cum Maint.}	Corron Trash Removal-Apr-May-Jun		✓	130.00
✓	150730	Cont Maint.	Lawn Ranger Grass Cutting Ser. 7/20	290.00		
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AUGUST 13, 1996

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SPECIAL ACCOUNT

315100	Street Lights	Delmarva Power		606.70
315250	Gasoline	Russell's Sunoco		106.67
315300	Streets	Tatman & Lee Associates - Inspection Trinity		250.84
		Woods Road System - May '96		
315420	Cemetery Main.	Millard Bott - 7/29 6 hrs. @ \$15.00	90.00	
		Millard Bott - Mowed 7/25	170.00	
		Millard Bott - Mowed 8/ 2	<u>170.00</u>	430.00
315420	Keys 8	Western Auto		8.57
315420	Cemetery Main.	Millard Bott - Mowed 8/ 8	<u>170.00</u>	<u>170.00</u>
			TOTAL	<u>1,572.78</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

UTILITY - SEWER

215100	Repairs	Cecil County Treasurer		540.00
215310	Electric	Delmarva Power - Sta. #1	271.21	
215320	Electric	Delmarva Power - Sta. #3	85.96	
215330	Electric	Delmarva Power - Rt. #7	60.12	
215340	Electric	Delmarva Power - Lift Sta.	<u>44.70</u>	<u>461.99</u>
			SUB-TOTAL	<u>1,001.99</u>

UTILITY - WATER

255200	Agreement	Treasurer of Cecil County - Water Operation Agreement		14,023.66
255200	Contract Operating	Keith Baynes - Prepare deed of easement Mark Connor & review water operations contract with Miller Environmental		320.00
255750	Repairs	Don Haffner - Comfort Station		40.00
255300	Water Tank	Delmarva Power - Water Tank	116.46	
		Delmarva Power - Well #1	213.09	
		Delmarva Power - Well #3	<u>206.73</u>	<u>536.28</u>
255320	Telephone	Bell Atlantic		62.69
255200	Operat. & Maint.	Miller Environmental, Inc. - Aug.		1,562.50
		Miller Environmental, Inc. - Sept.		<u>1,562.50</u>
			TOTAL	<u>19,109.62</u>

Town Meeting of August 13, 1996

Minutes

The August 13, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order at 7:32 p.m. by President Steven W. Vandervort. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Loucretia A. Wood. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

General discussion followed on water run-off on Calvert Street. Commissioner Letts mentioned the area which was dug up on Frederick Street where there was a sewer problem still has not been taken care of and it needs to be or we may lose that ditch. The Board will contact the County to have that completed by the contractor the County used.

Commissioner Letts introduced Deputy Bradley Senn of the Sheriff's Office who is the new liaison with the Town regarding Charlestown Patrol. Several suggestions were made by the Board regarding the patrolling in the Town. Commissioner Letts suggested reviving the monthly report form to be submitted by the Sheriff's Office to the Town and the Board agreed.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Letts to approve the minutes of the July 23, 1996 meeting, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Wood abstained).

Night Out Against Crime - Commissioner Wood stated due to the late notice on organizing this event, it could not be organized in time. Commissioner Phillips stated, in talking with Nancy Crawford, it is always the first Tuesday in August. After some discussion, the Board decided to have this noted on the calendar for next year to provide enough time to organize.

Fishing Derby - Commissioner Wood stated a meeting could not be held in time to have the event on August 10. She handed out the various forms, schedules, posters, and area plan for the event. After some discussion, the date was set for Saturday, August 31, 1996. The Board suggested getting a hold of the fire company and asking them to advertise it on their board.

Connor Easement - President Vandervort stated we received the two correct easements to be signed and wanted to know what has happened with them. Mrs. Morgan stated Mr. and Mrs. Connor had signed both, Mr. Baynes signed both, and they have been recorded up at the Land Records Office at the County courthouse, copies of them were sent to Mr. DeLorimier, and we are waiting to get the originals back from the County courthouse to put them in the safe deposit box. Mrs. Morgan asked Mr. Hearne about the Cather Ave.

easement. He said Mr. DeLorimier mailed the easement but we haven't received it yet. He also stated Mr. Baynes has reviewed the easement and says it's all right. Once received here, Mr. Hearne stated we can get it signed.

Water Operations Contract - President Vandervort stated the new contractor started operating the water system on August 1.

5&10 Year Water & Sewer Plan - Mr. Hearne stated the brief write-ups on this plan have been sent to the County.

PENDING BUSINESS

James Mitchell - Request for Sewer Service Long Beach Road - After some discussion, the Board was deadlocked on this issue and no motion was made.

Water System Extension - Mr. Hearne stated the letter for the Critical Area Commission is ready for signature and Mr. DeLorimier will be here Thursday with the addendums which have to go with it. President Vandervort asked to have Mr. DeLorimier contacted as to what time he would be here on Thursday. Mr. Hearne stated the bids would be due on September 3, 1996, the same day as the trash bids, at 3:30 p.m. He needs to check with Mr. DeLorimier on a date for the pre-bid meeting.

Shoreline Erosion Projects - President Vandervort stated a meeting had been held to look at the Louisa Lane project and how it would affect the proposed fire boat pier. He stated it looks like the project would be done by their projected October date. He stated they also looked at the stone wharf and they didn't feel a project was needed there. Commissioner Wood asked if they looked at the erosion on Peddlers Run Creek at Mr. Hutchison's property. Mr. Hearne stated they didn't as it's not shoreline but he had talked to Mary Ann Skilling, the Critical Area Commission circuit rider who would be willing to meet with Mr. Hutchison and be able to suggest who to contact. Commissioner Wood stated Mr. Hutchison would be available any day after 3 p.m. President Vandervort asked to have Ms. Skilling contacted and asked if she could meet with Mr. Hutchison this Thursday after 3 p.m. He also asked to be informed if such a meeting is arranged so he could attend.

Mildred Cooper and Mick McMullen discussed with the Board the parking problems they have on Tasker Lane. Commissioner Letts stated he would look at the problem. As Deputy Senn was still in attendance, the Board requested he mention this problem to the deputies who will be patrolling.

Parking Ordinance - Commissioner Letts presented the draft resolution and ordinance on this matter. After some discussion, the Board suggested some changes to be made to both. Commissioner Letts stated he would get with Mr. Baynes regarding those and will possibly have something for the next meeting.

Sidewalk Retrofit Program - President Vandervort suggested the Town needed to determine the areas which need to be repaired and the type of repairs which would need to be done. Commissioner Letts stated he would look at them.

Fall Classics Festival - President Vandervort stated the letter was sent to Mr. Ames regarding what the Town will provide at the festival and what the Town requires from the Charlestown Yacht Club. Commissioner Phillips stated all paperwork the Town was requesting should be ready to be submitted to the Town by September 1, 1996.

Jet Ski Problem at Veterans Park - President Vandervort stated Mr. Hearne had checked with DNR and Mr. Baynes about restricting watercraft in the area the Board discussed at the last meeting and neither had a problem with the Town doing it. President Vandervort stated Mr. Sassaman of Charlestown Marina previously told him the marina would be willing to do this for the Town. He stated he would recontact Mr. Sassaman about getting it done but also making it clear the Town needs to have it done the right way.

Trash Contract - Mr. Hearne stated the trash contract has been advertised for bids. He stated the pre-proposal meeting is scheduled for August 20, 1996 at 10 a.m. and the bids were due at Town Hall on September 3, 1996 at 5 p.m.

NEW BUSINESS

Paving Contract - Mr. Hearne stated the paving contract was ready to be advertised. He just needed to get the pre-proposal and due dates set with Mr. deLorimier. He also stated it had been discussed about advertising the paving of the jogging track at the same time but in going through the bid package for the jogging track, some changes would have to be made. After a brief discussion, the Board suggested doing an addendum incorporating the necessary changes rather than doing up a new bid package because of the delay it would cause.

Mrs. Morgan stated she looked at the athletic complex and the only sign which needs to be replaced is the dead end street sign. Also, she stated the infield needs to be dragged or raked. A motion was made by Commissioner Letts to have Mr. Richardson drag

or rake, as appropriate, the baseball infield at the athletic complex at a maximum of 4 hours for two men and a tractor at \$45.00 per hour. The motion was seconded by Commissioner Phillips and the motion passed 4-0. Commissioner Phillips asked about basketball nets. President Vandervort asked to have a half dozen nets purchased. Commissioner Phillips stated the basketball rims on the basketball courts need to be looked at as they have been damaged.

NATaT Conference - Washington DC 9/4-9/6/96 - After some discussion regarding this conference, a motion was made by Commissioner Wood to have the Town pay expenses incurred by any Commissioner or the Town Administrator who may wish to attend this conference. The motion was seconded by Commissioner Phillips and the motion passed 4-0.

MML Legislative Conference - Rockville 10/17-10/19/96 - After some discussion regarding this conference, a motion was made by Commissioner Phillips to have the Town pay expenses incurred by any Commissioner or the Town Administrator who may wish to attend this conference. The motion was seconded by Commissioner Wood and the motion passed 4-0.

North East Marching Band - Request for Ad - After a brief discussion, a motion was made by Commissioner Wood and seconded by Commissioner Letts to pay for a 1/2 page ad. The motion passed 4-0. Mrs. Morgan mentioned the Board of Education has reinstated the pay-for-play system for students who wish to participate in after-school activities, one of which would be the band.

Annexation of Olga Ganderton - Commissioner Letts made a motion to take the proper steps to begin the annexation of Olga Ganderton's property into Town, seconded by Commissioner Wood. After some discussion, the motion passed 4-0.

Charlestown Marina Lease - President Vandervort stated a letter was sent certified mail to Mr. Price requesting a meeting by August 20, 1996 regarding the lease. Mrs. Morgan stated the letter was received on August 12, 1996 but there has been no response. Commissioner Letts suggested a second notice be sent and the Board agreed.

Mr. Hearne stated the Town needs to sign the FY97 grant agreement with the Chesapeake Bay Critical Area Commission. He stated in return for the Town being willing to administer the Critical Area program, they would be providing \$1500.00 in grant money. A motion was made by Commissioner Letts to have President Vandervort sign the FY97 Chesapeake Bay Critical Area Commission grant agreement. The motion was seconded by Commissioner Wood and

Town Meeting of August 13, 1996
Minutes (cont'd.)
Page 5 of 5

the motion passed 4-0.

Accounts Payable - President Vandervort amended the accounts payable by removing the bills for Charlestown Patrol and gasoline for Charlestown Patrol and the September bill from Miller Environmental. The Board agreed the bills for Charlestown Patrol and gasoline for Charlestown Patrol could be paid when Commissioner Pumpaly is contacted for approval as President Vandervort and Commissioner Phillips have stated their approval of them. A motion was made by Commissioner Wood to approve the accounts payable as amended, seconded by Commissioner Letts. The motion passed 4-0.

Commissioner Phillips thanked Mr. Richardson for providing a copy of a portion of the Cecil County code which may be pertinent to the TSMT hazardous waste matter. She also stated the Town hasn't heard anything yet from Mr. Jackson.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:28 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF AUGUST 13, 1996

AGENDA

7:30 P.M.

1. Michael Cupeto - water run-off on Calvert Street

OLD BUSINESS

2. Approval of Minutes
3. Night Out Against Crime
4. Fishing Derby
5. Connor Easement
6. Water Operations Contract
7. 5 & 10 Year Water & Sewer Plan

PENDING BUSINESS

8. James Mitchell - Request Sewer Service Long Beach Road
9. Water System Extension
10. Shoreline Erosion Projects
11. Parking Ordinance
12. Sidewalk Retrofit Program
13. Fall Classics Festival
14. Jet Ski Problem at Veterans Park
15. Trash Contract

NEW BUSINESS

16. Paving Contract
17. NATaT Conference - Wash DC 9/4-9/6/96
18. MML Legislative Conference - Rockville 10/17-10/19/96
19. North East Marching Band - Request for Ad
20. Annexation of Olga Ganderton
21. Charlestown Marina Lease
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/13/96

TIME: 7:30 PM

[Signature]
Mildred Cooper

James Mitchell

Vai Halim

[Signature]
Richard Wilby

[Signature]

Town Meeting of September 24, 1996

Minutes

The September 24, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer Christine L. Phillips and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance is attached hereto.

Walter Hutchison discussed with the Board the erosion problem behind his garage involving Peddlers Run Creek. He was told by the Board he needed a town permit but he was asking the wrong Board, he needed to talk to the Planning & Zoning Commission. As Richard Whitby, chairman of the Planning & Zoning Commission, was in attendance, Mr. Whitby stated he will assist Mr. Hutchison in obtaining the necessary permits.

Old Business

Approval of Minutes - After some discussion, a motion was made by Commissioner Pumpaly to approve the minutes of the September 10, 1996 town meeting subject to inserting the date Mrs. Skilling was in town regarding Peddlers Run Creek and changing information regarding the boat the Charlestown Yacht Club was raffling off at their Fall Festival. Seconded by Commissioner Phillips. The motion passed 3-0. The minutes for the September 18, 1996 special town meeting were not approved as the necessary quorum of Commissioners able to approve those minutes was not in attendance.

President Vandervort discussed with the Board the hiring of the town repairman. The Town received applications from George Riethimer, William Algard, and Larry Nixdorf for the position. As both Mr. Riethimer and Mr. Algard were in attendance, they both discussed with the Board their qualifications for the job. After some discussion, the Board, by secret ballot, voted on who to hire. After the votes were tallied, President Vandervort stated Mr. Algard would be hired as the town repairman.

At this time, President Vandervort discussed with the Board the trash contract. After much discussion by the Board regarding the bids received, a motion was made by Commissioner Phillips to pursue a contract with BFI at their bid price and do own recycling, seconded by Commissioner Pumpaly. The motion passed 3-0. Commissioner Pumpaly asked the Board to pay particular attention to the bid bond in the contract and recycling.

Fall Classics Festival - Commissioner Phillips stated the event held by the Charlestown Yacht Club on September 20 through September 22 went very well. Commissioner Pumpaly suggested sending a thank you letter to the club for holding the event in Charlestown.

Pending Business

Water System Extension - Mr. Hearne told the Board a pre-construction meeting has been scheduled with the State for Monday, September 30, 1996 at 10 a.m. at the Town Hall. He stated we are hoping to receive State approval to start construction on the extension at that time.

Shoreline Erosion Projects - President Vandervort asked if Dave Wilson from the RC&D Council has called regarding the Louisa Lane project. Mr. Hearne stated he hasn't received a call. President Vandervort asked to have Mr. Wilson contacted regarding the project and would like to obtain from him, in writing, how long the grant money would be available because the project has been taking so long to get started.

Parking Ordinance - President Vandervort discussed with the Board the parking permits, signs, etc. A motion was made by Commissioner Phillips to get the necessary parking permits/stickers, signs, etc. ready to be put into effect January 1, 1997. The motion was seconded by Commissioner Pumpaly. The motion passed 3-0.

Paving Contract - Mr. Hearne stated McGuirk Construction was a little delayed starting paving on the park walkway due to the weather. However, he stated they have received the Notice to Proceed which will begin Monday, September 30, 1996 and construction is to be completed within thirty days thereafter. The Board discussed what inspection would be needed during the construction and decided the town repairman should be able to inspect this project. Mr. Hearne stated McGuirk Construction would notify the Town when they would begin paving. Mr. Hearne stated he has not received the contracts from James Julian for the street paving to be done. He stated he would hand carry the contracts over to be signed. Mr. Hearne stated a pre-construction meeting will be held before they start paving. The Board discussed the inspection and the inspection will be done by Tatman & Lee Associates, the Town Engineers.

Annexation - Ganderton property - President Vandervort asked Mr. Hearne where the Town was at in the process of annexation. Mr. Hearne stated the last notice would appear in tomorrow's Cecil Whig and, then, the Town needs to hold the public hearing on October 22, 1996 as scheduled.

Charlestown Marina Lease - President Vandervort stated a special town meeting was held on September 18, 1996 to meet with Philip Price and Doug Cain of Charlestown Marina

regarding their lease. At that meeting, it was agreed that both the Town and they would each submit a list of three appraisers by no later than Monday, September 30, 1996 and meet to agree on one. Discussion was held between the Board and members of the audience regarding the marina's lease and leases in general.

TSMT Update - President Vandervort stated Commissioner Phillips met with Richard Jackson regarding the TSMT permit matter and a letter was sent to Mr. Collins of the Waste Management Administration, Maryland Department of Environment requesting a contested case hearing on the matter. He stated the Town has not received a reply to the letter.

New Business

Election Board - Mr. Hearne stated the terms for the members of the Election Board expires October 31, 1996. After some discussion, the Board asked Mr. Hearne to contact the current members of the Board to see if they wish to be re-appointed to the Board.

Pat's Marina Lease - Mr. Hearne reminded the Board that Pat's Marina's lease with the Town expires March 31, 1997 and the Town needs to start negotiating a new lease. He stated the current lease payment is 10% of the total slip rental on the 10 encroached slips.

Resolution 96-3 - Authorization for President to Sign Contracts on Behalf of the Town - After some discussion regarding the water system extension contract requirements, a motion was made by Commissioner Pumpaly to pass Resolution 96-3, seconded by Commissioner Phillips. The motion passed 3-0.

Fax Machine - Mr. Hearne stated the office staff has been having problems sending faxes on the machine. After some discussion regarding the fax machine and the one computer monitor which needs to be repaired, the Board decided to look into getting both the fax machine and the computer monitor repaired but the cost of replacing the items versus the repair cost needed to be kept in mind.

Accounts Payable - Mrs. Morgan told the Board Paint 'N Place had been back to re-paint the slip numbers on the town pier as they agreed to do. She stated she would check the town pier tomorrow and, if the job is satisfactory, their bill would be placed on the accounts payable list for the next town meeting. Mr. Hearne stated Loving's Mower Service called regarding the

tractor and they said repairs would be approximately \$350.00. After some discussion as to whether the town repairman could fix the tractor, the Board asked to have a John Deere dealership called to price the needed parts.

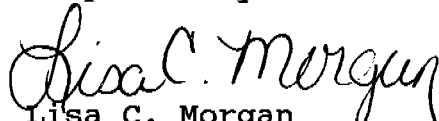
Mr. Hearne mentioned Mrs. Cooper on Tasker Lane called to thank the Town for installing the parking signs on Tasker Lane and she said the parking situation has eased.

Commissioner Pumpaly briefly discussed with the Board the need to retrofit the town truck if it is going to be used to push snow this winter.

After some discussion about the bills, a motion was made by Commissioner Phillips to approve the bills after the bills have been verified and with the addition of paying Ms. Ganderton for cleaning the town hall on September 21, 1996 which was not listed on the accounts payable, seconded by Commissioner Pumpaly. The motion was passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:56 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF SEPTEMBER 24, 1996

AGENDA

7:30 P.M.

1. Walter Hutchison - Peddlers Run Creek

OLD BUSINESS

2. Approval of Minutes
3. Fall Classics Festival

PENDING BUSINESS

4. Water System Extension
5. Shoreline Erosion Projects
6. Parking Ordinance
7. Sidewalk Retrofit Program
8. Jet Ski Problem at Veterans Park
9. Trash Contract
10. Paving Contract
11. Annexation - Ganderton property
12. Charlestown Marina Lease
13. TSMT Update

NEW BUSINESS

14. Election Board
15. Pat's Marina Lease
16. Resolution 96-3 - authorization for President to sign contracts on behalf of Town
17. Inspection for park walkway & street paving
18. Fax Machine
19. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/24/96 TIME: 7:30 PM

Meredith Gunning
Walt Hutchison
R. Whitley

[Signature]

Brian Preston Best Sanitation

Val Haley
Glenn [Signature]

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 24, 1996

GENERAL ACCOUNT

150440	Telephone	Bell Atlantic	106.54
150440	Telephone	A T & T	15.83
150650	Trash Coll.	Corron Trash Removal	130.00
150730	Contr. Main.	Mac's Shacks	120.00
150730	Contr. Main.	Lawn Ranger Grass Cutting Service (9/01 & 9/10/96 - \$290.00 ea.)	580.00
150220	Off. Supp.	Staples	80.97
150210	Gen. Gov't.	Lisa Morgan - Mileage Reimbursement	77.19
150150	Fringe Benf.	Doris Berry - 3rd qtr. '96	131.25
		TOTAL	<u>1,241.78</u>

Payrolls -

Actuals	(Gross)	September 12	969.23	
		September 19	<u>1,068.77</u>	<u>2,038.00</u>
Projected	(Gross)	September 26	1,068.77	
		October 1	<u>1,068.77</u>	2,137.54

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 24, 1996

SPECIAL ACCOUNT

315300	Streets	Tatman & Lee Associates, Inc.	859.46
325200	Grass Cut.	Millard Bott	340.00
		(Sept. 13 & 14; Sept. 21 '96	
		TOTAL	<u>1,199.46</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 24, 1996

UTILITY - SEWER

UTILITY - WATER

255200	Cont. Oper.	Miller Environmental, Inc. Water Treatment Plant Operations & Maintenance Agreement - Dept.	1,562.50
255710	New Contr.	Tatman & Lee Associates, Inc. Water Improvements	4,183.86
255100	Const. Loan	Farmers Home Loan	31,072.00
255410	Postage	Fed-Ex	<u>24.25</u>
		TOTAL	<u>36,842.61</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 24, 1996

GENERAL ACCOUNT

✓ 150440	Telephone	Bell Atlantic	106.54	✓
✓ 150440	Telephone	A T & T	15.83	✓
✓ 150450	Trash Coll.	Corron Trash Removal	130.00	✓
✓ 150730	Contr. Main.	Mac's Shacks	120.00	✓
✓ 150730	Contr. Main.	Lawn Ranger Grass Cutting Service (9/01 & 9/10/96 - \$290.00 ea.)	580.00	✓
✓ 150220	Off. Supp.	Staples	80.97	✓
✓ 150210	Gen. Gov't.	Lisa Morgan - Mileage Reimbursement	77.19	✓
✓ 150150	Fringe Benf.	Doris Berry - 3rd qtr. '96	131.25	✓
		TOTAL	<u>1,241.78</u>	
✓ 150450	Town Blag - Olga Garderton - cleaning	9/21/96 maint.	15.-	✓

Payrolls -

Actuals	(Gross)	September 12	969.23	
		September 19	<u>1,068.77</u>	<u>2,038.00</u>
Projected	(Gross)	September 26	1,068.77	
		October 1	<u>1,068.77</u>	2,137.54

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 24, 1996

SPECIAL ACCOUNT

✓ 315300	Streets	Tatman & Lee Associates, Inc.	859.46 ✓
✓ 325200	Grass Cut.	Millard Bott	340.00 ✓
		(Sept. 13 & 14; Sept. 21 '96	
		TOTAL	<u>1,199.46</u>

r 15, 1996

nvoice was billed incorrectly as amount of \$859.46 on cover
id not agree with detail page amount of \$916.43. Error was
und until after payment was made. A corrected invoice with
nvoice number and date with amount of \$916.43 was sent by
& Lee. This invoice was paid before it was realized it was
ised invoice. Therefore, the original payment on the
ect bill will be applied as a credit against future billings
atman & Lee.

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 24, 1996

UTILITY - SEWER

UTILITY - WATER

✓ 255200	Cont. Oper.	Miller Environmental, Inc. Water Treatment Plant Operations & Maintenance Agreement - Dept.	1,562.50	✓
✓ 255710	New Contr.	Tatman & Lee Associates, Inc. Water Improvements	4,183.86	✓
✓ 255100	Const. Loan	Farmers Home Loan	31,072.00	✓
✓ 255410	Postage	Fed-Ex	24.25	✓
		TOTAL	<u>36,842.61</u>	



Chesapeake Publishing Corporation

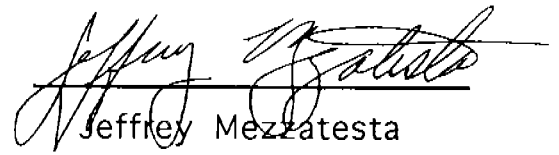
601 BRIDGE STREET, ELKTON, MARYLAND 21921 • (410) 398-3311 • FAX (410) 398-4044

AFFIDAVIT OF PUBLICATION

STATE OF: MARYLAND

COUNTY OF: CECIL

Personally appeared **September 18, 1996** before me, Robin Meadows of the Cecil Whig, Chesapeake Publishing Corporation, a daily newspaper printed and published in the City of Elkton, County of Cecil, State of Maryland, circulated in towns of Cecilton, Charlestown, Chesapeake City, Elkton, North East, Perryville, Port Deposit and Rising Sun, who, being duly sworn states that an advertisement of **SPECIAL TOWN MEETING** was published in the Cecil Whig on **9/18**, 1996.


Jeffrey Mezzatesta
General Manager



There will be a Special Town Meeting of the Town Commissioners of Charlestown held on Wednesday, September 18, 1996 at 7:30 p.m. The meeting will be held at the Charlestown Town Hall, 241 Market Street, Charlestown, MD.

Town Commissioners
of Charlestown
Steven W. Vandervort
President

cw 9/18

SPECIAL TOWN MEETING
WEDNESDAY
SEPTEMBER 18, 1996

The meeting was called to order at 7:33 p.m. by President Steven Vandervort. Other Commissioners present were Christine Phillips and Joseph G. Letts, Sr. Commissioners Loucretia Wood and Wilbur Pumpaly were absent. At approximately 8:30 p.m. Commissioner Pumpaly entered the meeting. Shortly thereafter Commissioner Letts had to leave. Stanley Hearne, Town Administrator was also in attendance. An attendance list is also attached.

Charlestown Marina Lease

Doug Cain and Phil Price are in attendance to represent the Marina. An addendum to the original lease dated December 23rd, 1986 states that the rent for the one year period starting March 1, 1993 shall be based on an appraisal of the Rental Property. The rent shall be 10% of the appraised value. The Town has a letter from the State setting the appraised value for the portion leased from the Town at \$340,616. President Vandervort stated that he felt the Board would be willing to accept this figure and base the lease on this amount.

Mr Cain stated that the State's figure was determined by an assessor and not an appraiser. He also stated that Charlestown Marina is the largest taxpayer in the Town and pays a large sewer and water bill. He indicated that the Marina is going through a very serious time. Mr. Cain also indicated that the Marina personnel had met with the Electrical Board. In order to keep the Marina in operation, a sizeable amount needed to be spent on electrical upgrades. He also stated the letter from the State is based on gross potential income not actual income. He indicated that the Marina is only about 65 to 70% full. He indicated that he understands what the lease says and that the Town Board (in raw Numbers) is looking for \$34 to \$35 thousand dollars. The Marina cannot afford to pay this or is it a reasonable amount. He also indicated that the Marina only leases a strip of land from the Town. Phil Price and Doug Cain are negotiating for the Marina to be sold to Mr. Cain.

Mr. Cain suggested that the Board go with 10% of actual. He feels that the Town and Marina should agree on a figure that would be fair to all. He also stated that there are a lot of repairs that need to be made to the Marina. Stated that we could go to court to have an appraiser appointed but feels that both sides would like to avoid that. The Marina has helped with Town sponsored events and the Fall Festival.

President Vandervort stated that he would like to go by what the lease says at this point. He also wanted to thank the Marina for helping with Town sponsored events. However, he wanted to make it clear that the Fall Festival is not a Town event. It is put on by the Charlestown Yacht Club. The only figure we have at this time is the figure from the State of Maryland. He did not want to go out and hire an appraiser without both parties agreeing on whom it should be. If it is felt that the State number is unrealistic, then maybe we could agree on someone else to give us an appraisal. Were supposed to have set the rent in this manner for the years 1993, 1994, and 1995. This was not done and the rent was kept at \$15,000. The Town agreed that for 1996 the rent would be kept at \$15,000. However, this was to be the last year. President Vandervort states that he feels the Town has tried to help the Marina get back on its feet. The Marina needs to be able to stand on its own.

There is a lease and it will need to be adhered to. Mr. Cain said it wouldn't be the first time that a lease was renegotiated before it had run its course. There are questions concerning what the Town actually does have to lease. The lease states that the Town should get 10% of the appraised value of the area leased. Commissioner Phillips stated that we should resolve this as expeditiously as possible. It may be necessary for the Board to consider renegotiating the lease. Need to make sure that we communicate with Phil Price since he is the only one that can make the final decision. Doug Cain said it doesn't make sense to rent something that will not pay for itself.

President Vandervort said we should get an appraisal that is current. We need to get straight exactly what the Town does own. Commissioner Letts originally stated that he felt all negotiations should be completed by February 1997. Doug Cain stated that he would like to see the appraisal done based on the Income Approach as well as Replacement Value. Doug Cain said he could get a list of several appraisers to the Town by September 30, 1996. The Town Board also needs to come up with several appraisers of its own. Time table should be moved to the end of 1996 so that it would be done before there is a potential change in some Commissioners.

Trash Agreement

There are questions about J & P Hauling. President Vandervort stated that J & P Hauling had tried to show him that they could do the job. He felt that it would be tough to justify not awarding them the contract. He stated that he felt it would be a good idea to run a credit check on them. They would have to deposit \$5,000.00 in a local bank (with the Town agreeing if it could be withdrawn) or post a bond to guarantee performance. Clarify with the Town attorney that the Town could get the money if necessary to keep Trash moving and secure an agreement with another hauler. The

sample contract did not indicate when payment would be made to the hauler. Port Deposit had indicated that J & P wanted to be paid in advance of performing services. President Vandervort stated that he would not be in favor of this. He would be in favor of paying after services have been rendered. Many of the bulk items could still be handled by the Town. Recyclable items would be handled separately.

If J & P passes the credit check, posts the cash in a bank or a bond, and agrees to take payment after services are rendered, we should be able to award them the contract.

We have a letter from BFI that clarified their bid. Their \$6.98 base bid would not have to be coupled with recycling to get that price. Can this be considered without putting it out for new bids? William B. Thomas of BFI addressed the Board. He felt they were doing the correct thing by investigating the proposed hauler thoroughly. Also felt the Board would save the Town's residents some money. He did feel that J & P's fee was barely high enough to cover landfill charges.

Tri-State Motor Transit Co. (TSMT)

Commissioner Phillips talked with Ronnie Daniels concerning the permit for TSMT. The Town had gotten another letter from the Maryland Department of the Environment (MDE). Ronnie had some problems with things they expect the Fire Department to handle. Commissioner Phillips felt that there were probably reasons to justify a Contested Case Hearing. Need to respond quickly. President Vandervort stated that we should seek to get assistance from the attorney, Richard E. Jackson. Jackson stated that the best chance to stop this has come and gone. He did not feel that there was a great chance that the Town could win. We need to coordinate the communication between the Fire Department, the Town, and the attorney.

Commissioner Phillips made a motion to contact Richard Jackson to coordinate the response to MDE concerning the Contested Case Hearing. Commissioner Pumpaly seconded the motion. Passed 3-0.

Meeting adjourned at 9:47 p.m.

Respectfully submitted,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator

ROSTER
Special
CHARLESTOWN TOWN MEETING

DATE: 9/18/96 TIME: 7:30 P.M.

Douglas R. Cain
Phil Price
E. M. Muller
R. Wilby

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 10, 1996

GENERAL ACCOUNT

✓ 150220	Off. Supp.	Preston's Stationery, Inc.	70.00
✓ 150310	Leg. Coun.	Keith A. Baynes	160.00
✓ 150420	Electric	Delmarva Power - Town Hall	127.19
		" " - Garage	12.78
✓ 150983		" " - Comfort Sta.	12.00
		" " - Town Pier	6.50
✓ 150450	Maint.	Ogle J. Ganderton	75.00
✓ 150450	Trash Coll.	Harvey & Harvey	50.00
✓ 150730	Cont. Main.	Lawn Ranger Grass Cutting Service (8/18 & 8/25 - \$290.00 ea.)	580.00
✓ 150210	Misc. Gen	North East Florist, Inc.	36.00
✓ 150210	Misc. Gen	George Riethelmer - (Reimbursement of double tax payment - fiscal year '95-'96)	49.52
✓ 150210	Gen. Gov't.	Cecil Whig	20.40
✓ 150650	Trash Coll.	Cecil Whig	54.40
		<i>M. M. S. for equipment reimburse</i>	
		<i>Ogle J. Ganderton 15.00</i>	
		TOTAL	<u>1,253.99</u>

County Banking & Trust:		
Federal W/H for August, '96	✓ 714.00	
Social Security W/H for August '96	✓ 822.54	<u>1,536.54</u>
Comptroller of the Treasury for August '96		✓ <u>364.95</u>

Petty Cash Reimbursements ✓ 54.81 PP.

Payrolls -

Actuals (Gross)	August 15	1,098.47	
	August 22	1,068.77	
	August 29	1,068.77	
	Sept. 5	1,068.77	<u>4,304.78</u>
Projected (Gross)	Sept. 12	1,068.77	
	Sept. 19	1,068.77	<u>2,137.54</u>

IMPORTANT NOTICE

Charlestown's payment for 91-01 is due by October 15, 1996. Check payable to: Rural Economic and Community Development USDA and mail to 5201 South duPont Highway, P. O. Box 400, Camden, Delaware 19934. Check is for \$31,072.00

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 10, 1996

SPECIAL ACCOUNT

✓ 315100	St. Lights	Delmarva Power	✓ 617.55
✓ 315220	Equip. Rep.	Loving's Mower Service	✓ 52.50
✓ 315250	Gasoline	Russell's Sunoco	✓ 114.25
✓ 315300	Streets	Tatman & Lee, Inc. (Repaving Specifications)	✓ 97.33
✓ 315300	Streets	Cecil Whig	✓ 95.20
✓ 315420	Gen. Main.	Maryland Materials - Crusher Run	✓ 6.28
✓ 315500	Snow Rem.	Charles Mars - 2/4 (11 Hrs.) & 2/17 (12½ Hrs.)	✓ 940.00
✓ 325200	Grass Cut.	Millard Bott 8/30 & 9/6 - \$170.00 ea.	✓ 340.00
			<u>TOTAL</u>
			<u>2,263.11</u>

*Transfer of Funds
to Thrift*

✓ 620.39

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 10, 1996

UTILITY ACCOUNT - SEWER

✓ 215310	Electric	Delmarva Power - Sta. #1	✓ 216.94	
✓ 215320	Electric	" " - Sta. #3	✓ 84.17	
✓ 215330	Electric	" " - Rt. #7	✓ 68.25	
✓ 215340	Electric	" " - Lift Sta.	✓ 41.84	<u>411.20</u>
			SUB-Total	411.20

UTILITY ACCOUNT - WATER

✓ 255310	Electric	Delmarva Power - Well 1	✓ 92.36	
✓ 255310	Electric	" " - Well 3	✓ 303.49	
✓ 255310	Electric	" " - Water Tank	✓ 111.73	✓ 507.58
✓ 255760 255710	New Const.	Tatman & Lee, Inc.		✓ 6,801.85
✓ 255760 255760	Miscl.	Tatman & Lee, Inc.		✓ 148.75
✓ 255760	Miscl.	Tatman & Lee, Inc.		✓ 162.81
✓ 255760	Miscl. <i>New Const</i>	Woodward & Clyde Consultants (Cash payment for bid pkg. for Water System Contract)		✓ 30.00
✓ 255710	New Const.	Cecil Whig		✓ <u>190.40</u>
				<u>8,252.59</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 10, 1996

GENERAL ACCOUNT

150220	Off. Supp.	Preston's Stationery, Inc.		70.00
150310	Leg. Coun.	Keith A. Baynes		160.00
150420	Electric	Delmarva Power - Town Hall	127.19	
		" " - Garage	12.78	
		" " - Comfort Sta.	12.10	
		" " - Town Pier	<u>6.50</u>	158.67
150450	Maint.	Ogle J. Ganderton		75.00
150650	Trash Coll.	Harvey & Harvey		50.00
150730	Cont. Main.	Lawn Ranger Grass Cutting Service (8/18 & 8/25 - \$290.00 ea.)		580.00
150960	Miscl.	North East Florist, Inc.		36.00
150960	Miscl.	George Rietheimer -(Reimbursement of double tax payment - fiscal year '95-'96)		49.52
150210	Gen. Gov't.	Cecil Whig	20.40	
150650	Trash Coll.	Cecil Whig	<u>54.40</u>	<u>74.80</u>
			TOTAL	<u>1,253.99</u>

County Banking & Trust:			
Federal W/H for August, '96	714.00		
Social Security W/H for August '96	<u>822.54</u>		<u>1,536.54</u>
Comptroller of the Treasury for August '96			<u>364.95</u>

Petty Cash Reimbursements 54.81 PP.

Payrolls -

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TOWN OF CHARLESTOWN

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SEPTEMBER 10, 1996

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		(Repaving Specifications)	97.33
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		8/30 & 9/6 - \$170.00 ea.	
			<u>340.00</u>
		TOTAL	<u>2,263.11</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

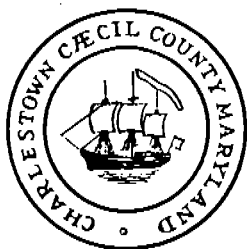
SEPTEMBER 10, 1996

UTILITY ACCOUNT - SEWER

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215320	Electric	" " - Sta. #3	84.17	
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215340	Electric	" " - Lift Sta.	<u>41.84</u>	<u>411.20</u>
			SUB-Total	411.20

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255760	Miscl.	Tatman & Lee, Inc.		148.75
255760	Miscl.	Tatman & Lee, Inc.		162.81
255760	Miscl.	Woodward & Clyde Consultants		30.00
		(Cash payment for bid pkg. for Water System Contract)		
255710	New Const.	Cecil Whig		<u>190.40</u>
				<u>8,252.59</u>



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

CHARLESTOWN TOWN MEETING

SEPTEMBER 10, 1996

The Charlestown Town meeting of September 10, 1996, was called to order by President Steven Vandervort at 7:30 P.M. Other Commissioners present were: Christine L. Phillips and Wilbur D. Pumpaly. Also present, Stanley W. Hearne, Town Administrator. Absent was Loucretia A. Wood and Joseph G. Letts, Sr. A list of Visitors attending this meeting is attached to these minutes.

Minutes

On a motion by Christine L. Phillips to have the minutes of August 27, 1996, and September 3, 1996, approved was seconded by Wilbur D. Pumpaly and passed 3 - 0.

Water System Extension

The Water System Extension off of Cather Avenue will be done by James Julian of Delaware contingent on getting the permits and easement from Mr. Fred Palmer with a letter from Mary Ann Skilling, Critical Area Commission and a letter from Keith Baynes consisting of the necessary easements.

Charlestown Water Plant

The Charlestown Water Plant Operators gave their report. 2,133,000 gallons of water was the monthly use. Well #2 failed, was repaired and back in service. Shaft of well pump was replaced with a heavier pump. Water line was cleaned and damage corrected.

Fall Festival - Charlestown Yacht Club

The Fall Festival to be held September 20, 21, 22, 1996, is just about ready to go. The Fire-Police from North East will be in charge of the parking. Charlestown Fire Company has offered their lot on Calvert Street for parking. They are chancing off a 1937 Boat which has arrived in Charlestown and is in C-12 Boat Dock at Charlestown Marina. The Charlestown Boat Ramp will be closed during the Festival.

CHARLESTOWN TOWN MEETING

SEPTEMBER 10, 1996

- 2 -

Trash Removal

Bids are in for the Trash Removal:

J. & P. Hauling	2,265.00 Monthly - including recycling
Best Sanitation	3,250.00 Monthly = including recycling
Schuman & Sons	3,286.92 Monthly
B.F.I.	3,288.56 Monthly
Douglas Waste Service	3,557.79 Monthly
Harvey & Harvey	4,477.00 Monthly

There was discussion on the Trash budget, money is there, no need for an increase in town taxes. At the end of the year, J. & P. Hauling would like an automatic renewal of their contract with a \$5,000. bond on contract.

Trash Removal

Wilbur Pumpaly motioned to pursue a contract with J. & P. Hauling that they can provide satisfactorily the kind of service we would like in Town at their prices as stated. Commissioner Christine L. Phillips seconded the motion. Motion passed 3 - 0.

NOTE: Commissioner Joseph G. Letts arrived late (death in family)

Paving Contracts

Streets Resurfacing

Commissioner Letts made a motion to accept Quality Enterprises bid for \$17,825. contract. Delete \$5,000. on Edgewater Drive and \$1,300. on Black Avenue. Motion seconded by Wilbur Pumpaly and passed 4 - 0.

Paving Contract

Commissioner Christine Phillips motioned to accept McGuirk's bid of \$14,460.00 for "Park Walkway", seconded by Joseph G. Letts and passed 4 - 0. "Spot Inspections while doing the Walkway".

Minutes - August 13, 1996

A motion by Joseph G. Letts to approve the August 13, 1996, minutes was seconded by Christine L. Phillips and approved 3-0-1, Wilbur Pumpaly abstaining.

CHARLESTOWN TOWN MEETING

SEPTEMBER 10, 1996

- 3 -

Philip Price - Douglas Cain

Philip Price of Charlestown Marina and Douglas Cain, Attorney will meet with the Commissioners on Friday, September 13th at 9:30 A.M. concerning reaching an agreement on a new lease.

Fishing Derby

Commissioner Letts suggested the Fishing Derby be cancelled this year and he would help organize one next spring and perhaps a second one early next fall.

Stone Wharf Pier

Commissioners would like to see the Stone Wharf Pier made Wheel Chair acceptable.

Sidewalks

Commissioner Letts has photos of what needs to be corrected or repaired on the sidewalks.

Tasker Lane

"No Parking" signs will be erected on Tasker Lane at different areas.

Parking Ordinance

Commissioners hope to have a Parking Ordinance in effect by January 1, 1997. Have signs in place and stickers available.

Wilbur Pumpaly

Commissioner Pumpaly had some concerns with some of the decent kids in town, they can't do much anywhere they go. Seems there are "NO" signs all over town. Traffic is also rough, cars going too fast, etc. Skateboards are dangerous on the streets such as Bladen and Cecil.

Town Work

The Commissioners feel the town needs to have an extra man during the coming months to work with Harley. An "Ad" should be placed in the paper or just get contractors to cover things needed to be done. Discussions continued on budget and notice for a new additional maintenance worker. Mr. George Rietheimer and Walt Hutchison have been suggested.

CHARLESTOWN TOWN MEETING

SEPTEMBER 10, 1996

- 4 -

Charlestown Yacht Club Fair - Police Officers

The Town has 1 police officer on patrol according to the Town's schedule from the Sheriff's Office.

Peddler's Creek

Mary Ann Skilling, Circuit Rider of the Chesapeake Bay Critical Area Commission, was here August 29th to look at Peddler's Creek and found that it belongs to Jim Martin, Charlestown Manor. Mary Ann Skilling said there may be some grant money available to fix that area up. She will look into it and also talk to Mr. Martin.

Town House, Large Tree

Christine L. Phillips made a motion to have the large tree which is in very bad shape at the Town House on Water Street taken down. All Commissioners agreed.

Accounts Payable

Commissioner Joseph G. Letts motioned to pay all bills with a small addition of \$15.00 for Olga Ganderton for cleaning Town Hall and a second check for the Maryland Municipal League Fall Legislature Conference. Motion was seconded by Christine L. Phillips and approved 4 - 0.

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

Respectfully Submitted,

Doris Berry

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/10/96 TIME: 7:30 PM

George SMITH MILLER ENVIRONMENTAL, INC.

BRIAN Preston Best Sanitation

Larry Schuman Schuman & SON

Bradley Senn C.C.S.O.

A. Richardson

[Signature]

Best Hamble

BILL THOMAS

Val Hahn

FARREY Tiwo



There will be a Special Town Meeting of the Town Commissioners of Charlestown held on Tuesday, September 3, 1996 at 7:30 p.m. The meeting will be held at the Charlestown Town Hall, 241 Market Street, Charlestown, MD. The purpose of the meeting is to award the Water System Extension Contract No. W-96-1.

Town Commissioners
of Charlestown
Steven W. Vandervort
President

cw 9/3



Chesapeake Publishing Corporation

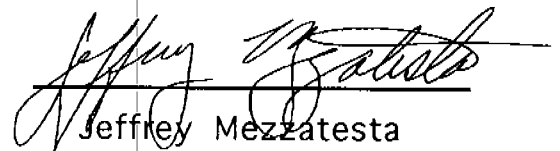
601 BRIDGE STREET, ELKTON, MARYLAND 21921 • (410) 398-3311 • FAX (410) 398-4044

AFFIDAVIT OF PUBLICATION

STATE OF: MARYLAND

COUNTY OF: CECIL

Personally appeared **September 3, 1996** before me, Robin Meadows of the Cecil Whig, Chesapeake Publishing Corporation, a daily newspaper printed and published in the City of Elkton, County of Cecil, State of Maryland, circulated in towns of Cecilton, Charlestown, Chesapeake City, Elkton, North East, Perryville, Port Deposit and Rising Sun, who, being duly sworn states that an advertisement of **SPECIAL TOWN MEETING** was published in the Cecil Whig on **9/3**, 1996.


Jeffrey Mezzatesta
General Manager

SPECIAL TOWN MEETING
TUESDAY
SEPTEMBER 3, 1996

The meeting was called to order at 7:37 p.m. by President Steven Vandervort. Other Commissioners present were Christine Phillips, Joseph G. Letts, Sr. and Wilbur Pumpaly. Commissioner Loucretia Wood was absent. Stanley Hearne, Town Administrator and Thomas de Lorimier of Tatman and Lee Associates also attended.

The purpose of the meeting was to award the contract for the Water System Extension, Contract W-96-1. Thomas de Lorimier reviewed the bids that had been received. His recommendation was to award the contract to James Julian, Inc. of Delaware since they were the lowest responsive bidder. This is contingent on State approval.

Commissioner Joseph G. Letts, Sr. made a motion to award this contract to James Julian, Inc. of Delaware contingent upon State approval. Seconded by Commissioner Phillips. Passed 4-0.

There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator

TOWN MEETING OF OCTOBER 22, 1996

MINUTES

The October 22, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer Christine L. Phillips and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Public Hearing - Resolution #96-2

President Vandervort asked if there were any comments from the public regarding Resolution #96-2 annexing the Ganderton property into the Town. As there were no comments, President Vandervort asked if there were any motions to enact the resolution. Commissioner Phillips made a motion to enact Resolution #96-2, seconded by Commissioner Pumpaly. The motion passed 3-0.

Rebecca Phillips discussed with the Board the possibility of paving Canvasback Lane. After some discussion, the Board decided to look at the area in question and if it needs to be paved, to determine if the budget has enough money so it can be paved this year if the contractor would do it as an add-on or if it would have to wait until next year.

Old Business

Approval of Minutes - The minutes of the October 8, 1996 town meeting were submitted for approval. After discussing the numerous changes which needed to be made, the Board decided not to approve the minutes until the corrections they discussed were made.

Halloween Hours - The Board set trick or treating hours for Halloween at the last meeting. Mrs. Morgan stated the Fire Company will blow the whistle at the beginning and end of trick or treating and a public notice was put in the Cecil Whig.

Pending Business

Water System Extension - Mr. Hearne stated James Julian, the contractor, had been working in Charlestown Manor. He stated they still have to test and sanitize that line. Mr. Hearne further stated they will be starting on the Cather area tomorrow and notices have been given to the property owners whose water will have to be shut off tomorrow due to the construction. Mr. Hearne said a construction meeting will be held on Thursday, October 31, 1996 at 10:30 a.m. with James Julian, Mr. Huang from the State and Tom DeLorimier to close-out this project. There may be a punch list of things to take care of but there shouldn't be anything major left to do.

Paving Contract - Mr. Hearne stated Quality Enterprises has

started prep work and paving on Edgewater Avenue and Calvert Street.

Shoreline Erosion Project - President Vandervort stated he met with Mr. Knapp of Avalon Yacht Basin regarding this project. He stated he has talked with Dave Wilson of the RC&D Council regarding Mr. Knapp's concerns and some concerns he had on the erosion in that area. Mr. Wilson will be here on Thursday to take a look at the area.

Charlestown Marina Lease - President Vandervort stated Mr. Hearne had come up with 3 appraisers and asked if he had done anything further. Mr. Hearne stated he sent a letter to Mr. Cain, with a copy to Mr. Price, of the 3 appraisers the Town has selected in order of preference.

TSMT Update - Commissioner Phillips stated we have not heard anything on our request for a contested case hearing. Mr. Daniels, of the Fire Company, has not picked up the copies of COMAR that he needed.

MML Dinner - Mr. Hearne reminded the Board the MML Dinner was tomorrow night and copies of the directions to the dinner were available if anyone planning to attend had misplaced their copy.

Pat's Marina Lease - President Vandervort stated he has not had a chance to contact Pat's Marina yet.

Zoning Ordinance change request - Mr. Hearne stated he has provided copies of the information given by Mr. Hall to all the Planning and Zoning Commission members except Mrs. DeCoursey. He also stated Mr. Hall has dropped off some brochures regarding the type of trailers at the Town Hall but as there is only one copy, it would have been reviewed at the Town Hall. The Board will wait until they receive a recommendation from Planning and Zoning on this matter.

New Business

Planning & Zoning & Board of Appeals Appointments - Mr. Hearne stated Mrs. DeCoursey's term on the Planning and Zoning Commission expires November 13, 1996 and Mr. Muller-Thym's and the alternate's, Mr. Farrell, terms on the Board of Appeals expire November 30, 1996. After some discussion, the Board decided to have these individuals contacted to see if they were willing to serve another term and if not, to post notice of the vacancy.

President Vandervort reminded the Board a meeting regarding the

fireboat pier has been scheduled for Monday, October 28, 1996 at 4 p.m.

President Vandervort stated the Town received a letter from the County about billing the Town for sewer based on the Town's water readings. After some discussion regarding this method rather than using the meter at the sewage treatment plant, a motion was made by Commissioner Phillips to proceed with having the County in future bill the Town for sewer based on a percentage of the total water usage the Town bills on its utility bills with the provision that the County is using an agreeable percentage, seconded by Commissioner Pumpaly. The motion passed 3-0.

President Vandervort read items on a jobs list he was working on for the town maintenance workers. He asked the Board if anyone had other items they wanted to add. After some discussion, President Vandervort said the items would be prioritized and the list given to the town maintenance workers.

President Vandervort asked if estimates had been received to cut down the dead tree in front of the Town House. Mrs. Morgan stated the Town received two written estimates: one from Cecil Tree Service for either cutting down the tree and removing the wood or cutting down the tree, cutting the wood into 20" lengths and leaving the wood there in the amount of \$300.00 and one from Davis Tree Service for cutting down the tree and removing the wood in the amount of \$350.00. After some discussion, a motion was made by Commissioner Phillips to have Cecil Tree Service cut down the tree, cut the wood into the stated lengths and leave the wood there for their estimated price of \$300.00, seconded by Commissioner Pumpaly. The motion passed 3-0.

Valerie Hahn talked to the Board about her concern of the possibility of the water meters in her area being read and the readings being charged to the wrong property. After some discussion, Mrs. Morgan stated she would contact Beth Hamilton, the Miller Environmental employee who usually does the meter readings in town, and have her arrange a meeting with Mrs. Hahn so Mrs. Hahn could show Mrs. Hamilton which meter goes with which property.

Accounts Payable - There was some discussion by the Board of the bills on the accounts payable list. The Board decided to have Mr. Whitby and Mr. Bott, contractors for grass mowing in the Town, contacted and told not to mow again unless contacted by the Town. President Vandervort asked if the portable toilets had been removed and Mrs. Morgan stated they were scheduled to be removed on October 31st. Mrs. Hahn, a member of the audience, pointed out that the Town may wish to have them removed before "Mischiefs Night". The


Town Meeting of October 22, 1996
Minutes (cont'd.)
Page 4 of 4

Board asked Mrs. Morgan to recontact Mac's Shacks to have them removed as soon as possible. After some discussion regarding the bills, a motion was made by Commissioner Phillips to pay the bills as listed with the qualification that the bill for the Charlestown Patrol be paid once it is reviewed to make sure this is not a duplicate payment and deleting the Treasurer's Office bill of \$625.00 for sewer repairs on Frederick Street and the Maryland Rural Development Corporation's bill for the 3rd quarter '96 payment for the Circuit Rider program, seconded by Commissioner Pumpaly. The motion passed 3-0.

President Vandervort discussed with the Board the area on Frederick Street where there was some sewer work done which is caving in and showing some erosion. He asked Mr. Hearne to have Mr. Algard look at it and repair it, if possible, and to, also, contact John Schneider of Quality Enterprises, the paving contractor, to see if they would be willing to pave the spot if necessary.

As there was no further business to be discussed, the meeting was adjourned by President Vandervort at 9:25 p.m.

Respectfully submitted,


Lisa C. Morgan
Town Administrator

TOWN MEETING OF OCTOBER 22, 1996

AGENDA

7:30 P.M.

Public Hearing on Resolution #96-2 - Annexation of Ganderton Property

1. Presentation of Plaques - former Planning & Zoning Commission members
2. Rebecca Phillips - Canvasback Lane

OLD BUSINESS

3. Approval of Minutes
4. Halloween Hours

PENDING BUSINESS

5. Water System Extension
6. Paving Contract
7. Shoreline Erosion Project
8. Charlestown Marina Lease
9. TSMT Update
10. MML Dinner
11. Pat's Marina Lease
12. Zoning Ordinance change request

NEW BUSINESS

13. Planning & Zoning Commission appointment
14. Board of Appeals appointments
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/22/96

TIME: 7:30 PM

Meredith Lubkin
Rebecca Shittysis
Paul J. B.
Val Hahn

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

GENERAL ACCOUNT

150420	Police	Treasurer of Cecil County Deputies	2,519.32	
		Gasoline	<u>98.98</u>	2,618.30
150440	Tele.	A T & T		29.11
150440	Tele.	Bell Atlantic		115.70
150730	Contr. Main.	Mac's Shacks - 2 Portable Toilets		120.00
150330	Contr. Adm.	MD. Rural Development Corp.		2,875.03
150220	Offc. Supp.	Petty Cash Reimbursement		66.23
150450	Bldg. Maint.	Olga Ganderton - Cleaning 11/2/96		<u>15.00</u>
			TOTAL	<u>5,839.37</u>

PAYROLL - ACTUAL

October 10	1,407.85
October 17	<u>1,428.77</u>
	<u>2,836.62</u>

PAYROLL - PROJECTED

October 24	1,428.77
October 31	1,428.77
November 7	<u>1,428.77</u>
	<u>4,286.31</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

SPECIAL ACCOUNT

315220	Equip. Rep.	Western Auto Assoc. Store		
315420	Gen. Main.	Battery	64.99	
		2 Keys	<u>2.14</u>	67.13
315420	Gen. Main.	American Home & Hardware		
315420	Gen. Main.	Light Bulbs	14.38	
		Woodlite Caulking	<u>26.12</u>	40.50
315300	Streets	Tatman & Lee Associates		
315300	Streets	Prepare Repaving Spec.	335.25	
315300	Streets	Road Work-Trinity Woods	<u>1,179.58</u>	1,514.83
325200	Cemetary	Benjamin Lumber Co. - Rep. Drain		26.21
		Millard Bott - Cutting Grass		<u>170.00</u>
			TOTAL	<u>1,818.67</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

UTILITY - SEWER

215100	Oper. Exp.	Treasurer of Cecil County Sewer Repairs	625.00	
215610	Postage	U.S. Postmaster	<u>80.00</u>	PPD.
			SUB-TOTAL	705.00

UTILITY - WATER

		Miller Environmental, Inc.		
25520	Contr. Oper.	Maint. Agree. & Water Treat.	1,562.50	
25520	Contr. Oper.	Flushing Fire Hydrants	54.50	
255750	Repairs	Pass Through Expenses	<u>2,007.50</u>	3,624.50
		Tatman & Lee Associates, Inc.		
255710	New Contrs.	Finalize Design & Coordination	568.32	
255710	New Contrs.	Water Improvements	<u>1,623.89</u>	2,192.21
		Treasurer of Cecil County		
255300	Contr. Oper.	Water Operation Agreement		3,144.02
255410	Postage	U.S. Postmaster		<u>80.00</u> PPD.
			TOTAL	<u>9,745.73</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

GENERAL ACCOUNT

✓ 150720	Police	✓ Treasurer of Cecil County		
		Deputies	2,519.32	
		Gasoline	<u>98.98</u>	2,618.30
✓ 150440	Tele.	A T & T		29.11
✓ 150440	Tele.	Bell Atlantic		115.70
✓ 150730	Contr. Main.	Mac's Shacks - 2 Portable Toilets		120.00
✓ 150330	Contr. Adm.	MD. Rural Development Corp.		2,875.03
✓ 150220	Offc. Supp.	Petty Cash Reimbursement		66.23
150450	Bldg. Maint.	Olga Ganderton - Cleaning 11/2/96		<u>15.00</u>
			TOTAL	<u>5,839.37</u>

do not pay

01/10/96

PAYROLL - ACTUAL

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October 17	<u>1,428.77</u>
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	<u>4,286.31</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

SPECIAL ACCOUNT

✓ 315200	Equip. Rep.	Western Auto Assoc. Store		
✓ 315420	Gen. Main.	Battery	64.99	
		2 Keys	<u>2.14</u>	67.13
		American Home & Hardware		
✓ 315420	Gen. Main.	Light Bulbs	14.38	
✓ 315420	Gen. Main.	Woodlite Caulking	<u>26.12</u>	40.50
		Tatman & Lee Associates		
✓ 315300	Streets	Prepare Repaving Spec.	335.25	
✓ 315300	Streets	Road Work-Trinity Woods	<u>1,179.58</u>	1,514.83
✓ 315300	Streets	Benjamin Lumber Co. - Rep. Drain		26.21
✓ 325200	Cemetary	Millard Bott - Cutting Grass		<u>170.00</u>
			TOTAL	<u>1,818.67</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

UTILITY - SEWER

already paid

215100	Oper. Exp.	Treasurer of Cecil County Sewer Repairs	625.00	
215610	Postage	U.S. Postmaster	<u>80.00</u>	PPD.
			SUB-TOTAL	705.00

UTILITY - WATER

already paid

255200	Contr. Oper.	Miller Environmental, Inc. Maint. Agree. & Water Treat.	1,562.50	
255200	Contr. Oper.	Flushing Fire Hydrants	54.50	
255750	Repairs	Pass Through Expenses	<u>2,007.50</u>	3,624.50
255710	New Contrs.	Tatman & Lee Associates, Inc. Finalize Design & Coordination	568.32	
255710	New Contrs.	Water Improvements	<u>1,623.89</u>	2,192.21
255200	Contr. Oper.	Treasurer of Cecil County Water Operation Agreement	3,144.02	
255410	Postage	U.S. Postmaster	<u>80.00</u>	PPD.
			TOTAL	<u>9,745.73</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

GENERAL ACCOUNT

		Treasurer of Cecil County			
150420	Police	Deputies	2,519.32		
		Gasoline	<u>98.98</u>	2,618.30	
150440	Tele.	A T & T		29.11	
150440	Tele.	Bell Atlantic		115.70	
150730	Contr. Main.	Mac's Shacks - 2 Portable Toilets		120.00	
150330	Contr. Adm.	MD. Rural Development Corp.		2,875.03	✓
150220	Offc. Supp.	Petty Cash Reimbursement		66.23	PPD.
150450	Bldg. Maint.	Olga Ganderton - Cleaning 11/2/96		<u>15.00</u>	
			TOTAL	<u>5,839.37</u>	

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CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 22, 1996

SPECIAL ACCOUNT

		Western Auto Assoc. Store		
315220	Equip. Rep.	Battery	64.99	
315420	Gen. Main.	2 Keys	<u>2.14</u>	67.13
		American Home & Hardware		
315420	Gen. Main.	Light Bulbs	14.38	
315420	Gen. Main.	Woodlite Caulking	<u>26.12</u>	40.50
		Tatman & Lee Associates		
315300	Streets	Prepare Repaving Spec.	335.25	
315300	Streets	Road Work-Trinity Woods	<u>1,179.58</u>	1,514.83
315300	Streets	Benjamin Lumber Co. - Rep. Drain		26.21
325200	Cemetary	Millard Bott - Cutting Grass		<u>170.00</u>
			TOTAL	<u>1,818.67</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

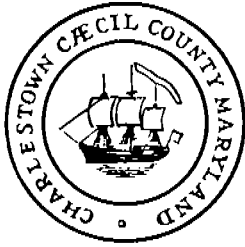
OCTOBER 22, 1996

UTILITY - SEWER

215100	Oper. Exp.	Treasurer of Cecil County Sewer Repairs	625.00	
215610	Postage	U.S. Postmaster	<u>80.00</u>	PPD.
			SUB-TOTAL	705.00

UTILITY - WATER

		Miller Environmental, Inc.		
25520	Contr. Oper.	Maint. Agree. & Water Treat.	1,562.50	
25520	Contr. Oper.	Flushing Fire Hydrants	54.50	
255750	Repairs	Pass Through Expenses	<u>2,007.50</u>	3,624.50
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255710	New Contrs.	Finalize Design & Coordination	568.32	
255710	New Contrs.	Water Improvements	<u>1,623.89</u>	2,192.21
		Treasurer of Cecil County		
255300	Contr. Oper.	Water Operation Agreement		3,144.02
255410	Postage	U.S. Postmaster		<u>80.00</u> PPD.
			TOTAL	<u>9,745.73</u>



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

CHARLESTOWN TOWN MEETING

OCTOBER 8, 1996

The October 8, 1996, meeting of the Charlestown Town Commissioners was called to order by President Steven W. Vandervort at 7:30 P.M. Other Commissioners present were: Christine L. Phillips, Joseph G. Letts, Sr. and Wilbur D. Pumpaly. Commissioner Loucretia A. Wood was absent due to her work schedule. Also attending: Stanley W. Hearne, Town Administrator. A list of those attending this meeting is attached to these minutes.

Trash - B.F.I.

Dave Cole and Bill Thomas of B.F.I. reported that the trash pickup will begin Monday, October 14th from approximately 7:00 A.M. to 2:00 P.M. The cost to the Town will be \$2,868.78 per month for 411 units @ \$6.98 per unit. The contract will run until the end of this fiscal year with a renewal option for two additional years. There is also, a 90 day termination clause if either party does not wish to renew the contract.

Miller Environmental

On September 26th, the monthly water production was 1,852,000. gallons. The water samples tested negative for coliform and were proved safe for consumption. A bill was received from Gould's for a commercial pump that was replaced at the Ball Field. Miller Environmental felt the commercial pump should have lasted longer than two years. After they talked with Gould's, Gould's finally did credit the Town for \$1,000.00. Other services provided were unclogged the water meter pump, cleaned meter and screens, etc. Ten water services were turned off on the Town's direction. Water Meter Wand was repaired, 3 Electric Heaters were tested and will be repaired or replaced.

Town's Sewage Bill Utility Account

The Town's sewage bill came in at \$28,962.00 but the Board, feeling it was high contacted the County who have since revised the bill. Previous bills have been usually between 8 and 9 thousand dollars. It was suggested that maybe rain water is getting into the system. The Board discussed smoke testing to locate leaks if any.

CHARLESTOWN TOWN MEETING

OCTOBER 8, 1996

- 2 -

James Mitchell

James Mitchell of Holloway Beach area would like to have a septic system. He lives out of the Town limits but near Town area and would like to "hook in". The connection fee for "out of Town" service is \$2,500.00. Inspections would be needed, etc. Christine L. Phillips made a motion to allow Mr. Mitchell to hook into the town's sewer system provided Mr. Mitchell meets all of the town's requirements for hooking into the system.

Commissioner Joseph G. Letts, Sr.

Commissioner Joseph G. Letts, Sr. motioned to buy a new Monitor and Fax Machine provided the cost for both does not exceed \$600.00. Motion seconded by Christine L. Phillips and passed 4 - 0.

Minutes - September 18, 1996

The September 18th minutes (Special Meeting) was seconded by Christine L. Phillips on a motion by Joseph G. Letts, Sr. and passed 2 - 0 - 2. W. D. Pumpaly and L. A. Wood abstained.

Minutes - September 24, 1996

On a motion by Christine L. Phillips and seconded by Wilbur D. Pumpaly, the minutes of September 24th were approved 3 - 0 - 1. Joseph G. Letts, Sr. abstained.

Ted Patton of Tatman & Lee Associates

Water will be cut off on Cather Avenue from 9 A.M. to 2 P.M. on Wednesday, October 16, 1996.

Howard Hall

Camp opens April 15 and closes in October. Mr. Hall would like the Planning and Zoning Board and the Town Commissioners to agree to let him modernize the camp site with allowing the more modernized trailers which are not allowed at the present time, mostly because of their width. Mr. Hall has roughly 80 sites. Most all trailers have decks and there is probably around 14 sheds. Approximately 1/3 of trailers may be in the flood plain (beach area). The Board decided to take the request under consideration and will apply to the Planning and Zoning Commission for their recommendation.

CHARLESTOWN TOWN MEETING

OCTOBER 8, 1996

- 3 -

Skateboards

Commissioner Pumpaly mentioned that the kids feel they are being harassed if on bikes and skateboards. It was discussed and at least hope that the kids with skateboards, etc. stay off of the main streets like Market Street and Cecil Street, which is Route 267.

Dave Wilson

Dave Wilson cancelled his meeting earlier today on the Shoreline Erosion as he hasn't received the plans yet from the Designer. The design may go straight out or wrap around. The Engineer stated the funds were extended to January 31st. It should go out to bid early October or November. Construction should start no later than November.

Charlestown Marina Lease

Mr. Hearne has been checking on MD. Licensed Appraisers experienced in Marina appraisals. John Ulrich, one of those on Mr. Cain's list, has done marina appraisals. Another one on Mr. Cain's list, Earl Loomis stated he doesn't do marina appraisals but suggested the Town contact a Gary Parker in Wilmington. Mr. Parker has sent some information but Mr. Hearne hasn't been able to check on it yet. Mr. Hearne also contacted the MML as suggested and they suggested a Mark Pellerin, who also is supplying information. Mr. Hearne stated he will review the information as quickly as possible.

Tri-State Transit

The Town has not received a reply from MDE regarding our request for a contested case hearing on Tri-State Transit's hazardous substances permit at this time.

Ganderton Property

A Public Hearing will be held on October 22nd to enact a Resolution on the Ganderton Property. A survey must be done.

Pat's Marina - Lease

After some discussion, it was decided to continue their lease with the Town at the same rate as long as it is satisfactory to them.

CHARLESTOWN TOWN MEETING

OCTOBER 8, 1996

- 4 -

Town Election Board

Commissioner Joseph G. Letts, Sr. made a motion to reappoint Robert Phillips as Chairman of the Town Election Board with Ruth Lewis and Esther Heisler as members to serve another term. Motion was seconded by Christine L. Phillips and passed 4 - 0.

MML Dinner

The Town of Bel Air will host the next Maryland Municipal League Dinner which will be held on Wednesday, October 23, 1996. Reservation information must be given to the Town Clerk by this Thursday.

Paving Contract

Mr. Hearne stated he had to reschedule the meeting with Tom DeLorimier and John Schneider of Quality Enterprises to mark the areas which were to be paved. They will meet at 4 P. M. Thursday to do this because of the weather.

Trinity Woods

Tom DeLorimier, an engineer from Tatman & Lee, Brian Bolender from the County, Mr. Hearne, Mr. Vandervort, and Mrs. Phillips walked all the streets out in Trinity Woods. The areas which needed to be repaired before the final overlay were marked. As the Board had previously decided, the final overlay for Revelation Road will be delayed until Phase II of Trinity Woods is done. To insure it will be done at that time, Mr. Hearne with Mr. Baynes is working on getting an irrevocable letter of credit to cover the estimated cost so if the developer doesn't do it, the Town will do it.

Halloween Hours - "Trick or Treat"

Commissioner Joseph G. Letts, Sr. made a motion that the hours for "Trick or Treat" will be 6 P.M. to 8 P.M. on the 31st of October. Motion seconded by Wilbur D. Pumpaly and passed 4 - 0.

CHARLESTOWN TOWN MEETING

OCTOBER 8, 1996

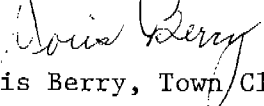
- 5 -

Accounts Payable

A motion by Christine L. Phillips to pay the Accounts Payable and review categories. Motion seconded by Wilbur D. Pumpaly and passed 3 - 0 - 1. Abstaining Letts.

Meeting Adjourned 10:00 P.M.

Respectfully Submitted,


Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/08/96

TIME: 7:30 P.M.

Bill Hamilton

Jim Mitchell

GLENN MITCHELL

George H. Grinto - Miller also.

Gregory Lutting

Val Hahn

BILL TOMAS

David K. Coles

[Signature]

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

GENERAL ACCOUNT

150711 150210	Louisa Ln. Gen. Gov't.	MD. Dept. of Environment - Exp's. incurred in publishing notice of application for State Tidal Wetlands License		34.00
150210	Gen. Gov't.	Cecil Ehig - Notices		319.60
150210	Gen. Gov't.	Christine Phillips - Hyatt Regency		161.07
150220	Off. Supp.	Keystone Digital Imaging - Toner		7.00
150220	Off. Supp.	Staples		64.35
150310	Legal	Keith Baynes - J & P Hauling-Trinity Woods		40.00
150330	Adm.	MD. Rural Development Control (Circuit Rider 7/1 - 9/30/96)		2,875.03
150410	Repairs	Vernon Bryant - P.O. Steps		878.76
150420	Electric	Delmarva Power - Town Hall	248.57	
	150983	" " - Town Pier	6.50	
	Town Pier - Maint.	" " - Garage	14.41	
		" " - Comfort Sta.	15.92	
150450	Main.	Alger Oil Co. (Equipment Services)		98.00
150460	Alarms	Alarm Systems Co. of MD.		54.00
150650	Town Bldg. Maint.	Harvey & Harvey - Waste Removal		50.00
150920	Police	Sheriff's Office - Deputies	1,860.59	
150210	Gen'l Gov't	" " - Gasoline	90.33	1,950.92
150960	Miscel.	Fed-Ex - Doubletree Hotel		13.550
150983	Maint.	Paint'n Place - Boat Dock		360.00
		SUB-TOTAL		7,191.28
150730	Cont. Main.	Lawn Ranger Grass Cutting Service		580.00
150210 150610	Adm. Gen'l Gov't	Memories Made - Plaques		245.75
		TOTAL		<u>8,017.03</u>
	County Banking & Trust - Federal Taxes W/H		578.00	
	- Social Security W/H		659.88	1,237.88
	Comptroller of the Treasury		294.06	294.06
	Payrolls - Actual (gross)	Sept. 19	1,068.77	
		26	1,204.27	
		Oct. 3	1,063.82	3,336.86
	Payrolls - Projected (gross)	Oct. 10	1,788.77	
		17	1,788.77	3,577.54
	MD. Unemployment Insurance	3rd qtr.		100.50
		TOTAL		16,560.87

don't pay
under serv
contract
50450

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

GENERAL ACCOUNT

	Balance forward		TOTAL	16,560.87
150450 Town Bldg. maint.	Olga Ganderton - Cleaning Town Hall	10/19/96		15.00
150210 Admin- Gen'l Gov't	PPD Reimbursement check to Mercantile Mortgage Corp. - PPD ^{double} payment on taxes former Blankenship property			263.12
150210	^{mouse Carney Ryan Lattanz} Reimbursement check, overpayment on Taxes at Settlement of 54 Salvation Circle			2.28
				<u>16,841.27</u>

Accounts Payable Oct. 8, 1996

Olga Ganderton	PPD.	\$15.00	Oct. 5, 1996
Preston's Stationery	PPD.	\$60.97	

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

SPECIAL ACCOUNT

315100	Str. Light.	Delmarva Power	617.55
315250	Gasoline	Sunoco	69.00
315220	Equip. Rep.	Loving Mower Service	375.30
315300	Sts. & Road- beds	Tatman & Lee Associates, Inc.	916.43
315300	Sts. & Road- beds	Keith Baynes - Conference with C.C.D.P.W. Acceptance of Revelation Road	80.00
325200	Cemt. Main ^{GrassCut}	Millard Bott	170.00
		TOTAL	<u>2,228.28</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

UTILITY - SEWAGE

215310	Electric	Delmarva Power - Sta. #1	215.78	
215320	"	" " - Sta. #3	226.46	
215330	"	" " - Rt. #7	64.75	
215340	"	" " - Lift Sta.	<u>13.12</u>	520.11
215500	Sewage	Cecil County Dept. of Public Works		<u>9,694.00</u>
		SUB-TOTAL		10,214.11

UTILITY - WATER

255310	Electric	Delmarva Power - Well 1	127.59	
255310	"	" " - Well 3	327.34	
255310	"	" " - Water Tank	<u>116.03</u>	570.96
255600	Water	Keith Baynes - Review & comment upon award letter to James Julian.	60.00	
255710	New Constr.	Keith Baynes - Review deed of easement from Richard Palmer and Sandra Daniels - execute right of way/easement assurance	60.00	
		Keith Baynes - Review provisions of contract for the extension of Water System.	80.00	
				<u>200.00</u>
		TOTAL		<u>10,985.07</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

GENERAL ACCOUNT

150210	Gen. Gov't.	MD. Dept. of Environment - Exp's. incurred in publishing notice of application for State Tidal Wetlands License		34.00
150210	Gen. Gov't.	Cecil Ehig - Notices		319.60
150210	Gen. Gov't.	Christine Phillips - Hyatt Regency		161.07
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150420	Electric	Delmarva Power - Town Hall	248.57	
		" " - Town Pier	6.50	
		" " - Garage	14.41	
		" " - Comfort Sta.	15.92	285.40
150450	Main.	Alger Oil Co. (Equipment Services)		98.00
150460	Alarms	Alarm Systems Co. of MD.		54.00
150650	Trash	Harvey & Harvey - Waste Removal		50.00
150929	Police	Sheriff's Office - Deputies	1,860.59	
		" " - Gasoline	90.33	1,950.92
150960	Miscl.	Fed-Ex - Doubletree Hotel		13.15
150983	Maint.	Paint'n Place - Boat Dock		360.00
			SUB-TOTAL	7,191.28
150730	Cont. Main.	Lawn Ranger Grass Cutting Service		580.00
150610	Adm.	Memories Made - Plaques		245.75
			TOTAL	<u>8,017.03</u>
County Banking & Trust		- Federal Taxes W/H	575.00	
		- Social Security W/H	<u>659.88</u>	1,234.88
		Comptroller of the Treasury	<u>294.06</u>	294.06
Payrolls - Actual (gross)		Sept. 19	1,068.77	
		26	1,204.27	
		Oct. 3	<u>1,063.82</u>	3,336.86
Payrolls - Projected (gross)		Oct. 10	1,788.77	
		17	<u>1,788.77</u>	3,577.54
MD. Unemployment Insurance		3rd qtr.		<u>100.50</u>
			TOTAL	16,560.87

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

GENERAL ACCOUNT

Balance forward		TOTAL	16,560.87
Olga Ganderton - Cleaning Town Hall	10/19/96		15.00
Reimbursement check to Mercantile Mortgage Corp. - Old payment on taxes former Blankenship property			263.12
150210	Reimbursement check, overpayment on Taxes at Settlement of 54 Salvation Circle		<u>2.28</u>
			<u>16,841.27</u>

Accounts Payable Oct. 8, 1996

Alga Ganderton	PPD.	\$15.00	Oct. 5, 1996
Preston's Stationery	PPD.	\$60.97	

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

SPECIAL ACCOUNT

315100	Str. Light.	Delmarva Power	617.55
315200	Gasoline	Sunoco	69.00
315220	Equip. Rep.	Loving Mower Service	375.30
315300	Sts. & Road- beds	Tatman & Lee Associates, Inc.	916.43
315300	Sts. & Road- beds	Keith Baynes - Conference with C.C.D.P.W. Acceptance of Revelation Road	80.00
325200	Cemt. Main.	Millard Bott	<u>170.00</u>
		TOTAL	<u>2,228.28</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 8, 1996

UTILITY - SEWAGE

215310	Electric	Delmarva Power - Sta. #1	215.78	
215320	"	" " - Sta. #3	226.46	
215330	"	" " - Rt. #7	64.75	
215340	"	" " - Lift Sta.	<u>13.12</u>	520.11
215500	Sewage	Cecil County Dept. of Public Works		<u>9,694.00</u>
			SUB-TOTAL	<u>10,214.11</u>

UTILITY - WATER

255310	Electric	Delmarva Power - Well 1	127.59	
255310	"	" " - Well 3	327.34	
255310	"	" " - Water Tank	<u>116.03</u>	570.96
255600	Water	Keith Baynes - Review & comment upon award letter to James Julian.	60.00	
		Keith Baynes - Review deed of easement from Richard Palmer and Sandra Daniels - execute right of way/easement assurance	60.00	
		Keith Baynes - Review provisions of contract for the extension of Water System.	80.00	
				<u>200.00</u>
			TOTAL	<u><u>10,985.07</u></u>

*p668Y

THE TOWN MEETING OF NOVEMBER 26, 1996

WAS CANCELLED

DUE TO

LACK OF QUORUM

Lisa C. Morgan
Assistant Town Administrator

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

NOVEMBER 26, 1996

GENERAL ACCOUNT

150410	Repairs	Elkton Carpet & Tile - Bathroom Tile	79.39	
150410	Lt. Bulbs	Western Auto Asso. Store - Town Hall	3.59 -	
150410	Bath Rep.	Benjamin Lumber Co., Inc. - Town Hall	90.55 -	
150410	Bath Rep.	Benjamin Lumber Co., Inc. - Town Hall	5.37 -	
150440	Telephone	A T & T	27.94 -	
150440	Telephone	Bell Atlantic	113.69 -	
150520	Fidelity Bd.	Crothers-Little Insurance Agency - Lisa, Bond	100.00 -	
150920	Police Prot.	Cecil County Treasurer's Office - Deputies	1,009.96 -	
150920	Gasoline	Cecil County Treasurer's Office - Gasoline	63.73 -	
150410	Repairs	Benjamin Lumber Co., Etc. - Paint, etc. -Bathroom	66.02 -	
			<u>TOTAL</u>	<u>1,560.24</u>

Payroll:

Actual -

November 14	1,479.91
November 21	1,455.77
	<u>2,935.68</u>

Projected -

November 28	1,428.77
December 3	1,428.77
	<u>2,857.54</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

NOVEMBER 26, 1996

SPECIAL ACCOUNT

315220	Equip Rep.	American Service Center - Weedeater	44.29
315220	Equip Rep.	Benjamin Lumber Co. - Bolts & Washers	5.30
315240	Truck Rep.	Sonshine Motor & Tire - 4 Tires	407.57
315420	Gen. Maint.	Maryland Materials - Crusher Run L. L.	<u>19.51</u>
		TOTAL	<u>476.67</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

NOVEMBER 26, 1996

UTILITY ACCOUNT - SEWER

UTILITY ACCOUNT - WATER

255200	Contr. Oper.	Miller Environmental, Inc.	1,562.50
255750	Repair	Miller Environmental, Inc.	373.06
			<u>1,935.56</u>
		TOTAL	<u>1,935.56</u>

TOWN MEETING OF NOVEMBER 12, 1996

MINUTES

The November 12, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr. and Treasurer Christine L. Phillips. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Commissioner Letts thanked the Board and staff for the flowers, calls and visits he received while recovering from a knee operation.

Pivotal Group - Fair Hill Events

Connie Varady, a representative of the Pivotal Group, a public relations and promotion company, gave a presentation on the three events they will be holding at the Fair Hill Resource Area next year which are: April 26-27 the Angler and Anchor Show; June 14-15 A Sportsmen and Gun Show Extravaganza; and September 13-14 Model Trains.

Miller Environmental

George Smith, of Miller Environmental, Inc., presented the October 1996 report on the operation of the water system. General discussion between Mr. Smith and the Board regarding the repairs made.

Mrs. Clarence Cooper

President Vandervort stated Mr. Hearne, as Zoning Administrator, sent a letter to Mrs. Cooper regarding the erecting of a fence without a permit which has turned out to be on town property. After much discussion, President Vandervort stated what the Town needed to decide is whether to allow Mrs. Cooper to keep the fence where it is on town property against the past rule of not allowing anything to be erected on town property. By general agreement, the Board decided to require the fence be moved back.

Approval of Minutes

A motion was made by Commissioner Letts to approve the minutes of the October 8, 1996 meeting, seconded by Commissioner Phillips. The motion passed 3-0.

At this time, President Vandervort turned the chair of the meeting over to Vice-President Letts.

A motion was made by Commissioner Phillips to approve the minutes of the October 22, 1996 meeting, seconded by Commissioner Vandervort. The motion passed 2-0-1 (Commissioner Letts

abstained).

At this time, Vice-President Letts turned the chair of the meeting back over to President Vandervort.

Water System Extension

Mr. Hearne stated D. Thomas DeLorimier, of Tatman & Lee Associates, sent a letter to James Julian stating he wanted to verify quantities and look at the clean up on Cather Avenue before recommending approval to release payment to them.

Paving Contracts

President Vandervort stated Quality Enterprises came back and fixed the sections of Calvert Street Mr. DeLorimier was concerned about. The Board agreed the paving job on the streets looks good. Mr. Hearne stated the paving bills are on the accounts payable tonight but Mr. DeLorimier has requested the Board withhold payment until he can check on the quantity of crusher run being billed. General discussion followed.

Walking Track

General discussion by the Board on how good the paving job was on the paving track. Mr. Hearne stated their bill is slightly higher than the estimate due to a slight increase in quantities. Mr. Hearne also mentioned McGuirk, the contractor, offers a discount for quick payment and, if the Board approves the bill, a check has been prepared to be signed and sent tomorrow. As Commissioner Letts asked, Mr. Hearne stated the estimate for the job was \$14,460.00, the actual bill is \$14,942.00 but with the discount of \$300.00, we will pay \$14,642.00. After some discussion, Mr. Hearne stated he will try to get the State to pay 75% of the actual cost and also for the time and materials to install a pipe under the walking track which was done by the town maintenance workers.

Board of Appeals Appointments

After some discussion, a motion was made by Commissioner Letts to re-appoint Lambert Muller-Thym as a member of and Russell U. Farrell, Jr. as alternate to the Board of Appeals, seconded by Commissioner Phillips. The motion passed 3-0.

Planning & Zoning Commission Appointment

After some discussion, a motion was made by Commissioner Phillips to appoint Betty Waldrop to the Planning & Zoning Commission,

seconded by Commissioner Letts. The motion passed 3-0.

Shoreline Erosion Project

Mr. Hearne stated the bid opening for the Shoreline Erosion project is tomorrow and at this time the Town has received only one bid. He, also, said Mary Ann Skilling, the Critical Area circuit rider, left a message for him requesting an environmental impact study of the project. As he was unable to contact her, he is unsure whether she will do one or is asking for one to be done professionally. He, also, tried to call David Wilson of the RC&D Council, the coordinator of the project, regarding her request but was unable to contact him. General discussion by the Board regarding the on-going problem with having other agencies trying to coordinate projects in the Town. President Vandervort asked Mr. Hearne to resolve the matter of the study with Mrs. Skilling as soon as possible. President Vandervort also stated Mr. Cuthbertson, along with Keith Baynes, the town attorney, is attempting to get an agreement signed by Karl Knapp of the Avalon Yacht Basin stating he would not oppose the shoreline erosion project. He stated, until that happens, he indicated to Mr. Wilson to proceed with the project with the idea the project will end at the town property.

Charlestown Marina Lease

President Vandervort stated the Town received a letter from Douglas Cain, Mr. Price's attorney, stating Mr. Price would agree to use John Ulrich as the appraiser. After some discussion, a motion was made by Commissioner Letts to use John Ulrich as the appraiser for the Charlestown Marina lease, seconded by Commissioner Phillips. The motion passed 3-0. President Vandervort asked Mr. Hearne to schedule a meeting with the Town, Mr. Price and/or Mr. Cain, and Mr. Ulrich to discuss the appraisal.

TSMT Update

Commissioner Phillips stated she had nothing new to report on this matter.

Pat's Marina Lease

President Vandervort stated he had nothing new to report on this matter.

Zoning Ordinance Change Request

Commissioner Letts asked if the campground was in compliance with zoning. General discussion by the Board followed. President

Vandervort stated Mrs. McCall, the previous chairman of the Planning & Zoning Commission, was to have made an inventory but he wasn't sure if she did. Mr. Hall, of Ripco, Inc., who was in attendance stated she did. President Vandervort requested Mr. Hearne to locate a copy of the inventory. President Vandervort stated the Planning & Zoning Commission approves the idea but would like the change re-written. He further stated once the rewriting is done, Planning & Zoning will make a recommendation to the Town Commissioners who will vote on the change, and, if then approved, a public hearing will be held.

Christmas Trees

President Vandervort stated Rosalyn Bott said the tree outside used as the town's Christmas tree is dead and needs to be replaced. He also stated Mrs. Morgan is requesting a new tree for inside the Town Hall. After some discussion, Commissioner Phillips made a motion that if in Mr. Algard's opinion the tree's dead, to replace the outside tree and to replace the inside tree for a price not to exceed \$100.00. After further discussion, Commissioner Phillips withdrew her motion. Commissioner Phillips then made a new motion to replace the outside tree, if needed, the cost not to exceed \$100.00, seconded by Commissioner Letts. The motion passed 3-0.

Speed Limit Signs - Charlestown Place

Commissioner Phillips stated there have been complaints about speeding on Charlestown Place. The complainant contacted the Maryland State Police and the Sheriff's Office and both recommended the placing of speed limit signs. After some discussion, Commissioner Phillips made a motion to erect 25 m.p.h. speed limit signs on Charlestown Place, seconded by Commissioner Letts. The motion passed 3-0. Commissioner Letts asked Mr. Hearne to have Mr. Adkins and Mr. Algard see him in the morning.

Mark Connor

President Vandervort explained to the Board the matter of the ninety-five feet of water line installed by Mr. Connor under a 1991 agreement between the Town and Mr. Connor for which he was supposed to be reimbursed his costs. After some discussion, President Vandervort stated there is \$7300.00 in the budget to try and resolve this issue. After more discussion, Commissioner Phillips made a motion to negotiate with Mr. Connor for his acceptance of a lump sum payment to reimburse his costs, such negotiated settlement not to exceed \$7300.00, and, in exchange, to secure such paperwork as needed from Mr. Connor so the water line becomes town property, seconded by Commissioner Letts. The motion passed 3-0.

General discussion was held by the Board regarding Trinity Woods, both Phase IIA and items which need to be completed by the developer for Phase I. Mr. Whitby, the chairman of the Planning and Zoning Commission, who was present in the audience discussed with the Board about a 5-way intersection in the development.

Snow Removal

Commissioner Letts asked if anything has been done for contracting snow removal. President Vandervort stated he hadn't but has gotten 2 estimates for a plow for the town truck, one for \$3800.00 and another for \$3240.00 installed. Commissioner Letts asked about the purchase of a spreader also. President Vandervort stated he had 1 estimate for a spreader for \$2900.00. He stated he did not get another estimate as he only budgeted for a plow and the purchase of both the plow and a spreader would be over the amount budgeted. After more discussion, a motion was made by Commissioner Phillips to purchase a snow plow for the town truck for the price of \$3,240.00, seconded by Commissioner Letts with the qualification that the plow purchased is the appropriate one for the truck. The motion passed 3-0.

Fax Machine

Mr. Hearne stated Mrs. Morgan got some estimates on a new fax machine. President Vandervort stated he would contact Staples to get a price also.

Accounts Payable

After some discussion regarding the Tatman & Lee invoices, Commissioner Phillips recommended approving the Quality Enterprises invoice of \$15,731.00 for payment but said if the bill is revised, as Mr. Hearne said it may be, then the adjusted invoice should be approved later by three Commissioners. The Board also discussed the invoice for the 2nd quarter 1996 from the Maryland Rural Development Corporation (MRDC) for Mr. Hearne. After more discussion, a motion was made by Commissioner Phillips to approve the accounts payable with the exception of the Tatman & Lee invoices and the invoice from MRDC. The motion passed 3-0. The Board requested Mr. Hearne have Tatman & Lee clarify exactly what their invoices are for so they can be considered at the next meeting. The Board, also, deferred approval of the MRDC invoice to the first meeting in December.

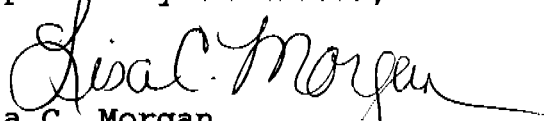
Commissioner Letts discussed getting new tires for the town truck. After some discussion, a motion was made by Commissioner Letts to purchase 4 tires for the town truck, seconded by Commissioner

Town Meeting of November 12, 1996
Minutes (cont'd.)
Page 6 of 6

Phillips. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa C. Morgan". The signature is written in dark ink and is positioned above the typed name and title.

Lisa C. Morgan
Assistant Town Administrator

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

NOVEMBER 12, 1996

GENERAL ACCOUNT

✓	150711	L. L. Proj.	Cecil Whig		64.60	✓
✓	150714	Parks & Rec.	McQuirk Construction Co. (with discount)		14,643.36	
✓	150220	Off. Supp.	Radio Shack - Tapes		275.98	✓
✓	150220	Off. Supp.	Staples		74.77	✓
✓	150250	Off. Supp. Equip.	Quick Books (Intuit)		59.95	✓
✓	150650	Trash	B F I		1,665.76	✓
✓	150330	Cir. Rider	MD. Rural Development Corp. (2nd qtr.)		2,875.03	
	150400		Delmarva Power			
✓	150420	Electric	Town Hall	207.27		✓
✓	150420	Electric	Garage	16.69		✓
✓	150983 150420	Electric	Town Pier	7.28		✓
✓	150420	Electric	Comfort Sta.	21.35	252.59	✓
✓	150320	Auditor	James H. Brandon		3,000.00	✓
✓	150450	Maint.	Cecil Tree Service		300.00	✓
✓	150450	Conf. Sta.	Western Auto Asso. Store-(Anti-Freeze)		15.96	✓
✓	150960 150960	Misc Gen' W/H	North East Florist, Inc.		37.00	✓
✓	150310	Legal Coun.	Keith A. Baynes	120. - Acct # 150620. - 360. -	480.00	480. - ✓
✓	150714	Jog. Track	Benjamin Lumber Co.		28.98	✓
✓	150714	Jog. Track	Maryland Materials, Inc.	14.31		✓
✓	150714	Jog. Track	Maryland Materials, Inc.	21.40	35.71	✓
✓	150450	Maint.	Rudd's Pest Control		35.00	✓
✓	150450	Maint.	Olga Ganderton		15.00	✓
✓	150210	Gen. Gov't.	Christine Phillips - Reimbursement		190.30	✓
			MML Conference			
✓	150210	Gen. Gov't.	Lisa Morgan - Mileage		58.75	✓
✓	150210	Gen. Gov't.	Lisa Morgan - Petty Cash - Reimbursement		54.41	✓
✓	150430	Fuel	Alger Oil Co,		96.04	✓
				TOTAL	24,019.19	

Federal W/H	913.00	County Banking & Trust
S/S W/H	<u>1,039.46</u>	
	<u>1,952.16</u>	

State W/H	<u>405.92</u>	Comptroller of The Treasury
-----------	---------------	-----------------------------

CHARLESTOWN TOWN HALL

- 2 -

ACCOUNTS PAYABLE

NOVEMBER 12, 1996

Payroll:

October 24th	1,477.04
October 31st	1,413.92
November 7th	<u>1,451.05</u>
	<u>4,342.01</u>

Projected:

November 14th	1,428.77
November 21st	1,428.77

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

NOVEMBER 12, 1996

UTILITY - SEWER

✓ 215100	Oper. Exp. Repairs	Treasurer, Cecil County		625.00
✓ 215300	Electric	Delmarva Power		
✓ 215310	Electric	Sta. #1	179.35	
✓ 215320	Electric	Sta. #3	91.01	
✓ 215330	Electric	Rt. #7	56.03	
✓ 215340	Electric	Lift Sta.	<u>8.38</u>	334.77
✓ 215610	Postage	Postmaster		<u>64.00</u>
			SUB-TOTAL	1,023.77

UTILITY - WATER

255000		Delmarva Power		
✓ 255310	Electric	Well #1	177.42	
✓ 255310	Electric	Well #3	185.35	
✓ 255310	Electric	Tank Site	<u>160.41</u>	523.18
✓ 255710	New Constr.	Cecil Whig		23.80
✓ 215610 255410	Postage	Postmaster		<u>64.00</u>
			TOTAL	<u><u>1,634.75</u></u>



The Town Commissioners of Charlestown have scheduled a Workshop Meeting on Tuesday, April 1, 1997 at 7:30 p.m. The meeting will be held at the Charlestown Town Hall, 241 Market Street, Charlestown, Maryland.

Steven W. Vandervort
President

Town Commissioners
of Charlestown

cw 3/19

TRANSACTION REPORT

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AFFIDAVIT OF PUBLICATION

STATE OF: MARYLAND

COUNTY OF: CECIL

Personally appeared **March 19, 1997** before me, Robin Meadows of the Cecil Whig, Chesapeake Publishing Corporation, a daily newspaper printed and published in the City of Elkton, County of Cecil, State of Maryland, circulated in towns of Cecilton, Charlestown, Chesapeake City, Elkton, North East, Perryville, Port Deposit and Rising Sun, who, being duly sworn states that an advertisement of **WORKSHOP MEETING** was published in the Cecil Whig on **3/19**, 1997.


Jeffrey Mezzatesta
General Manager

"town seal"

The Town Commissioners of Charlestown have scheduled a Workshop Meeting on Tuesday, April 1, 1997 at 7:30 p.m. The meeting will be held at the Charlestown Town Hall, 241 Market Street, Charlestown, Maryland.

Steven W. Vandervort
President
Town Commissioners of Charlestown

*Posted by in
Outside Box 3/14/97
Jew*

TOWN COMMISSIONERS OF CHARLESTOWN
POST OFFICE BOX 154
CHARLESTOWN, MARYLAND 21914

PHONE NUMBER: (410) 287-6173

FAX NUMBER: (410) 287-6620

DATE: 3/14/97

TO: Robin Meadows
Cecil Whig

FROM: Lisa Morgan

MESSAGE: Please place this ad in the
Wednesday, March 19, 1997 issue
of the Cecil Whig. Please use the term
Deal & Condense as much as possible.
Any questions, please call me.

TOTAL NUMBER OF PAGES (INCLUDING THIS PAGE): 2

ORIGINAL TO FOLLOW (IF CHECKED)

IF YOU DO NOT RECEIVE ALL PAGES, PLEASE CALL AS SOON AS POSSIBLE.

ROSTER
Workshop
CHARLESTOWN TOWN MEETING

DATE: 4/1/97 TIME: 7:30 P.M.

- ~~Ingrid Lutting~~
- Darlene M. McCall
- John C. Magness
- John M. Sullivan
- Sara Jarinko
- Rosalyn R. Bitt
- Rebecca Phillips
- Christene Sullivan

WORKSHOP MEETING OF APRIL 1, 1997

MINUTES

After being duly advertised on March 19, 1997 in the Cecil Whig, the Workshop Meeting of April 1, 1997 of the Town Commissioners of Charlestown was called to order by President Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Commissioner Joseph G. Letts, Sr., and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Commissioner Letts stated he had raised some issues regarding the fairness of the lease with Charlestown Marina to the Board and he has not discussed anything else regarding the lease. President Vandervort stated this is a workshop meeting to discuss the lease with Charlestown Marina.

Commissioner Pumpaly requested to read a letter from him to President Steven Vandervort dated March 25, 1997 into the minutes as follows:

"I wish to advise the Board of Commissioners that, in the best interests of the town of Charlestown, MD., I will refrain from any discussion relating to or about the Charlestown Marina.

The attorney, Mr. Douglas Cain, representing the Charlestown Marina and Mr. Philip Price, is not only my family attorney, but is currently retained by me and is involved in a very sensitive legal situation with significant financial considerations. There are also, other, more personal, issues relating to the Charlestown Marina family and Mr. Price that I fear may hinder my objectivity.

In conclusion, I respectfully request to abstain from any discussion or decisions relating to the Charlestown Marina. I will remain in the audience during this discussion and I will participate in the remainder of non-related issues on this evenings agenda or I will leave the meeting. I would ask that as President of the Charlestown Commissioners you consider this request and advise me of your decision. Sincerely, Wib Pumpaly, Vice-President, Charlestown Commissioners."

President Vandervort stated it wasn't his decision to make and if Commissioner Pumpaly wished to abstain from any discussion, that decision was Commissioner Pumpaly's to make. At this time, Commissioner Pumpaly left the table and sat in the audience.

President Vandervort explained the lease and the addendums to the lease to the audience. Lengthy discussion regarding the matter occurred between the Commissioners and members of the audience. After the discussion, President Vandervort stated the lease will be dealt with at the town meeting on April 8, 1997.

Workshop Meeting of April 1, 1997
Minutes (cont'd.)
Page 2 of 2

President Vandervort mentioned to the Commissioners that Mr. Baynes, the Town's attorney, has drawn up a proposed agreement between the Town, Tiffin Builders and Mr. Connor regarding the proposed development in Charlestown Manor. He said all the Commissioners received a copy and to please review it for the town meeting on April 8, 1997.

President Vandervort adjourned the meeting at 9:30 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

sent
4/1/97

Memorandum

To: Steven Vandervort - President Charlestown Commissioners
From: W. D. Pumpaly - Vice-President Charlestown Commissioners
Date: March 25, 1997
Re: Charlestown Marina Issues

I wish to advise the Board of Commissioners that, in the best interests of the town of Charlestown, MD., I will refrain from any discussion relating to or about the Charlestown Marina.

The attorney, Mr. Douglas Cain, representing the Charlestown Marina and Mr. Philip Price, is not only my family attorney, but is currently retained by me and is involved in a very sensitive legal situation with significant financial considerations. There are also, other, more personal, issues relating to the Charlestown Marina family and Mr. Price that I fear may hinder my objectivity.

In conclusion, I respectfully request to abstain from any discussion or decisions relating to the Charlestown Marina. I will remain in the audience during this discussion and I will participate in the remainder of non-related issues on this evenings agenda or I will leave the meeting. I would ask that as President of the Charlestown Commissioners you consider this request and advise me of your decision.

Sincerely,

Wib Pumpaly - Vice-President Charlestown Commissioners

TOWN MEETING OF APRIL 8, 1997

MINUTES

The Town Meeting of April 8, 1997 of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Christine L. Phillips, Commissioner Joseph G. Letts, Sr., and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

George Smith of Miller Environmental Inc. presented the monthly water system operations report for March 1997. He briefly discussed with the Board the problem with the water crock at the Charlestown Elementary School and said they are getting quotes for a replacement crock. Mr. Smith also explained briefly the benefits of being a member of the Maryland Rural Water Association. The Board requested more information regarding the association to consider membership at the next town meeting. The Board also requested the prices on the chlorine residual analytical meter & pumps.

Danny Ewing briefly discussed with the Board the work he's doing at his residence on Charlestown Place. After some discussion, the Board decided to look at the ditch on Town property which needs to be cleaned out and Mr. Ewing needs to get a town permit, and possibly a county permit, for the work he's done and will be doing.

Old Business

Approval of Minutes - A motion was made by Commissioner D. Letts to approve the minutes of the March 25, 1997 meeting, seconded by Commissioner Phillips. The motion passed 4-0-1 (Commissioner J. Letts abstained). A motion was made by Commissioner J. Letts to approve the minutes of the April 1, 1997 workshop meeting, seconded by Commissioner D. Letts. The motion passed 3-0-2 (Commissioners Pumpaly and Phillips abstained).

Pending Business

Charlestown Marina Lease - After brief discussion, Commissioner J. Letts made a motion to go forward with the lease as it is, seconded by Commissioner Phillips. The motion passed 4-0-1 (Commissioner Pumpaly abstained).

MML Cecil/Harford Chapter Dinner - Hosting - Mrs. Morgan stated reservations for 56 people have been made with the Market Street Cafe.

Veterans Park Shoreline Erosion Project - President Vandervort stated there was no further news except some clarification needed on the application.

Boat Staging Area - President Vandervort stated there may be grant money available to put in the boat staging area. Mr. Hearne stated he is still trying to contact someone who could tell him if there is grant money.

Richard & Kathleen Hall - Road Repairs - President Vandervort stated the road needs to be graded but he hasn't gotten an estimate. There was a brief discussion about blacktopping and where the Town road does end.

New Business

Ordinance 97-1 - Renaming Ogle Street - President Vandervort stated, at the request of several residents on Ogle Street, the Board agreed to consider an ordinance to rename the two portions of Ogle Street to North and South Ogle Streets. After some discussion, a motion was made by Commissioner J. Letts to pass Ordinance 97-1 to rename the two portions of Ogle Street North and South Ogle Streets, seconded by Commissioner D. Letts. The motion passed 5-0. The ordinance will go into effect 20 days following passage. Mr. Hearne stated he will have a synopsis of the ordinance printed in the Cecil Whig.

Agreement - Connor/Tiffin/Town - President Vandervort stated the Commissioners have a copy of the proposed agreement. Mr. Hearne stated there are some unresolved stormwater management and Critical Areas issues and problems which Tatman & Lee have found with the plans which need to be rectified before the plans could be approved. After some discussion, the Board decided to wait until the plans are approved before giving President Vandervort approval to sign the agreement.

Postal Service Rental Agreement - Mr. Hearne stated he received a call from Clayton Redmond of the U.S. Postal Service to renew the lease for 5 years with the same terms contained in the current lease. After some discussion, the Board decided to see if the Charlestown Post Office was on a list for a new building and where on the list so that could be taken into consideration when discussing a new lease.

Town House Parking - President Vandervort stated the Town received a letter from the tenants of the town house stating they are unable to park in front of their residence due to other people using their spaces. After much discussion, President Vandervort stated he would get signs, one to prohibit parking between the sign and the stop sign and others for resident parking. President Vandervort stated we haven't received the signs for the boat trailer parking yet.

Town Meeting of April 8, 1997
Minutes (cont'd.)
Page 3 of 3

Tax Rate - President Vandervort stated that assessments have gone down slightly and to stay with the constant yield rate, the tax rate would have to increase from \$0.80 per \$100 of the assessed value to \$0.81 per \$100 of the assessed value. After a brief discussion, a motion was made by Commissioner J. Letts to keep the tax rate at \$0.80 per \$100 of the assessed value, seconded by Commissioner Pumpaly. The motion passed 5-0.

Mac's Shacks - Mrs. Morgan stated the Town usually has portable toilets placed at the park behind the Town Hall and at the athletic complex beginning this time of year. After some discussion, a motion was made by Commissioner Phillips to have the portable toilets so placed, seconded by Commissioner D. Letts. The motion passed 5-0.

Mr. Hearne reminded the Commissioners of the meeting scheduled with Delegate Rudolph and Mr. Lindsey of the State Highway Administration regarding the curve at the firehouse on April 9, 1997 at 5 p.m. He stated Mrs. Morgan will check with Delegate Rudolph to make sure the meeting is still on and let all Commissioners know.

Rebecca Phillips asked the Board if they would contact the State to have the ditch on Baltimore Street cleaned out again. Brief discussion about mentioning it during the meeting with Delegate Rudolph on April 9, 1997 as Mr. Lindsey will be there.

Accounts Payable - A motion was made to accept the accounts payable by Commissioner Phillips, seconded by Commissioner J. Letts. The motion passed 5-0.

As there was no further business to be discussed, the meeting was adjourned by President Vandervort at 9:12 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF APRIL 8, 1997

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. Danny Ewing

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Charlestown Marina Lease
5. MML Cecil/Harford Chapter Dinner - Hosting
6. Veterans Park Shoreline Erosion Project
7. Boat Staging Area
8. Richard & Kathleen Hall - Road Repairs

NEW BUSINESS

9. Ordinance 97-1 - Renaming Ogle Street
10. Agreement - Connor/Tiffin/Town
11. Postal Service Rental Agreement
12. Town House Parking
13. Tax Rate
14. Mac's Shacks
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/8/97 TIME: 7:30 PM

John Magnus

Barbara McCall

Rebecca Phillips

George H. Smith - Miller Inc.

Robert Phillips

Rosalyn R. Bott

Peter Williams

Dorothy King

Stanley Bert

Juni Wright

Ronald Moore

Elizabeth Henry

J. C. Henry

04/08/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Radio Shack	Inv #217091- (1) 5-pk cassette tapes for town meetings	6220.1 - Office Supplies	15.98-
Benjamin Lumber Co., Inc.	Acct # 1186	-SPLIT-	25.24-
Keystone Digital Imaging	invoice # 37595 shipping charges for toner	6260.1 - Office Equipme...	7.00-
Baynes, Keith A.	3-12-97 Agreement for Charlestown Manor	2057.1 - Security dep Tiff...	240.00-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	97.80-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.50-
Alarm Systems Co. of Maryland	Inv #10499 - quarterly alarm monitoring	6460.1 - Alarms	54.00-
Garage electric	Account # 2-62-35123-2-0	6420.1 - Electric	23.57-
Maryland Materials Inc.	Inv 113937 Rip Rap for stone wharf	6714.1 - Reimbursable g...	31.62-
Rogers Home and Hardware	Inv 221844 parts for swings	6700.1 - Parks & Recreat...	3.01-
Comptroller of the Treasury	MD- Withholding Jan - March 97	2034.1 - MD W/H	1,246.98-
County Banking & Trust Co.	Fed withholding, SS & Medi March 97	-SPLIT-	1,647.12-
Maryland Unemployment Insu...	MD - Unemployment	2040.1 - MD Unemployment...	168.62-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	15.70-
Wal*Mart	Account 2634 inv 129371 cleaning supplies comfort st...	6450.1 - Maintenance	11.56-
Total 1010.1 - Cash-General Checking			3,594.70-
Total 1000.1 - General Fund Cash Accounts			3,594.70-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Well 1 Electric	acct # 2-62-35125-7-0	7131.2 - Electric	147.46-
Well 3 Electric	2-62-35148-9-0	7131.2 - Electric	190.24-
Water Tank Electric	acct # 2-62-35124-0-0	7131.2 - Electric	441.69-
Sta 1 electric	2-62-34912-9-0	6531.2 - Station #1	147.21-
Sta 3 electric	acct # 2-62-35062-2-0	6532.2 - Station #3	55.59-
Lift Station electric	acct # 2-62-35009-3-0	6534.2 - Lift Station	10.93-
Rt 7 electric	acct # 2-62-35470-7-0	6533.2 - Station RT. #7	48.83-
Total 1010.2 - Cash - Utility Checking			1,041.95-
Total 1000.2 - Utility Fund Cash Accounts			1,041.95-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Lowe's Home Centers Inc.	Account # 002237, Inv 70833, 70834	-SPLIT-	115.25-
Electric Public Lighting	Street Lighting	6010.3 - Street Lights	617.55-
Benjamin Lumber Co., Inc.	Account # 1186, inv 227221	6021.3 - Equipment Purc...	8.70-

Town of Charlestown

Accounts Payable Bills

04/08/97

Name	Memo	Split	Amount
Wal-Mart American Home & Hardware	inv 695116 , 695117 truck parts, tractor battery Account # 685600 inv 387636	-SPLIT- 6420.3 · General Mainte...	69.21- 24.76-
Total 1005.3 · New-Checking-Special (Special checking County)			835.47-
Total 1000.3 · Special Fund Cash Accounts			835.47-
TOTAL			5,472.12-

TOWN OF CHARLESTOWN

COMMISSIONERS MEETING OF APRIL 22, 1997

The regularly scheduled Charlestown Commissioner's meeting was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners in attendance were: Joseph G. Letts, Sr., Diane Letts, Christine Phillips and Wilbur Pumpaly. Town Administrator Stanley Hearne was also present. The audience attendance sheet is attached.

MINUTES

Commissioner Diane Letts noted corrections were needed on the minutes from the April 8th meeting. A motion to approve the minutes after the changes have been made was made by Joseph Letts and seconded by Wilbur Pumpaly. The motion carried 5-0.

AVALON YACHT BASIN

Betty Knapp and Elizabeth Horn again appeared before the board with concerns of Mr. Knapp's regarding the parking problems in Lot B. They were again assured that steps are being taken to keep the parking problem under control. The board feels that some of the problem will resolve itself when the signs are installed and the permits have gone into effect.

BOAT STAGING AREA

There is a \$5000 grant available for the boat staging area. The cost of the project thus far is less than that so it may be feasible to blacktop the area with the additional monies. Steven Vandervort will make Ceil Metz aware of the project. Stanley Hearne noted that we need to work quickly to obtain the grant.

HALL PROPERTY-LOUISA LANE EXT.

A discussion was held regarding how far out Louisa Lane Ext was in town limits. It was determined to be at the last fire hydrant adjacent to the Hall's private driveway. The road definitely needs fill work and grading. Christine Phillips made a motion to have Gophery Richardson do the work if his equipment is capable of doing both phases of the job. Wilbur Pumpaly seconded the motion and it carried 4-1-0.

AGREEMENT-CONNOR/TIFFIN/TOWN

No new developments on the agreement. The issues regarding stormwater management and critical area have not yet been resolved.

TOWN MEETING OF APRIL 22, 1997

(2)

POST OFFICE LEASE RENEWAL

Steven Vandervort reported that a response from the Postal Service indicated that Charlestown is not on the list for a new post office at the present time. The Postal Service would like to renew the lease at the current rate. The board will continue to evaluate the situation but noted that a increase is warranted due to rising operating costs.

WATER PRO

Christine Phillips made a motion to purchase new crocks for the elementary school from Water Pro for \$120.00. Motion was seconded by Diane Letts and passed 5-0.

MD RURAL WATER ASSN

Diane Letts made a motion for the town to join the Maryland Rural Water Association for \$150 annually. It was seconded by Christine Phillips and approved 5-0.

SMOKE TESTING

David Hollenbaugh will do "smoke testing" to determine infiltration points of ground water throughout Charlestown beginning on April 23rd.

VETERANS PARK CLEAN-UP

Christine Phillips mentioned that on May 3rd the Charlestown Yacht Club will be having their annual clean-up day at Veterans Park. A motion was made to have the town truck available as has been done in previous years for trash to be hauled away. The motion was seconded by Diane Letts and approved 5-0.

TOWN MEETING OF APRIL 22, 1997

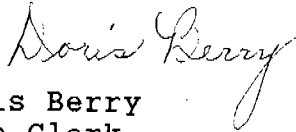
(3)

ACCOUNTS PAYABLE

Christine Phillips made a motion to pay the bills including a last minute bill of \$7.78 for a replacement stamp pad bought from the County. The motion was approved 4-0-1. (J. Letts abstained)

Being no further business the meeting adjourned at 9:06 p.m.

Respectfully submitted,



Doris Berry
Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/22/97 TIME: 7:30 P.M.

3 Etty J Knapp

Elizabeth Horn

Val Hahn

TOWN MEETING OF APRIL 22, 1997

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes

PENDING BUSINESS

2. Veterans Park Shoreline Erosion Project
3. Boat Staging Area
4. Richard & Kathleen Hall - Road Repairs
5. Agreement - Connor/Tiffin/Town
6. Postal Service Rental Agreement

NEW BUSINESS

7. Charlestown Elementary School meter crock
8. MRWA Membership
9. Ron Edwards - SHA letter for water & sewer connections
10. Sewer System - Smoke Testing
11. Accounts Payable

CHARLESTOWN TOWN MINUTES

FEBRUARY 11, 1997

The Charlestown Town Commissioners meeting of February 11, 1997 was called to order by President Steven W. Vandervort at 7:30 p.m. Commissioners present were: Joseph G. Letts, Sr., Diane M. Letts, Christine L. Phillips, and Wilbur D. Pumpaly. An attendance sheet of additional visitors is attached.

Miller Environmental-January 1997 report

George Smith of Miller Environmental gave a report on the operations and maintenance of the water plant for the month of January 1997. Total monthly water production was 1,487,000 gallons. Coliform samples testing positive were 0. Plant activities included flushing soda ash lines once, cleaned raw water meter and screen, scheduled weekly preventive maintenance, tested the thermal protection device, replaced chlorine pump #1 discharge line, tightened soda ash pump #1 floor mounting bolts, read all residential water meters, flushed blow off lines on Tasker Lane and Bayview Ave., Shut off 3 residential water meters, turned 2 residential water meters on. Responded to emergency call on January 5 as a result of the power outage throughout Charlestown and North East. It was decided that 2 pumps are in need of replacement.

Trinity Woods

The dangerous intersection in Trinity Woods has not yet been resolved. Mr Foor of Salvation Circle informed the board he is not willing to change his driveway location.

Minutes-November 12, 1996

The minutes of November 12, 1996 were approved on a motion by Joseph G. Letts, Sr. and seconded by Christine L. Phillips. Motion approved 5-0.

Minutes-January 14, 1997

Christine L. Phillips made a motion to approve the January 14, 1997 minutes. Motion was seconded by Joseph G. Letts, Sr. Motion approved 5-0.

CHARLESTOWN TOWN MINUTES

FEBRUARY 11, 1997

(2)

Minutes-January 28, 1997

A motion by Christine L. Phillips to approve the minutes of January 28, 1997 was seconded by Wilbur D. Pumpaly and approved 5-0.

Election-Voter issue

The Election Board is investigating allegations in a letter from Russell U. Farrell regarding voters on the active voter registration list that are not eligible to vote. The request of a new election being held has been denied based on voters on the list at the time of election are considered eligible voters for that election. Commissioner Diane Letts has agreed to produce a voting procedure manual to be used in future elections.

Charlestown Marina Lease

Due to the sudden illness of Philip Price's mother, he was unable to attend the meeting. Marina attorney, Douglas Cain attended the meeting but has no authority to negotiate on Mr. Price's behalf, therefore the lease agreement has again been put on hold.

Shoreline Erosion Project

A "hazardous" marker is needed along the shoreline at the foot of Louisa Lane especially when the rocks are completely covered by the tide. Dave Wilson, project coordinator gave permission to put more rock in the area and perhaps 3 or 4 buoys may be needed.

Storage Shed

The town maintenance workers are building a 10 x 12 shed in the area of the maintenance garage to store paints, gasoline and oil. It is 75% completed and should be completed by the week-end of February 15-16.

Sheriff

Sheriff William Killough attended the meeting to inquire about any problems or concerns that needed to be addressed by his office.

CHARLESTOWN TOWN MINUTES

FEBRUARY 11, 1997

(3)

TSMT

Commissioner Christine L. Phillips reported that attorney Richard Jackson had no update at this time, however he will pursue a contested case hearing. A discussion as to how far the town was willing to pursue this issue was held.

Historic District Commission

The Historic District Commission has a vacancy on their board due to the election of Diane Letts to the town board. A letter of interest was submitted by Steven L. Lewis, also a letter of recommendation was received by Commission Chairman Nelson H. McCall. A motion by Joseph G. Letts, Sr. and seconded by Diane M. Letts to appoint Steven L. Lewis to the commission was approved unanimously.

Mowing Contracts

A discussion was held regarding the mowing contracts of the ballfield and cemetery for the coming season. Wilbur D. Pumpaly motioned not to award outside contracts but make use of the town maintenance men. The motion was seconded by Christine L. Phillips and passed 3-2. Present contracts expire on April 25th with 30 days notice needed.

Street Light

Commissioner Joseph G. Letts, Sr. made a motion to pick up the cost of the street light in the area of 521 Bladen Street. Wilbur D. Pumpaly seconded the motion and it was approved 5-0.

Manholes

It was reported that there are several manholes with water running into them. There have also been reports of snakes being seen in the area of water meters. This is being looked into by county and town personnel.

CHARLESTOWN TOWN MINUTES

FEBRUARY 11, 1997

(4)

Town House-lease

The work requested by the tenants of the town house has been completed and they are satisfied with the job. The lease has been increased \$20 a month to \$730 total.

Ganderton Property

Tatman and Lee Associates are doing the survey work at the Ganderton property on Edgewater Ave. Once they have finished the annexation of that property will be complete.

Boat Ramp Parking

Permits will be required this year and boaters using the boat ramp will be required to park their vehicles and trailers at the lot on Water Street and Louisa Lane.

Parks Projects-1998

Stan Hearne reported receiving a letter from Ed Slicer stating that the Parks and Recreation projects for 1998 are now being prioritized. It was determined that a picnic pavilion and playground equipment similiar to Brookside Elementary School would be nice.

Audit-Mr. Brandon

Mr. Brandon had stated last year he would possibly be able to give us a better price this year if our books were automated. He will be asked to provide an estimate for the 1997 audit.

Copier

A service contract and maintenance agreement from Keystone Ditigal Imaging of New Castle, Del would total \$729.00. This would cover 1 year or 24,000 copies and include 4 cases of toner. After a brief discussion Christine Phillips made a motion to obtain the contract. Diane M. Letts seconded the motion and it was approved 5-0.

CHARLESTOWN TOWN MINUTES

FEBRUARY 11, 1997

(5)

MML Dinner

Charlestown will be the host of the April 17, 1997 Maryland Municipal League dinner. It will be held at the Captain's Quarters on Bladen Street. Details will be available shortly.

Plaque

On a motion by Joseph G. Letts, Sr., a plaque for Loucretia A. Wood will be ordered and presented in appreciation of her service as town commissioner. Motion was seconded by Christine L. Phillips and approved 5-0.

MML Conference-1997

Diane M. Letts noted that the Maryland Municipal League Conference will be held in Ocean City, Md. on June 23rd-25th 1997, not August as stated in the January 28th minutes.

Accounts Payable

Christine L. Phillips motioned to pay all bills. Wilbur D. Pumpaly seconded the motion and was passed unanimously.

Meeting adjourned at 10:40 p.m.

Respectfully Submitted.

Doris M. Berry

DORIS M. BERRY
TOWN CLERK

TOWN MEETING OF FEBRUARY 25, 1997

MINUTES

The February 25, 1997 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Christine L. Phillips, Commissioner Joseph G. Letts, Sr. and Commissioner Diane Letts. Audience attendance sheet is attached hereto.

President Vandervort mentioned Mr. Hearne, the Town Administrator, has been in the hospital. Brief discussion about sending flowers.

Old Business

Approval of Minutes - A motion was made by Commissioner J. Letts to approve the minutes of the February 11, 1997 minutes, seconded by Commissioner D. Letts. The motion passed 5-0.

Commissioner Pumpaly stated he had quotes for the chlorine residual analytical meter for the water tower. After some discussion, the Board decided to ask Miller Environmental for an opinion.

Shoreline Erosion Project - President Vandervort stated the project was almost complete except for some seeding, etc.

President Vandervort stated he met with people from the State regarding wheelchair access to the stone wharf. After some discussion, President Vandervort said the State was supposed to be sending further information.

Town House Lease - President Vandervort stated a new one-year lease has been signed with the tenants and they have received a copy of the lease.

Pending Business

Charlestown Marina Lease - President Vandervort stated he thought Mr. Price and Mr. Cain were to be here to discuss the lease. Mrs. Morgan stated Mr. Hearne received a call from Janet at the Charlestown Marina stating Mr. Price and Mr. Cain would attend the March 11 meeting but she had no further information. After some discussion, the Board requested a letter be sent to Mr. Price and Mr. Cain requesting them to be at the March 11, 1997 and no further postponement of the matter will be considered by the Board.

TSMT Update - Mrs. Morgan stated she talked to Kim Logan at the Office of Administrative Hearings and Ms. Logan stated a case number has been assigned and a pre-hearing conference call will be scheduled in April or May between Ms. Squires and Mr. Jackson regarding this matter. Mrs. Morgan stated this information was forwarded to Mr. Jackson.

Annexation of Ganderton property - Survey - Mrs. Morgan stated she checked with the surveyor who stated the information is ready for Mr. DeLorimier to review. As Mr. DeLorimier won't be in his office until Thursday, the earliest the information will be received by the Town would be early next week.

5-way Intersection - Trinity Woods - President Vandervort stated he is still working on getting a letter to the County regarding this matter.

Storage Shed - Commissioner J. Letts stated the shed is done except for the outside box for flammables. He stated once the fence is moved at the Avalon Yacht Basin, Mr. Adkins and Mr. Algard, the Town maintenance workers, will work on that.

MML Cecil/Harford Chapter Dinner - Hosting - President Vandervort discussed with the Board about setting the times and menu for the dinner. The Board set the social hour at 5:30 p.m. and the buffet dinner at 6:30 p.m. After some discussion, the Board decided on the following menu: Maryland crab cakes, grilled chicken breast, corn o'Brian, peas and onions, baked potatoes, vegetable crab and ham and bean soups, salad bar, desserts, and beverages. President Vandervort stated he would check with the Market Street Cafe about the price per person so letters could be sent out to the municipalities in the chapter.

MML Ocean City Conference - Mrs. Morgan stated the requested reservations at the Princess Royale Hotel were made the first day hotel information was received and payment for the reservations has been sent.

FY97 Audit - President Vandervort stated he sent the computer information Mr. Brandon requested but he hasn't received a proposal back from him yet.

New Business

Commissioner Pumpaly and President Vandervort discussed with the Board the proposed signs for the boat ramp and Lot A regarding boat trailer parking. After some discussion, the Board decided the signs were all right.

Commissioner Phillips stated Mrs. Morgan suggested a door gift for the MML Chapter dinner. Mrs. Morgan explained the Charlestown P.T.A. has postcards with pen and ink drawings of Charlestown sites for sale. She further explained the door gift would serve a four-fold purpose: it would support the school, promote Charlestown, promote a local artist and be a practical gift. The cost, she

explained, would be \$5.00 for a box of 8 and if packets of 4 were made and 80 guests attended, it would cost \$200.00. A motion was made by Commissioner Phillips to pursue the purchase of the postcards for the MML dinner at \$5.00 for a box of 8, seconded by Commissioner D. Letts. The motion passed 5-0.

Mrs. Morgan stated the Town received a letter from the DNR approving the increase of the slip fee from \$200.00 to \$220.00 per slip for this boating season.

President Vandervort stated he received a report from the county regarding the sewer leaks and suggested solutions to them. After some discussion, the Board decided to look into purchasing the items needed to make the repairs. A motion was made by Commissioner J. Letts to follow the county's recommendations as stated in the letter received by the Town from Robert Campbell, Cecil County Department of Public Works, seconded by Commissioner Phillips. The motion passed 5-0.

Cemetery - Flag - President Vandervort stated the Town has received a letter from Robert Gell of the Administrative Counsel of the St. John's United Methodist Church asking the Town to raise the flag on a daily basis. After some discussion, the Board decided the maintenance workers would be able to raise the flag Monday through Friday and requested a letter be sent to the church.

President Vandervort stated the Town received a letter from Al Wein, County Office of Planning and Zoning and Parks and Recreation regarding the county's Land Preservation and Recreation Plan it is developing. Mr. Wein stated a workshop on the plan will be held on Tuesday, March 11, 1997 between 4-8 p.m. and he would like someone from the Town to attend. After some discussion, the Board decided to request Mr. Hearne attend this meeting.

Mrs. Morgan stated Mr. Hearne had sent a letter to Mr. Price of Charlestown Marina regarding the work being down at the marina and possibly the marina needing permits. She further stated Janet at the marina called on February 24, 1997 and said Mr. Price told her in checking, maintenance work didn't need Corps or State permit. Mrs. Morgan stated she asked for the information to be sent in writing.

Mrs. Morgan stated the Town received a letter from the State Ethics Commission regarding an ethics seminar to be held on May 7 in Annapolis. She stated a copy of the letter was given to all Commissioners and members of the Ethics Commission. The deadline for a response back on who will be attending is March 21.

President Vandervort stated he received a letter from Robert & Nancy Bradley regarding a problem with their neighbor's sump pump discharging water near their property. After some discussion, the Board agreed it seemed to be a private matter between two property owners but would refer the letter to Planning and Zoning.

President Vandervort stated Mr. McMullen, in charge of the town cemetery, asked if he could have a key for the new lock at the Town Hall in order to have access to cemetery records. The Board decided to issue Mr. McMullen a key.

Mrs. Morgan stated she received a complaint from Mrs. Sheets in Trinity Woods regarding loose dogs. She said Mrs. Sheets asked if the Town could include leash law information in a flier to be sent out with the utility bills. Mrs. Morgan also stated she informed Mrs. Sheets to contact the SPCA regarding the loose dogs.

Mrs. Morgan stated Commissioner Letts will provide her with a copy of his plaque for the wording to be used on the plaque the Board wants to have made for former Commissioner Wood.

President Vandervort stated he had worked on the list of commissioner assignments. After some discussion, the list was set (see attached list).

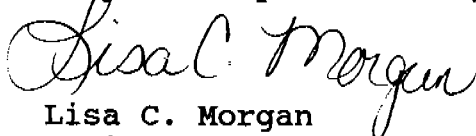
President Vandervort asked if prices have been gotten for running water to the town garage. Commissioner Letts explained, once the maintenance workers have completed moving the fence at the Avalon Yacht Basin and build the outside box at the shed, they will be working on that project.

Accounts Payable - A motion was made by Commissioner Phillips to approve the accounts payable, seconded by Commissioner Pumpaly. The motion passed 3-0-2 (Commissioner J. Letts and Commissioner D. Letts abstained).

Mrs. Morgan reminded President Vandervort he needed to review the Charlestown patrol schedule for April.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 8:53 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF FEBRUARY 25, 1997

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes
2. Shoreline Erosion Project
3. Town House Lease

PENDING BUSINESS

4. Charlestown Marina - Lease
5. TSMT Update
6. Annexation of Ganderton Property - Survey
7. 5-Way Intersection - Trinity Woods
8. Storage Shed
9. MML Cecil/Harford Chapter Dinner - Hosting
10. MML - Ocean City Conference
11. FY97 Audit

NEW BUSINESS

12. Cemetery - Flag
13. Accounts Payable

TOWN COMMISSIONER ASSIGNMENTS

Steven W. Vandervort

(President)
Administrative & Finance
Zoning Liaison
Police
Streets

Wilbur D. Pumpaly
(Vice President)
Parks & Recreation
Legal
Refuse Collection
Water Alternate

Christine L. Phillips

(Treasurer)
Leases
Grants
Parking
Town Buildings Alternate

Joseph G. Letts, Sr.

Town Buildings
Sewer
Water
Streets Alternate

Diane Letts

Maryland Municipal League
Election Board Procedures book
Animal Control
Sewer Alternate

(assigned 022597)

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
AT&T	Acct # 8014-058-9492	6440.1 · Telephone	22.15-
Alger Oil, Inc.	Acct # 667541 ticket # 795453 (146.6 gals oil)	6430.1 · Fuel	165.51-
Bell Atlantic	telephone - Town Hall (410) 287-6173	6440.1 · Telephone	121.91-
Sheriff's Patrol	Patrol January	6920.1 · Police Protection	896.00-
Sheriff's Patrol	Gasoline	6920.1 · Police Protection	50.40-
Keystone Digital Imaging	Invoice # 036778 freight	6260.1 · Office Equipme...	7.00-
Maryland Eastern Shore...	Louisa Lane Erosion Control Project	6711.1 · Louisa Lane	12,828.75-
Princess Royale Hotel	Confirm # 3750 & 3755	6210.1 · General Govern...	810.00-
Rural Economic & Com...	24-008-0216562810 Refund taxes Gary Tudor	4111.1 · Property Taxes	41.56-
Rural Economic & Com...	24-008-0237173881 Refund taxes Ben C. Handy	4111.1 · Property Taxes	38.06-
Total 1010.1 · Cash-General Checking			14,981.34-
Total 1000.1 · General Fund Cash Accounts			
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Miller Environmental, Inc.	# 10029712 March contract operating	7120.2 · Contract Operat...	1,562.50-
Total 1010.2 · Cash - Utility Checking			1,562.50-
Total 1000.2 · Utility Fund Cash Accounts			
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Janurary gas for Town Equipment	6025.3 · Gasoline	115.46-
Total 1005.3 · New-Checking-Special (Special checking County)			115.46-
Total 1000.3 · Special Fund Cash Accounts			115.46-
TOTAL			16,659.30-

TOWN MEETING OF JANUARY 14, 1997

MINUTES

The January 14, 1997 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Vandervort stated he received a letter from Diane Letts, a candidate in the election protesting the election results and requesting a meeting with any member of the Election Board to reconcile discrepancies encountered during the ballot counting. President Vandervort stated he attempted to contact Keith Baynes, the Town's attorney, regarding the matter but was unsuccessful and, in contacting the State Election Board, they were unable to give assistance. After some discussion, the Board decided to proceed with the election results they will be presented with and if the election is overturned or changed in any way, President Vandervort will find out from Mr. Baynes how the Town should handle that.

Election Results

Doris Berry, the Town Clerk, read the results of the Town Election as follows:

Rodney Good	-	60
Howard Hall	-	58
Gayle Jacobi	-	39
Diane Letts	-	58
Wilbur Pumpaly	-	79

Mrs. Berry, then, administered the oath of commissioner to Wilbur Pumpaly and Rodney Good.

Election of Officers

The Board then held secret balloting for the positions of President, Vice-President, and Treasurer. The results of the balloting were announced by Mrs. Berry as follows:

President	-	Steven Vandervort
Vice-President	-	Wilbur Pumpaly
Treasurer	-	Christine Phillips

George Smith of Miller Environmental Inc. presented to the Board the December 1996 monthly report on the operation of the Town's water system. He, also, suggested the following capital improvements be considered by the Board in their next budget: (1) replacement of two soda ash pumps and (2) replacement of the chlorine residual analytical meter. Mr. Smith stated the quotes

they have obtained were \$984.60 each for the pumps and \$295.00 for the meter. After some discussion, the Board decided to defer the decision on whether to repair or replace to another meeting.

Approval of Minutes

After some discussion, the Board decided there were too many corrections to approve the minutes of the November 12, 1996 minutes. The Board requested to have them re-written and presented at the next meeting.

A motion was made by Commissioner Letts to approve the minutes of the December 10, 1996 meeting, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner Phillips abstained).

Water System Extension

President Vandervort stated the water system extension has been substantially completed with some sod work to be done on Cather Avenue. He stated James Julian, the contractor, is requesting to be paid and the State is requesting the paperwork to close out the project, but he would like to withhold \$8,000 of what is owed to James Julian to ensure the remainder of the work on Cather Avenue is completed. The remainder to be paid to James Julian, \$30,471.66 is on the accounts payable to approved.

Pat's Marina - Lease

President Vandervort stated a new three-year lease has been signed between the Town and Pat's Marina on the same terms as last year's lease with them.

Shoreline Erosion Project

President Vandervort stated the contractor has started work on the Louisa Lane project. Mr. Hearne stated David Wilson of the RC&D Council is trying to get additional state funding. President Vandervort explained the Town currently has a federal grant for the project with a 75% federal - 25% Town monies split. Mr. Wilson informed President Vandervort there may be State funding available for parts of the project which would be a 50% state - 50% Town monies split. Mr. Hearne stated the State wants the paperwork for that funding by next Monday so they can go before the State Board of Public Works but seeking the additional funding will not delay the project.

Charlestown Marina - Lease

President Vandervort stated the Town received the appraisal from John Ulrich and the appraised value of the leased property was \$302,000. Mr. Hearne stated he delivered a copy of the appraisal to Tom Sassaman of Charlestown Marina along with an invoice for half of the appraiser's fee. After some discussion, the Board decided to send a letter to Mr. Price asking him to attend the next meeting as the Board will be discussing this matter.

TSMT Update

Mr. Hearne stated Mrs. Morgan was unsuccessful in contacting Mr. Collins of the Waste Management Administration of MDE for an update on where the Town's request for a contested case hearing was. President Vandervort stated the last Mrs. Morgan heard they hadn't made a final determination.

Ordinance #97-1

President Vandervort stated the public hearing for the proposed ordinance has been duly published in the Cecil Whig and will be held on January 28, 1997.

Annexation of Ganderton Property - Survey

Mr. Hearne reported he has not contacted D. Thomas DeLorimier of Tatman & Lee Associates for a quote on how much a metes and bounds survey will cost. After some discussion, the Board requested Mr. Hearne contact the new property owner to see if the Town could get a copy if they had a metes and bounds survey done, and, if they didn't, to contact other surveyors to get quotes.

5-way Intersection - Trinity Woods

Larry Porter, the developer of Trinity Woods, discussed with the Board the problem of the 5-way intersection in Trinity Woods created by a driveway to the original house owned by Mrs. Sartin prior to the development and roads installed during development. Mr. Porter asked the Board if approval of his permits will be withheld as suggested in a letter the Town received from Mr. Baynes. The Board assured Mr. Porter approval will not be withheld due to this situation. After some discussion, the Board decided to turn the matter of the 5-way intersection over to Mr. Baynes.

Avalon Yacht Basin - Easement

President Vandervort stated representatives of Avalon Yacht Basin discussed the existing easement between the Town and Avalon Yacht Basin. He stated Mr. Knapp, of Avalon Yacht Basin, claims the

easement has eroded away and he cannot get to his docks. After much discussion, a motion was made by Commissioner Letts to send Mr. Knapp of Avalon Yacht Basin a letter that the fence will be moved back 4 ft. toward the environmental trust line to give him access in order to rebuild his bulkhead but there must be substantial progress in rebuilding the bulkhead by 10/1/97 or the fence will be put back in its original position, seconded by Commissioner Pumpaly. The motion passed 5-0.

MML Cecil/Harford Chapter Dinner

President Vandervort reminded the Board the dinner will be held on Thursday, January 23, 1997 at the Anchorage Inn near Cecilton and that Town Hall needs to know how many are attending by no later than January 17, 1997.

Storage Shed

Commissioner Letts discussed the need for a storage shed by the town garage with the Board. He stated William Algard, one of the town's maintenance workers, estimated it would cost less than \$500 to build. After some discussion, the Board decided to get prices on pre-fabricated 8x12 and 10x10 sheds. Commissioner Letts discussed with the Board about getting water installed to the garage also. After some discussion, Commissioner Good made a motion to have water installed at the garage, seconded by Commissioner Letts. The motion passed 5-0.

Town House - Repairs

President Vandervort stated the Town received a letter from the tenants of the Town House. He said the letter had a list of repairs, a request to deduct the cost of having the chimney cleaned and inspected from the rent, and informed the Town the inspection of the chimney revealed the fireplace to be unsafe. After some discussion, the Board decided to have a letter sent to the tenants instructing them not to use the fireplace. Commissioner Letts stated he would have Mr. Algard work on the other repairs.

Water & Sewer Service Area Plan

Mr. Hearne informed the Board the County is updating their 10 year water & sewer service area plan and has asked the Town to designate our anticipated service area. Mr. Hearne explained past boards have designated the town limits as the town's service area. Discussion followed.

Tatman & Lee - Retainer Fee

President Vandervort stated the Town received a letter from Tatman & Lee Associates to continue retaining their engineering services for the next year for a fee of \$1.00. After some discussion, a motion was made by Commissioner Letts to retain the engineering services of Tatman & Lee Associates for the retainer fee of \$1.00, seconded by Commissioner Phillips. The motion passed 4-1.

Commissioner Pumpaly asked if anything has been done regarding parking permits for boat trailers. President Vandervort stated signs and permit stickers need to be done. Discussion among the members of the Board to work on this and also street signs. Commissioner Good said he would contact the County regarding the street signs.

Accounts Payable

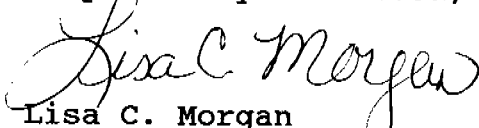
Commissioner Phillips informed the Board, since Russell's Sunoco has gone out of business, the Town has started a new charge account at the gasoline station in North East across from County Bank for gasoline for the town truck.

President Vandervort explained the bill he submitted for reimbursement to the Board. Some discussion by the Board regarding chains for the town truck. President Vandervort, also, stated he would like the payment of the Tatman & Lee Associates invoices totalling \$5,599.44 be conditional as some were for additional work not covered under the original contract for the water system extension and the Town has not received approval from the State yet to amend the original grant.

A motion was made by Commissioner Phillips to approve the accounts payable but withhold payment of the Tatman & Lee bills until State approval is received, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner Letts abstained).

As there was no further business to be conducted, President Vandervort adjourned the meeting at 10:00 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

Town of Charlestown

Accounts Payable Bills

01/14/97

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Bryant, Vernon L.	weather strip Post Office doors	6410.1 - Repairs	46.49-
Bell Atlantic	telephone - Town Hall	6440.1 - Telephone	100.92-
A T & T	Inv #6392089506 - long-distance telephone service	6440.1 - Telephone	20.70-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	101.86-
Alarm Systems Co. of M...	Inv #9863 - quarterly alarm monitoring	6460.1 - Alarms	54.00-
Treasurer of Cecil County	Sherriff's Patrol 9/27/96 - 11/30/96	6920.1 - Police Protection	1,770.17-
Treasurer of Cecil County	Gasoline for Patrol 11-01 - 11/30/96	6920.1 - Police Protection	79.79-
Ulrich, John	# 6964507 Charlestown Marina Appraisal	6960.1 - Miscellaneous	600.00-
American Home & Hard...	Acct # 685600, INV-369006,373545	-SPLIT-	70.11-
Benjamin Lumber Co., I...	Acct. # 1186 Dec statement, anchors	6983.1 - Maintenance, R...	4.92-
Rogers Home and Hard...	inv # 220614 toilet gasket and bolts	6410.1 - Repairs	2.88-
Staples	inv # 612305-0221-A office supplies	6220.1 - Office Supplies	108.96-
Vandervort, Steven W.	printer-fax, printer cable, food tray, copies	-SPLIT-	654.68-
Berry, Doris M	4th qtr 96' insurance fringe	6150.1 - Fringe Benefits	131.25-
Chesapeake Publishing ...	Town election advertizement	6240.1 - Election	51.00-
Alger Oil, Inc.	Acct # 667541 inv # 2359 166.5 gals oil	6430.1 - Fuel	196.30-
BFI	961200-0115246 service 12/01/96 thru 12/31/96	6651.1 - Trash Collection	2,868.78-
Western Auto Asso. Store	inv # 51666 Halit Salt, gas treatment	6450.1 - Maintenance	18.74-
Injured Workers' Ins. Fu...	01/96 thru 12/96 Policy # 588325-1	6160.1 - Workmen's Co...	711.98-
State Administrative BD ...	Inv # AA101044 Election Package	6240.1 - Election	29.97-
Total 1010.1 - Cash-General Checking			7,623.50-
Total 1000.1 - General Fund Cash Accounts			7,623.50-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	2-62-34912-9-0	6531.2 - Station #1	215.91-
Sta 3 electric	acct # 2-62-35062-2-0	6532.2 - Station #3	91.04-
Rt 7 electric	acct # 2-62-35470-7-0	6533.2 - Station RT. #7	42.95-
Lift Station electric	acct # 2-62-35009-3-0	6534.2 - Lift Station	7.72-
Well 1 Electric	acct # 2-62-35125-7-0	7131.2 - Electric	133.39-
Well 3 Electric	2-62-35148-9-0	7131.2 - Electric	140.27-
Water Tank Electric	acct # 2-62-35124-0-0	7131.2 - Electric	472.78-
U.S. Filter/Waterpro	Acct # 48592 Inv # 180119 12 water meters	7710.2 - New Construction	1,153.92-
Julian Inc., James	Water System Extension	7715.2 - Reimbursable (...)	30,471.66-
Benjamin Lumber Co., I...	inv 224499, 224452 stakes to mark fire hydrants	7760.2 - Miscellaneous	40.60-
Woodward-Clyde Cons...	Water system extension 137065, 144671	-SPLIT-	5,599.94-

01/14/97

Town of Charlestown Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			38,370.18-
Total 1000.2 · Utility Fund Cash Accounts			38,370.18-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Rogers Home and Hard...	Truck and maint. supplies inv. # 220275,220325		
Russell's Sunoco	gasoline inv# 4427765,9651250,9325503	-SPLIT-	10.17-
Electric Public Lighting	Street Lighting	6025.3 · Gasoline	132.27-
Western Auto Asso. Store	Inv. 051675 silicone, gaskets, (for truck)	6010.3 · Street Lights	617.55-
Total 1005.3 · New-Checking-Special (Special checking County)		6024.3 · Truck Repair	11.37-
771.36-			
Total 1000.3 · Special Fund Cash Accounts			771.36-
TOTAL			46,765.04-

TOWN MEETING OF JANUARY 28, 1997

MINUTES

The Town Meeting of January 28, 1997 of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Christine L. Phillips, and Commissioner Joseph G. Letts, Sr. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Recount Results

President Vandervort stated the Town received a letter on January 28, 1997 from Russell Farrell contending the recount held on Tuesday, January 21, 1997 was not held legally and the election was flawed so a new election should be held. President Vandervort stated the Town has consulted with and received an opinion from Keith Baynes, the Town's attorney, regarding Mr. Farrell's letter. General discussion among the Board regarding the matter. A motion was made by Commissioner Pumpaly to accept the election results based on the recount of the ballots held on January 21, 1997 with Wilbur D. Pumpaly and Diane M. Letts as the top vote getters and to turn the matter of possible voter fraud over to the Board of Elections, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Letts abstained).

Oath of Office

The Oath of Office was administered to Wilbur D. Pumpaly and Diane M. Letts by Doris Berry, Town Clerk.

Election of Officers

Secret balloting for town officers was held amongst the members of the Board, first for President, then Vice-President and finally Treasurer. Mrs. Berry, the Town Clerk, announced the results of the balloting as: President - Steven Vandervort; Vice-President - Wilbur Pumpaly; Treasurer - Christine Phillips.

President Vandervort asked Mrs. Berry to read into the minutes the result of the recount of the election ballots held on January 21, 1997 as he failed to have her do at the beginning of the meeting. Mrs. Berry stated the results of the recount were as follows:

Rodney Good:	61
Howard Hall:	60
Gayle Jacobi:	44
Diane Letts:	64
Wilbur Pumpaly:	81

Public Hearing - Ordinance 97-1

President Vandervort explained the Town received a request from

Howard Hall to change the definition of recreational vehicle in the Zoning Ordinance. He stated the Planning & Zoning Commission was requested to comment on the proposed change. They developed and was recommending a new definition. President Vandervort read the current and proposed definitions of recreational vehicle and asked for comments on the proposed ordinance. Lengthy discussion was held. A motion was made by Commissioner Phillips to pass Ordinance 97-1 as written. President Vandervort asked if there was a second. There was no second so the motion died.

Approval of Minutes

The minutes of the November 12, 1996 meeting were resubmitted for approval after corrections were made. After reviewing the minutes, the Board decided all the requested corrections were not made and so the minutes were not approved and were to be re-written.

The minutes of the January 14, 1997 meeting were reviewed by the Board. The Board decided there were too many corrections to be able to approve them and asked for the minutes to be re-written.

Mr. Hearne stated he hasn't had a chance to talk with Mr. Baynes yet regarding what action the Town could take regarding the 5-way intersection in Trinity Woods.

Storage Shed

President Vandervort stated prices were to have been gotten on a storage shed. After some discussion between the Board and William Algard, town maintenance worker, a motion was made by Commissioner Joseph Letts to have a 10 x 12 shed custom-built on site and to purchase a vise and a grinder, the cost not to exceed \$1,000.00, seconded by Commissioner Pumpaly. The motion passed 5-0.

Garage - Water

Commissioner Joseph Letts stated Mr. Algard and Mr. Adkins, the town's maintenance workers, can install a water line to the garage except for doing the tap into the main. After some discussion, a motion was made by Commissioner Phillips to get prices for doing the entire job, seconded by Commissioner Joseph Letts. The motion passed 5-0.

Mrs. Morgan stated Mr. Algard priced replacement chain for the swings behind the Town Hall which had worn chain. She stated the best price was \$0.73/foot and they would need approximately 60 feet of chain. She, also, mentioned the swings with worn chains have been taken down until the chains are replaced. A motion was made Commissioner Phillips to replace the chains on the swings, seconded by Commissioner Joseph Letts. The motion passed 5-0.

Shoreline Erosion Project

President Vandervort stated the Louisa Lane project is substantially completed although there is some clean-up to be done. He stated Dave Wilson of the RC&D Council is asking approval to allow them to begin disbursing funds to the contractor. Commissioner Joseph Letts made a motion to allow them to begin disbursing funds to the contractor, seconded by Commissioner Diane Letts. The motion passed 5-0.

Mr. Hearne stated Mr. Knapp called because the fence hasn't been moved yet. President Vandervort stated the fence would be moved when Mr. Knapp needs it moved to make his repairs. He said he would contact Mr. Knapp.

Charlestown Marina Lease

President Vandervort stated a letter was sent to Philip Price asking him to come and discuss the lease at this meeting. Mr. Price sent a fax stating he would like to have his attorney, Douglas Cain, present at any meeting and Mr. Cain may be available on either February 4th or February 11th. Mr. Hearne stated he talked to Janet at Charlestown Marina to see if Mr. Cain would be available to attend the town meeting with Mr. Price on February 11, 1997 and she said she would check but Mr. Hearne hasn't heard back from her.

TSMT Update

President Vandervort stated the Waste Management Administration of the Maryland Department of Environment sent a letter to the Town stating they have referred the request for a contested case hearing to the Office of Administrative Hearings.

Annexation of Ganderton Property - Survey

Mr. Hearne stated the only survey the new owners of the property have is a location survey and the Town needs a metes and bounds survey done. He also stated he received two quotes for such a survey. Tatman & Lee Associates quoted a price of \$600.00 and McCrone, Inc. quoted a price of \$1,250.00. A motion was made by Commissioner Joseph Letts to have Tatman & Lee Associates do the metes and bounds survey of the former Ganderton property for \$600.00, seconded by Commissioner Pumpaly. The motion passed 5-0. Mr. Hearne stated the agreement with Tatman & Lee couldn't be signed until the wording in Item #2 was changed to indicate the services not covered under the agreement was any and all services not listed in Item #1.

5-way Intersection - Trinity Woods

President Vandervort stated Mr. Hearne has been working on this. Discussion was held on whether to go through the county since the county still would need to accept the roads first.

Town House - Repairs

Commissioner Joseph Letts stated all the repairs were done except for the sump pump and stucco on the walls as they are leaking. He, also, stated the necessary materials have been purchased to do these jobs and the town maintenance workers will be working on that tomorrow and should be done by Friday.

Water and Sewer Service Area Plan

Mr. Hearne stated a reply letter needs to be sent regarding the town's anticipated future service area for water and sewer. After some discussion, the Board asked Mr. Hearne to send a letter that the Town's service area will be within the town limits unless an area is annexed.

Town House - Lease

Mrs. Morgan stated the town house lease expires April 30, 1997 and wanted to know if the Board wanted to increase the rent and/or renew the lease. After some discussion, Commissioner Joseph Letts made a motion to increase the monthly rent to \$750.00 per month and renew the lease with the current tenants, seconded by Commissioner Pumpaly. The motion passed 5-0.

Town Pier Boat Slip Fee

Mr. Hearne stated we need to inform the Department of Natural Resources of what the slip fee will be for the next boating season even if there is no increase in the slip fee. After some discussion, Commissioner Phillips made a motion to keep the boat slip fee at \$200.00. There was no second so the motion died. After more discussion, Commissioner Joseph Letts made a motion to increase the slip fee to \$220.00, seconded by Commissioner Pumpaly. The motion passed 5-0.

MML Cecil/Harford Chapter Dinner - Hosting

President Vandervort stated it is Charlestown's turn to host this dinner in April. He stated the last time the town hosted, the dinner was held at the Wellwood Club. After some discussion, the Board decided to see if the Market Street Cafe could host the dinner this time.

MML Conference - Ocean City

Mrs. Morgan stated the MML Conference in Ocean City will be held on August 23 through August 25, 1997 this year at the Princess Royale. She stated the problem in the past has been the town was not quick enough to make reservations in order to have the attendees stay at the Princess Royale, the site of the conference. In calling the Princess Royale to see if reservations could be made now, Mrs. Morgan found they will not accept reservations involving the conference until the MML sends reservation information out to its members at the end of February. However, Mrs. Morgan stated if she knew ahead of time how many tentatively plan to attend and their room preferences by the next meeting, she could make the reservations as soon as the MML fax comes in.

FY97 Audit Contract

Mr. Hearne stated Mr. Brandon, the auditor, had a 1-year contract to do the FY96 audit and we will need to bid the contract again this year. After some discussion, the Board stated to proceed to put the audit up for bid.

Wilmapco Workshop - 2/20/97

Mr. Hearne stated the County's Planning Office is hosting a Wilmapco Workshop on Thursday, February 20, 1997 on land use and transportation from 4-8 p.m. at the Elkton library for town council and planning & zoning members. He stated he needs to know if anyone is interested in attending as he needs to let Al Wein know by next week.

TCI - Waiver

Mr. Hearne stated TCI wants to change their channel programming and needs to give 30-days notice to any franchise holder unless a waiver is signed. TCI is requesting the Town sign a waiver. After brief discussion, a motion was made by Commissioner Phillips to have Mr. Hearne signed the waiver, seconded by Commissioner Diane Letts. The motion passed 5-0.

Historic District Commission

President Vandervort stated since Mrs. Letts has been sworn in as a commissioner, she needs to resign from the Historic District Commission. Commissioner Diane Letts stated she is resigning from the Historic District Commission and recommends Steven Lewis to fill the vacancy so created. President Vandervort stated a letter from the Historic District Commission also recommends Steven Lewis as a replacement. He stated we need to post a notice of the vacancy and then decide at the next meeting. Commissioner Joseph Letts stated the Board needs to accept Commissioner Diane Letts' resignation first. A motion was made by Commissioner Phillips to

accept Diane Letts' resignation from the Historic District Commission, seconded by Commissioner Pumpaly. The motion passed 3-0-2 (Commissioners Joseph Letts and Diane Letts abstained). After some discussion, the Board decided to post a notice of the vacancy in the display case outside Town Hall and at the post office.

Commissioner Phillips stated the county's bill of \$625.00 for the sewer repair at 116 Frederick Street is still unpaid and on hold. After some discussion, President Vandervort asked if Mr. Hearne had contacted H.I.E., who did the repair, for a report of what the problem was. Mr. Hearne stated he contacted Mr. Houston but hasn't received anything from him yet.

President Vandervort stated Mrs. Morgan informed him Monday someone had used her computer over the weekend and since Monday morning it has not been running properly. After some discussion, a motion was made by Commissioner Letts to change the door lock and issue new door keys, to be signed for, to Commissioners and staff, seconded by Commissioner Pumpaly. The motion passed 5-0.

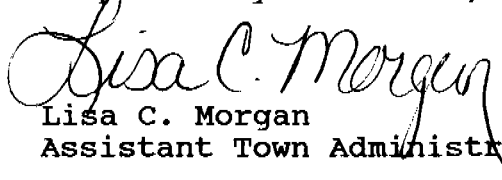
Accounts Payable

President Vandervort stated the remaining monies owed to James Julian on the water system extension is on the accounts payable. He said Tatman & Lee and the State have given their recommendation to pay James Julian and he has talked to Mr. & Mrs. Lewis and they were satisfied. He also said the bond is good for a year from the final inspection.

A motion was made by Commissioner Joseph Letts to pay the accounts payable and then withdrew the motion because there were bills involving the Sheriff's Office. A motion was made by Commissioner Phillips to pay the accounts payable as listed, seconded by Commissioner Pumpaly. The motion passed 3-0-2 (Commissioners Joseph Letts and Diane Letts abstained).

As there was no further business to be discussed, the meeting was adjourned by President Vandervort at 10:35 hours.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JANUARY 28, 1997

AGENDA

7:30 P.M.

1. Recount Results
2. Oath of Office
3. Election of Town Officers
4. Public Hearing - Ordinance 97-1

OLD BUSINESS

5. Approval of Minutes

PENDING BUSINESS

6. Shoreline Erosion Project
7. Charlestown Marina Lease
8. TSMT Update
9. Annexation of Ganderton Property - Survey
10. 5-way Intersection - Trinity Woods

NEW BUSINESS

11. Storage Shed
12. Town House - Repairs
13. Water & Sewer Service Area Plan
14. Tatman & Lee - Retainer Fee
15. Town House - Lease
16. Town Pier Boat Slip Fee
17. MML Cecil/Harford Chapter Dinner - Hosting
18. MML - Ocean City Conference
19. FY97 Audit Contract
20. Wilmapco Workshop - 02/20/97
21. TCI - Waiver
22. Historic District Commission
23. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/28/97

TIME: 7:30 PM

Darlene M McCall

Becky C Goep

Rosalee R. Bott

Junie Wright

Sara Evans

Linda Slick

Suzanne Barber

Esther Jensen

Roger Lewis

Paul Phillips

Rebecca Phillips

Mrs. Lillian Lutting

Francis Banton

Robert Phillips

Walter Hutchison

William Algard

Harold Phillips

Donald Phillips

Edgar V. Mueller

01/28/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Bell Atlantic	telephone - Town Hall	6440.1 - Telephone	104.16-
AT&T	invoice # 6392102946	6440.1 - Telephone	23.54-
Central Printing & Office...	Ballots and Envelopes	6240.1 - Election	110.00-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.50-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.60-
Garage electric	Garage electric acct # 2-62-35123-2-0	6420.1 - Electric	18.46-
Benjamin Lumber Co., Inc.	Acct # 1186	-SPLIT-	80.19-
Treasurer of Cecil County	Gasoline for Patrol 12/01/97 - 12/31/97	6920.1 - Police Protection	57.68-
Treasurer of Cecil County	Sheriff's Patrol December	6920.1 - Police Protection	900.45-
Staples	Acct# 60110006100036	6220.1 - Office Supplies	35.37-
Charlestown Fire Co.	film for Christmas Party	6210.1 - General Govern...	66.00-
Charlestown Fire Co.	Ambulance Club Membership	6910.1 - Fire Company	25.00-
American Home & Hard...	Acct # 685600, INV-379276,379457,379460,town house,town...	-SPLIT-	91.62-
Alger Oil, Inc.	Acct # 667541 ticket # 791973 (162.7 gals oil)	6430.1 - Fuel	183.69-
Rogers Home and Hard...	inv 221060	-SPLIT-	21.72-
Morgan, Lisa C.	mileage reimbursement - see bill	6210.1 - General Govern...	43.09-
Total 1010.1 - Cash-General Checking			<u>1,774.07-</u>
Total 1000.1 - General Fund Cash Accounts			<u>1,774.07-</u>
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	# 10029711 January contract operating	7120.2 - Contract Operat...	1,562.50-
Julian Inc., James	Water System Extension	7715.2 - Reimbursable (...)	8,742.86-
Total 1010.2 - Cash - Utility Checking			<u>10,305.36-</u>
Total 1000.2 - Utility Fund Cash Accounts			<u>10,305.36-</u>
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Maryland Materials Inc.	Acct # 60502	6300.3 - Streets	13.37-
Total 1005.3 - New-Checking-Special (Special checking County)			<u>13.37-</u>
Total 1000.3 - Special Fund Cash Accounts			<u>13.37-</u>
TOTAL			<u><u>12,092.80-</u></u>

TOWN MEETING OF

JUNE 10, 1997

WAS CANCELLED

DUE TO A

LACK OF QUORUM

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/10/97

TIME: 7:30 PM

Marshal Benson

E. F. Ruhl

Roscoe Bott

Mrs E. F. Ruhl

Mercant Lutting

Cyrus A Smith

Bill Smith

Warren White

Junie Wright

Dorlene M. McCall

Val Hahn

TOWN MEETING
OF
JUNE 24, 1997
CANCELLED
DUE TO
LACK OF QUORUM

Lisa C. Morgan
Assistant Town Administrator

Town of Charlestown

Accounts Payable Bills

06/18/97

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Sheriff's Patrol	May Gasoline Sheriff's Patrol	6920.1 · Police Protection	70.06- ✓
Sheriff's Patrol	May Sheriff's Patrol	6920.1 · Police Protection	1,243.76- ✓
Radio Shack	Inv #224334 - (4) 5-pack cassette tapes	6220.1 · Office Supplies	46.76- ✓
Mac's Shacks	Inv #12116 - (2) portable toilets 6/17/97 - 6/30/97	6730.1 · Contract Mainte...	56.00- ✓
MD Dept. of the Environment	Inv #AD001326 - publication notice ad for Veterans Pa...	6712.1 · Veterans Park	82.00- ✓
Garage electric	Account # 2-62-35123-2-0	6420.1 · Electric	19.01- ✓
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	6.50- ✓
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	93.14- ✓
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	16.01- ✓
Local Government Insurance ...	Inv #01MM70018 - annual surcharge	6510.1 · Building & Liability	71.94- ✓
BFI	970500-0115246 - May Service	6651.1 · Trash Collection	2,854.82- ✓
Staples	Acct #7972 3200 0002 7426	6220.1 · Office Supplies	97.12- ✓
Cecil County Landfill	1043	2005.1 · Accounts Payable	181.90- ✓
Bell Atlantic	telephone - Town Hall (410) 287-6173	6440.1 · Telephone	103.67- ✓
AT&T	Acct #8014-058-9492 - Inv #6392 165398	6440.1 · Telephone	12.96- ✓
U.S. Postmaster	post office box rent	6210.1 · General Govern...	12.00- ✓
Total 1010.1 · Cash-General Checking			4,967.65-
Total 1000.1 · General Fund Cash Accounts			4,967.65-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Well 1 Electric	acct # 2-62-35125-7-0	7131.2 · Electric	153.89- ✓
Well 3 Electric	2-62-35148-9-0	7131.2 · Electric	300.81- ✓
Water Tank Electric	acct # 2-62-35124-0-0	7131.2 · Electric	279.40- ✓
Sta 1 electric	2-62-34912-9-0	6531.2 · Station #1	160.51- ✓
Sta 3 electric	acct # 2-62-35062-2-0	6532.2 · Station #3	98.47- ✓
Lift Station electric	acct # 2-62-35009-3-0	6534.2 · Lift Station	11.04- ✓
Rt 7 electric	acct # 2-62-35470-7-0	6533.2 · Station RT. #7	56.69- ✓
Dept. of Public Works	Inv #15500010 (revised) - 3rd & 4th qtr '96 county sew...	-SPLIT-	30,885.89- ✓
Miller Environmental, Inc.	#10079717 - July Contract Operating	7120.2 · Contract Operat...	1,562.50- ✓
Bell Atlantic	telephone - water tower	7132.2 · Telephone	28.21- ✓
Total 1010.2 · Cash - Utility Checking			33,537.41-
Total 1000.2 · Utility Fund Cash Accounts			33,537.41-
1000.3 - Special Fund Cash Accounts			

Town of Charlestown

Accounts Payable Bills

06/18/97

Name	Memo	Split	Amount
1005.3 - New-Checking-Special (Special checking County)			
Electric Public Lighting	Street Lighting	6010.3 · Street Lights	✓ 632.67-
Maryland Materials Inc.	Acct #60503	6300.3 · Streets	394.92-
W.N. Cooper & Sons Inc.	Inv #13716	6021.3 · Equipment Purc...	11.90-
Gilbert Enterprises Inc.	May Gasoline for Town Truck	6025.3 · Gasoline	186.75-
Wal*Mart	Acct #2634	-SPLIT-	58.02-
Total 1005.3 · New-Checking-Special (Special checking County)			1,286.26-
Total 1000.3 · Special Fund Cash Accounts			1,286.26-
TOTAL			39,791.32-

TOWN MEETING OF MARCH 11, 1997

MINUTES

The March 11, 1997 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Christine L. Phillips, Commissioner Joseph G. Letts, Sr., and Commissioner Diane Letts. Audience attendance sheet is attached hereto.

George Smith of Miller Environmental presented the February 1997 monthly operations report on the town's water system. Mr. Smith also discussed with the Board the problems found at 68 Salvation Circle and 315A Caroline Street. The Board requested Mr. Smith send the price he had on the chlorine residual analytical meter. He also explained to the Board about cathodic protection for the water tower as the Board needed to decide if they wanted to renew the service contract. After some discussion, Commissioner Pumpaly made a motion to sign the quote for Plan C of the service plan from Cathodic Protection Services for \$275.00, seconded by Commissioner J. Letts. The motion passed 5-0.

Old Business

Approval of Minutes - A motion was made by Commissioner J. Letts to approve the minutes of the February 25, 1997 meeting, seconded by Commissioner Pumpaly. The motion passed 5-0.

Pending Business

Charlestown Marina Lease - Philip Price, of Charlestown Marina, and Douglas Cain, Mr. Price's attorney, discussed the lease for Charlestown Marina with the Board. After much discussion, a motion was made by Commissioner J. Letts to re-evaluate the lease of Charlestown Marina to see if it is fair and, if there is a problem, to consider re-negotiating the lease, seconded by Commissioner Pumpaly. The motion passed 3-1-1 (Commissioner Phillips abstained). After more discussion, the Board decided to schedule and advertise a workshop meeting of the Board for April 1, 1997 at 7:30 p.m. and requested Mr. Price and Mr. Cain to come to the April 8, 1997 town meeting at 7:30 p.m.

(During the discussion with Mr. Price and Mr. Cain, Stanley W. Hearne, Town Administrator, arrived at the town meeting.)

While Mr. Price was present, President Vandervort briefly discussed with and showed him the preliminary plans for the Veterans Park Shoreline Erosion project the Town received from David Wilson of the RC&D Council.

Mr. Hearne briefly explained the Land Preservation and Recreation Plan the County is developing, which workshop he had attended this date, is basically concerning farmland preservation

and to prevent duplication of recreational facilities within the County.

Annexation of Ganderton Property - Survey - Mr. Hearne stated C. Thomas DeLorimier of Tatman & Lee Associates informed him the survey is done and once he has reviewed it, he would forward it to the Town.

5-way Intersection - Trinity Woods - President Vandervort stated he has sent a letter to the Cecil County Commissioners advising them of the problem with the 5-way intersection in Trinity Woods and asking them to have it resolved before the roads are transferred.

MML Cecil/Harford Chapter Dinner - Hosting - President Vandervort stated he checked with Chip Spangler regarding the price per dinner. Mr. Spangler stated the price of \$25.00 would include applicable taxes and gratuity. President Vandervort stated reservation letters have been sent out to the municipalities in the chapter. Mrs. Morgan stated Sharon Day was supposed to be in Monday with the postcards but didn't come. Mrs. Morgan said she would call Mrs. Day.

MML Ocean City Conference - Mrs. Morgan stated the registration forms for the conference are in the MML magazine for March 1997 and she had put copies in each attending commissioner's box. She requested to have the registration forms returned by March 25, 1997 so payment for the registration fees can be put on the accounts payable for that meeting taking advantage of the lower fees for early payment.

FY97 Audit - Mrs. Morgan stated she had talked to Mr. Brandon on March 6, 1997 who stated he was mailing his proposal out that date but Mrs. Morgan stated she has not received anything yet.

New Business

Semi-annual tax payment option - Notification - Mrs. Morgan explained the State requires municipalities to notify tax payers this year of the semi-annual tax payment option either by individual mailing to each property owner or by advertising twice in the Cecil Whig. After some discussion over the cost, the Board decided to have an ad in the Whig to appear twice.

Stone Wharf - Mrs. Morgan stated further information had been received and all the Commissioners have a copy with their packets tonight. After some discussion, President Vandervort stated he would forward the information to Mr. Algard to develop plans for

making the stone wharf ADA accessible.

Veterans Park Shoreline Erosion Project - President Vandervort showed the Board the preliminary plans for the Veterans Park Shoreline Erosion project. He stated the cost of the project is estimated at \$60,000.00 of which 25% is the Town's share. After some discussion, a motion was made by Commissioner Phillips to proceed with the Veterans Park Shoreline Erosion project as proposed, seconded by Commissioner D. Letts. The motion passed 5-0.

Mr. Hearne stated Mr. McMullen of Delmarva gave him prices for three different wattages for the street lights in Trinity Woods. After some discussion, a motion was made by Commissioner J. Letts to use 150 watts for each of the five street lights for Trinity Woods, seconded by Commissioner D. Letts. The motion passed 5-0.

President Vandervort stated he received a letter from the county regarding a meeting on April 16, 1997 between 10:00 to 11:30 a.m. at the EM/CD Conference room on the revitalized emergency planning committee asking if someone from the town would like to attend. Commissioner Phillips said she would be glad to attend.

President Vandervort stated the Town received a quote of \$1340.00 from Tatman & Lee Associates for reviewing the plans for the development in Charlestown Manor. He stated he has not signed it but, as Tiffin Builders has now paid these fees in advance, he would like to sign it. The Board agreed he could sign the contract.

Mrs. Morgan asked if either Commissioner J. Letts or Commissioner D. Letts were interested in attending the Ethics seminar in May in Annapolis. Both said they were interested and will get the information sheet back to her.

Mrs. Morgan stated she was asked when Christmas decorations should be taken down in the town cemetery. The Board stated she should check with Mr. McMullen.

Mrs. Morgan stated she checked with the Cecil County Board of Education regarding the start date of the next school year. They said it would be 8/25/97.

Mrs. Morgan stated she had drafted a letter to the church regarding the flag at the town cemetery for President Vandervort to review.

Mrs. Morgan asked if the ice-eaters were out at the town pier as the boating season will be starting shortly. President Vandervort

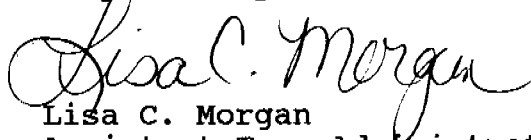
stated he would see to them.

Mrs. Morgan stated the signs for the tennis court have come in. President Vandervort stated the boat ramp and parking lot signs have been ordered. Commissioner Pumpaly asked if the Town was going to grade that small area across from the boat ramp. President Vandervort stated he would check with Mr. Algard.

President Vandervort stated he was presenting a letter requesting approval for a pay raise for Mrs. Morgan. Commissioner D. Letts requested an executive session. The Board decided to deal with the last item on the agenda first, which was the accounts payable. A motion was made by Commissioner Phillips, seconded by Commissioner Letts, to approve the accounts payable. The motion passed 5-0.

President Vandervort adjourned the town meeting at 9:27 p.m. to go into Executive Session at the request of Commissioner D. Letts.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MARCH 11, 1997

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Charlestown Marina - Lease
4. Annexation of Ganderton property - Survey
5. 5-way Intersection - Trinity Woods
6. MML Cecil/Harford Chapter Dinner - Hosting
7. MML Ocean City Conference
8. FY97 Audit

NEW BUSINESS

9. Water problems - 68 Salvation Cir. & 315 A Caroline St.
10. Cathodic protection - Water tower
11. Semi-annual tax paym't option - notification
12. Stone Wharf
13. Veterans Park Shoreline Erosion Project
14. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/11/97

TIME: 7:30 PM

George Smith - MILLER INC

Val Hahn

~~William [unclear]~~

Yvonne Lutting

Gregg Keller

[unclear]

Douglas Robin

Town of Charlestown

Accounts Payable Bills

03/11/97

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
BFI	970100-0115246 Feb 97 service	6651.1 · Trash Collection	2,868.78-
Wal-Mart	Account 2634 Vacuum	6250.1 · Office Equipment	114.96-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	113.54-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	6.50-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	41.07-
Garage electric	Account # 2-62-35123-2-0	6420.1 · Electric	20.80-
BJ's Wholesale Club	Membership to 3/98	6210.1 · General Govern...	45.00-
Staples	Acc# 601110006100036	-SPLIT-	134.98-
ST. Paul Stamp Works l...	Acct # CH285, inv 27886 Nameplate "Diane Letts"	6220.1 · Office Supplies	13.95-
Baynes, Keith A.	Election review, Charlestown manor review	6620.1 · Legal	80.00-
Morgan, Lisa C.	mileage reimbursement - see bill	6210.1 · General Govern...	69.75-
Chesapeake Rent All	Power Post hole digger	6700.1 · Parks & Recreat...	48.00-
American Home & Hard...	Account 685600	6700.1 · Parks & Recreat...	47.40-
Peachtree Business Pro...	Account 2191424, inv 490504 "No Skate" Signs	6700.1 · Parks & Recreat...	52.50-
Maryland Rural Develop...	Circuit Rider Program - 3rd qtr FY97	6330.1 · Administration	2,875.03-
Total 1010.1 · Cash-General Checking			6,532.26-
Total 1000.1 · General Fund Cash Accounts			6,532.26-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Lift Station electric	acct # 2-62-35009-3-0	6534.2 · Lift Station	8.94-
Well 1 Electric	acct # 2-62-35125-7-0	7131.2 · Electric	134.17-
Sta 1 electric	2-62-34912-9-0	6531.2 · Station #1	166.05-
Sta 3 electric	acct # 2-62-35062-2-0	6532.2 · Station #3	63.23-
Rt 7 electric	acct # 2-62-35470-7-0	6533.2 · Station RT. #7	26.78-
Total 1010.2 · Cash - Utility Checking			399.17-
Total 1000.2 · Utility Fund Cash Accounts			399.17-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Maryland Materials Inc.	Acct # 60502	6021.3 · Equipment Purc...	12.02-
Alan McCann	Moving Sand & Gravel at shop	6300.3 · Streets	135.00-
Electric Public Lighting	Street Lighting	6010.3 · Street Lights	617.55-
American Home & Hard...	Account # 685600, Shed	6021.3 · Equipment Purc...	23.99-
Benjamin Lumber Co., l...	Account # 1186 Balance Feb Statement Shed	6021.3 · Equipment Purc...	8.67-

Town of Charlestown
Accounts Payable Bills

03/11/97

Name	Memo	Split	Amount
Lowe's Home Centers I...	Account # 002237, Inv 98670,99271	6021.3 · Equipment Purc...	70.66-
Total 1005.3 · New-Checking-Special (Special checking County)			867.89-
Total 1000.3 · Special Fund Cash Accounts			867.89-
TOTAL			7,799.32-

TOWN MEETING OF MARCH 11, 1997

EXECUTIVE SESSION


MINUTES

Pursuant to the State Government Article, the Board decided to close the meeting at 9:27 p.m. They will be meeting under the Article pursuant to Section 10-508(a)1i.

A personnel matter relating to a Town employee was considered. Discussion followed on whether the employee adhered to all rules of conduct for the office. President Vandervort said he would address that issue. Consideration was also given to whether a raise could be given to one employee and not the others. President Vandervort stated that he thought this could be done since the raise was based on merit. President Vandervort stated he would check with the Town attorney to see if this is a problem. There is no scale to measure an employee's performance. Because of this, it was mentioned that it would be hard to justify a merit increase. Commissioner Phillips made a motion to give her a merit raise. This is contingent upon checking with Keith and he says there is no reason not to. Would also recommend that the new pay rate be at \$11.00 per hour. Commissioner Pumpaly seconded the motion as long as Keith believes this is fair and equitable. Comment was made that it was important to give Keith all the facts surrounding the merit increase. It was also suggested that someone check with MML to see if they have a standard form that can be used to evaluate personnel. If they do, it could be used to do this for clerical and administrative employees. Motion passed 3-1-1 (Commissioner Diane Letts abstained).

The closed meeting was adjourned at 10:02 p.m.

Respectfully submitted,


Stanley W. Hearne
Town Administrator

TOWN MEETING OF MARCH 25, 1997

The March 25, 1997 meeting of the Charlestown Commissioners was called to order by President Steven W. Vandervort. Commissioners present were Diane Letts, Christine Phillips and Wilbur Pumpaly. Town Administrator Stanley Hearne was also in attendance. Audience attendance sheet is attached.

AVALON YACHT BASIN

Betty Knapp and Elizabeth Horn appeared before the board representing Avalon Yacht Basin. Mrs Knapp presented a aerial view photograph of the marina and surrounding grounds circa 1974 when Knapp's first purchased the marina. Christine stated that the town would probably be interested in paying for a copy of the photo for historic purposes. Mr. Knapp wants a letter giving him permission to take down the cable-Steve responded that for liability purposes the town would have the maintenance workers take down and put the cable back up when Mr Knapp was in need of it. Mrs Knapp and Mrs Horn also commented that run off from the drainage ditch from the house across the street is running into the parking lot. Steve will go to the marina and contact Mr Knapp on Thursday, March 27 to check the situation. When asked about the criteria of parking on the lot this summer, Steve advised Mrs Knapp that cars will be allowed to park there but boat trailers will require a permit. This area will be patrolled by the sheriff's deputies and that any trouble she encounters she should call the sheriff's office and they will promptly dispatch the deputy on town duty.

SHORLINE EROSION CONTROL

The town originally agreed to \$60,000 estimate of the Veterans Park Shoreline Control project. That figure actually came in lower at \$56,764. A grant in the amount of \$42,573 has been approved by the state. A motion to proceed with the project was made by Christine Phillips, seconded by Wilbur Pumpaly and passed 4-0.

PRESENTATION OF PLAQUE

A plaque was presented to Loucretia Wood by president Steven Vandervort on behalf of the board of commissioners in appreciation of her time of service as a commissioner.

MINUTES

The minutes of the March 11, 1997 meeting were accepted on a motion by Christine Phillips and seconded by Wilbur Pumplay. The minutes were approved 4-0.

Christine Phillips made a motion to approve the minutes of the executive session also held on March 11 with the following changes. Add the name of Diane Letts as abstaining and add "per hour" after \$11.00. Wilbur Pumpaly seconded the motion and it passed 4-0.

TOWN MEETING OF MARCH 25, 1997

(2)

GANDERTON PROPERTY

Stan Hearne reported that the annexation of the Ganderton property in Charlestown Manor is now complete.

AUDIT

James Brandon, the accountant that conducted our audit for last year submitted a bid of \$2250.00 for this year's audit. This is less than the cost of the previous audit. Christine Phillips made a motion to have Mr. Brandon again conduct our audit. The motion was seconded by Diane Letts and passed 4-0.

CHARLESTOWN ELEMENTARY SCHOOL

The elementary school is soliciting advertisements to help defray the cost of a year book similiar to last year's book. Wilbur Pumpaly made a motion to place an ad in the book for \$35 as done previously. Diane Letts seconded the motion and it passed 4-0.

UPPER BAY MUSEUM

The Upper Bay Museum in North East is soliciting advertisements in their decoy show souvenir book. Christine Phillips made a motion to sponsor a 1/4 page ad for \$25. It was seconded by Diane Letts and passed 3-0-1 (Vandervort abstained)

MML DINNER MEETING

It was noted that MML will pay the dinner tab for the guest speaker at the MML dinner meeting hosted by Charlestown on April 17, 1997.

STAGING AREA-BOAT RAMP

An estimate of \$2200 to widen Market Street in the boat staging area was received from Alan McCann. The cost includes excavate and haul excess dirt, grade crushed stone and grade the slope for mowing purposes. A motion by Wilbur Pumpaly to award the job to Mr. McCann was seconded by Christine Phillips and passed 4-0. Stan Hearne will contact the critical area people to assure that a permit is not needed for the job.

HALL PROPERTY-LOUISA LANE EXT

Richard Hall of Louisa Lane Ext had come into town hall recently to complain about the condition of Louisa Lane Ext. and ask that the town do something about the deep holes.

TOWN MEETING OF MARCH 25, 1997

(3)

Stan confirmed that the road was in terrible shape and also noted that the same problem exists in the area of Dennis Richardson's residence. The town will look into having the road graded as only adding crusher run to the holes does not really solve the problem.

DAN EWING-TASKER LANE

Mr. Ewing has removed a drainage pipe and is filling it in with dirt. This is possibly town property. Stan reported that the amount of dirt involved probably needed a county permit as well as a town permit. Mr Ewing has neither. Neighbors on an adjoining property are concerned that run off from this will affect their property. Mr Ewing informed Stan that he will cease until he can check into any permits that are necessary. He is to inform Stan when this has been accomplished.

OGLE STREET

Stan Hearne reported that an ordinance is required to change the name of Ogle Street to North Ogle and South Ogle. He will write the ordinance and have Keith Baynes review it.

BOAT TRAILER PARKING STICKERS

Steve reported that Charlestown Marina and Avalon Marina are willing to sell the parking stickers for boat trailers.

ACCOUNTS PAYABLE

A motion by Christine Phillips to pay the bills represented on the accounts payable list was seconded by Wilbur Pumpaly and passed 4-0.

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

Respectfully Submitted,

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/25/97

TIME: 7:30 P.M.

Elizabeth L. Linn
Betty Linn
Loucretia A. Wood

TOWN MEETING OF MAY 13, 1997

AGENDA

The May 13, 1997 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Christine L. Phillips, Commissioner Joseph G. Letts, Sr., and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet attached hereto.

George Smith of Miller Environmental presented the April 1997 monthly water system operations report to the Board. He also discussed with the Board a problem with a well dropping in gallons per million production. He said they will keep an eye on it. Also, Mr. Smith discussed a problem with some corrosion of galvanized pipe and suggested replacing with PVC.

President Vandervort discussed with the Board regarding the renewal of the water system operations contract. The contract will automatically renew on August 1, 1997 if the Town or Miller does not provide the other party with 60 days notice. He also mentioned the contract states there will be a 4% cost increase the next contract year. A brief discussion followed.

Mr. Ronald Moore had asked to be on the agenda but he was not present.

Old Business

Approval of Minutes - A motion was made by Commissioner J. Letts to approve the minutes of the April 22, 1997 meeting, seconded by Commissioner D. Letts. The motion passed 5-0.

Pending Business

Veterans Park Shoreline Erosion Project - President Vandervort stated there was nothing new regarding this. Mrs. Morgan stated Mary Ann Skilling, the Critical Areas Circuit Rider, said she has received the information she needed from David Wilson of the RC&D Council.

Boat Staging Area - Mr. Hearne stated Mrs. Skilling will be sending her study within the next few days. Mrs. Morgan stated the Town received approval from U.S. Forestry for the project.

Richard & Kathleen Hall - Road Repairs - President Vandervort stated Gophery Richardson has done grading on Louisa Lane and some on Louisa Lane Extended. He has not completed Louisa Lane Extended and is waiting for drier conditions.

Postal Service Agreement - President Vandervort stated he has talked to Mr. Golkin of the U.S. Postal Service about increasing

the rent for the post office due to increased utility costs. He stated he had been discussing a rental of around \$6,000 with them.

New Business

Resolution No. 97-1 - Circuit Rider Program - President Vandervort stated a resolution needed to be done to continue in the program for our town administrator. After some discussion, the Board decided not to pass the resolution as they would like to look into the possibility of increasing Mr. Hearne's hours. Mr. Hearne suggested President Vandervort contact Teresa Wellman, who coordinates the program for Maryland Rural Development Corporation. President Vandervort mentioned he has received Mrs. Berry's resignation as Town Clerk effective May 16, 1997.

Trash Contract - Renewal - President Vandervort stated the trash contract expires June 30, 1997 and will automatically renew if notice is not given. Cost increase for the next contract year is based on the consumer price index. He stated he contacted Bill Thomas of BFI last week who was supposed to send a letter but the Town hasn't received it yet.

President Vandervort discussed with the Board the problem regarding the Bish property in Charlestown Manor and the annexation of the properties out there. He stated he is still looking in the problem and will get back to the Board. Discussion followed.

Budget - President Vandervort presented the draft of the FY98 town budget to the Board. Lengthy discussion followed.

Joseph Carey discussed with the Board the length of boat allowed at the town boat pier. He said he would like to purchase a boat which has a pulpit making the boat's length about 28 feet. The Board requested he bring a brochure or written information about the boat to the Board.

Valerie Hahn asked the Board about the status of the smoke testing. President Vandervort stated the County Department of Public Works has been moving along in testing and when they are done, they will present a report to the Town. He also mentioned the County is finding a majority of the problems is on private property. Mrs. Hahn also mentioned to the Board about the vandalism of the playground equipment at the elementary school. President Vandervort stated the Town has contacted the Sheriff's Office about increasing patrols in the area.

Accounts Payable - A motion was made by Commissioner Phillips to approve the accounts payable, seconded by Commissioner Pumpaly.

TOWN MEETING OF MAY 13, 1997
MINUTES (cont'd.)
PAGE 3 OF 3

The motion passed 3-0-2 (Commissioner J. Letts and Commissioner D. Letts abstained).

President Vandervort stated he approached Mrs. Berry about holding a function commemorating Mrs. Berry's service to the Town.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MAY 13, 1997

AGENDA

7:30 P.M.

1. Miller Environmental - monthly report
2. Ronald Moore - ditch

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Veterans Park Shoreline Erosion Project
5. Boat Staging Area
6. Richard & Kathleen Hall - Road Repairs
7. Postal Service Rental Agreement

NEW BUSINESS

8. Resolution 97-1 - Circuit Rider Program
9. Water System Contract - Renewal
10. Trash Contract - Renewal
11. Budget
12. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/13/97 TIME: 7:30 p.m.

George A. Smith - M.E.I.
Val Hahn

05/13/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Peachtree Business Products ...	Acct #2191424 Inv #501014	6700.1 - Parks & Recreat...	742.70-
Charlestown P.T.O	notecards used for MML Cecil/Harford Chapter Dinner	6210.1 - General Govern...	20.00-
Woodward-Clyde Consultants	Inv #163316	6210.1 - General Govern...	600.00-
Woodward-Clyde Consultants	Inv #163255	2057.1 - Security dep Tiff...	884.38-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	101.46-
Garage electric	Account # 2-62-35123-2-0	6420.1 - Electric	18.91-
Baynes, Keith A.	4-3-97 - review & comment on Ogle St ordinance	6310.1 - Legal Counsel	40.00-
Alger Oil, Inc.	Acct #667541-18 Statement closing date 04-30-97	-SPLIT-	258.15-
Rogers Home and Hardware	Inv #222475	6700.1 - Parks & Recreat...	12.15-
U.S. Postmaster	4 rolls postage	6220.1 - Office Supplies	128.00-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.50-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.50-
Treasurer of Cecil County	Charlestown Patrol for April '97	6920.1 - Police Protection	899.78-
Treasurer of Cecil County	Gasoline for Charlestown Patrol - Apr '97	6920.1 - Police Protection	47.62-
BFI	970400-0115246 - Apr 97 Service	6651.1 - Trash Collection	2,854.82-
Morgan, Lisa C.	mileage reimbursement - period of 3/10 - 5/9/97	6210.1 - General Govern...	80.60-
Safeguard Business Systems ...	Cust #436564 Inv #4243294 - (2) pks ledger sheets	6220.1 - Office Supplies	63.43-
Chesapeake Publishing Corp.	Ad for Ord #97-1 - renaming Ogle Street	6210.1 - General Govern...	28.90-
AT&T	Acct # 8014-058-9492	6440.1 - Telephone	14.89-
Wal*Mart	Account 2634 inv May Statement	-SPLIT-	131.88-
Total 1010.1 - Cash-General Checking			6,940.67-
Total 1000.1 - General Fund Cash Accounts			6,940.67-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	2-62-34912-9-0	6531.2 - Station #1	161.61-
Sta 3 electric	acct # 2-62-35062-2-0	6532.2 - Station #3	74.42-
Lift Station electric	acct # 2-62-35009-3-0	6534.2 - Lift Station	10.38-
Rt 7 electric	acct # 2-62-35470-7-0	6533.2 - Station RT. #7	52.04-
Well 1 Electric	acct # 2-62-35125-7-0	7131.2 - Electric	161.09-
Well 3 Electric	2-62-35148-9-0	7131.2 - Electric	211.62-
Water Tank Electric	acct # 2-62-35124-0-0	7131.2 - Electric	391.42-
Chesapeake Publishing Corp.	Ads for sewer system smoke testing notice	6510.2 - Operating expe...	190.40-
Total 1010.2 - Cash - Utility Checking			1,252.98-

Town of Charlestown
Accounts Payable Bills

05/13/97

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			1,252.98-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Electric Public Lighting	Street Lighting		632.67-
Richardson, Gophery	Inv #4051 - grading for Louisa Ln & Louisa Ln Ext'd	6010.3 · Street Lights	120.00-
Peachtree Business Products ...	Account # 2191424, inv # 501014 (no parking signs)	6300.3 · Streets	52.50-
Total 1005.3 · New-Checking-Special (Special checking County)		6410.3 · Road Signs	805.17-
Total 1000.3 · Special Fund Cash Accounts			805.17-
TOTAL			8,998.82-

TOWN MEETING OF MAY 27, 1997

MINUTES

The Town Meeting of May 27, 1997 of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:40 p.m. Other commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Christine L. Phillips and Commissioner Diane Letts. Also present was Town Administrator Stanley W. Hearne. Audience attendance sheet is attached hereto.

Commissioner Joseph L. Letts, Sr. arrived at the meeting at 7:42 p.m.

David and Jann Bish discussed with the Board the problem of their property on Clearview Avenue where part of their property may have been included in the annexation of the portion of Charlestown Manor and, unknown to them, town taxes were being billed. After a lengthy discussion, the Board said it would look into the matter and would keep Mr. & Mrs. Bish advised of the progress made on the matter.

Phillip Price, of Charlestown Marina, and Douglas Cain, Mr. Price's attorney, discussed with the Board the Charlestown Marina lease. After some discussion, the Board asked if the matter of whether property taxes could be abated be looked into. Commissioner Letts left the meeting at 8:45 p.m. during this discussion. After more discussion with no motions made, Mr. Price and Mr. Cain left the town meeting.

Geraldine Barr asked the Board if the Town could do anything for the skateboarders in Town. She wanted to know if there was any location in town they could use without getting into trouble. The Board discussed the problem with liability and asked to have LGIT contacted about liability for a skateboarding area.

Sandy Evans, of 607 Cecil St., and Kathy Matter, of 401 Caroline Street, discussed with the Board about the drainage ditch which is causing a swamp from the standing water. The Board will have the maintenance workers look at the problem. Mrs. Evans and Mrs. Matter asked if something could be done so people park in the parking lot to use the athletic complex instead of on their property across the street from the complex.

Paul Phillips talked to the Board regarding the sinkhole caused by a drainage pipe which may be on town property. After some discussion, the Board believed the problem may be fixed with some stone being put in.

Old Business

Approval of Minutes - The Board reviewed the minutes of the May 13, 1997 meeting submitted for approval. They asked to have the gentleman's name determined who discussed with the Board the

length of boat allowed at the town pier and Commissioner D. Letts stated the words "has been discussing with" on page 3 regarding hosting a party for Mrs. Berry should be changed to "approached". After some discussion, Commissioner Phillips made a motion to approve the minutes of the May 13, 1997 meeting with the two changes so stated, seconded by Commissioner Pumpaly. The motion passed 4-0.

Pending Business

Veterans' Park Shoreline Erosion Project - Mr. Hearne stated the public comment period ended on May 22, 1997 and the deadline for the U.S. Army Corps. of Engineers' comments ends June 6, 1997. He also stated David Wilson of the RC&D Council may have the bid package ready by June 13, 1997 but, at the latest, by June 23, 1997 with a projected construction start date of July 1, 1997.

Louisa Lane Shoreline Erosion Project - Mr. Hearne stated the volunteers would be planting grasses on June 9 - June 11, 1997 depending on when the low tides are. He stated Mr. Wilson asked if a deputy could be on duty as he has had some difficulty with individuals from Avalon Yacht Basin. President Vandervort stated a supplemental schedule had been done and Commissioner Letts was supposed to take it to the Sheriff's Office. President Vandervort asked to have the Sheriff's Office contacted to make sure deputies will be assigned the days the volunteers are there. Mr. Hearne mentioned the volunteers will also be removing any debris they may find and the town truck may be needed to take the debris away.

Postal Service Rental Agreement - President Vandervort stated he has been talking to the Postal Service regarding the post office lease. He stated the Postal Service has offered a 5-year lease for \$5,900.00 per year with an additional 5-year option with rent to be negotiated. The other terms in the new lease would be the same as stated in the current lease. Commissioner Phillips made a motion to accept the postal service agreement as stated, seconded by Commissioner D. Letts. The motion passed 4-0.

Circuit Rider Program - Mr. Hearne stated the Town received a letter from Teresa Wellman, who administers the program for the State, stating there is no funding available at this time to increase the number of hours for the town administrator. Commissioner D. Letts asked about filling the town clerk's position. After some discussion, Commissioner Phillips read the Town Charter's section regarding the town clerk which states the town is to employ a town clerk but does not state whether the position is full or part time. After further discussion of options available to the Town, Commissioner Phillips made a motion to have

Mr. Hearne send a letter to Ms. Wellman expressing the Town's interest in increasing Mr. Hearne's hours when funding becomes available and to approve Resolution 97-1. The motion was seconded by Commissioner Pumpaly and was passed 4-0. The Board requested to have the date of the resolution changed to today's date before the Commissioners sign it.

Budget - The Board discussed the proposed FY98 budget. President Vandervort asked the Board to review the budget for passage in June. After more discussion, the Board decided to put the budget as the first item on the next town meeting's agenda. Commissioner Phillips requested the board go into executive session and then withdrew her request.

New Business

Kubota - President Vandervort stated he received 3 quotes for a Kubota tractor which would be capable of loading sand and salt on the town truck, cleaning out ditches, and mowing the athletic complex as well as other jobs. The three quotes were: Stoltzfus Farm Services \$30,280.00; Newark Kubota \$31,397.00; and Wenner Ford Tractor \$31,806.00. After some discussion, Commissioner Phillips made a motion to contact Newark Kubota to see if they would lower the price to the lowest quote we received. After more discussion, Commissioner Phillips amended her motion to purchase the tractor from Newark Kubota if they would match the lowest quote we received. After more discussion, Commissioner Phillips amended her motion to purchase the tractor from Newark Kubota with the price not to exceed \$31,000.00, seconded by Commissioner Pumpaly. The motion passed 4-0.

President Vandervort stated the pre-hearing telephone conference between Mr. Jackson and an assistant State's Attorney regarding the town's request for a contested case hearing on TSMT's application for a hazardous waste permit will be held on May 28, 1997. Mr. Jackson has sent a summary of the argument he will present and will advise the Town of the results of the telephone conference.

President Vandervort stated Mary Ann Skilling, the Critical Areas circuit rider, has informed the Town she has no problem with the boat staging area. He asked to have Mr. Algard contact Mr. McCann to proceed with the work as soon as possible.

Commissioner Phillips discussed with the Board a sewer manhole near Charlestown Marina which does not appear to be on the "as built". She also stated someone was complaining about receiving a parking ticket on Black Avenue. She also stated Mrs. Jackson was concerned about the beach erosion against her wall and wanted to know what

Town Meeting of May 27, 1997
Minutes (cont'd.)
Page 4 of 4

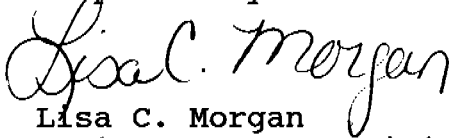
procedure she needed to follow.

Commissioner D. Letts asked why the flag in the cemetery was not up on Memorial Day as a memorial service was held there. As the town maintenance workers were off and wouldn't have put up the flag, the Board briefly discussed how this should be handled on holidays.

Accounts Payable - After a short discussion, a motion was made by Commissioner Phillips to approve the accounts payable, seconded by Commissioner Pumpaly. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:55 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MAY 27, 1997

AGENDA

7:30 P.M.

1. David & Jann Bish
2. Charlestown Marina

OLD BUSINESS

3. Approval of Minutes
5/13/97

PENDING BUSINESS

4. Veteran's Park Shoreline Erosion Project
5. Postal Service Rental Agreement
6. Circuit Rider Program
7. Budget

NEW BUSINESS

8. Kubota
9. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/27/47 TIME: 7:30 PM

SANDY EVANS

KATHY MATTHEW

Howard Hill

Paul E. Phelps

Val Hahn

Helen Barr

Phil Price

Taid & Jann Bish

Douglas R. Curin

Janet Mullen

R.J. Mast

Robert Evans

05/27/97

Town of Charlestown Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Maryland Eastern Shore RC&...	Louisa Lane Project - 25% of plants/fertilizer	6711.1 · Louisa Lane	878.25-
Bell Atlantic	telephone - Town Hall (410) 287-6173	6440.1 · Telephone	108.11-
Central Printing & Office Supp...	(1) bx letterhead & (2) bx reg envelopes	6220.1 · Office Supplies	104.00-
Total 1010.1 · Cash-General Checking			1,090.36-
Total 1000.1 · General Fund Cash Accounts			1,090.36-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Miller Environmental, Inc.	#10069716 June Contract Operating	7120.2 · Contract Operat...	1,562.50-
Bell Atlantic	telephone - water tower	7132.2 · Telephone	21.05-
Total 1010.2 · Cash - Utility Checking			1,583.55-
Total 1000.2 · Utility Fund Cash Accounts			1,583.55-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	April Gasoline for Town Equipment	6025.3 · Gasoline	128.55-
W.N. Cooper & Sons Inc.	Inv #05-13477 - blades for mower	6021.3 · Equipment Purc...	33.36-
Total 1005.3 · New-Checking-Special (Special checking County)			161.91-
Total 1000.3 · Special Fund Cash Accounts			161.91-
TOTAL			2,835.82-

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

GENERAL ACCOUNT

150210	Gen. Gov't.	Cecil Whig		61.80
150210	Gen. Gov't.	Lisa Morgan - Mileage		43.40
150210	Gen. Gov't.	Fed-Ex		15.50
150220	Off. Exp.	Preston's		134.83
150420	Electric	Delmarva Power - Town Hall	187.08	
150420	Electric	Delmarva Power - Garage	11.83	
150420	Electric	Delmarva Power - Comfort Sta.	<u>12.51</u>	211.42
150440	Telephone	Bell Atlantic		94.90
150650	Trash Coll.	Harvey & Harvey		50.00
150650	Trash Coll.	Corron Trash Removal-Apr-May-Jun		130.00
150710	Cont Maint.	Lawn Ranger Grass Cutting Ser. 7/20	290.00	
150710	Cont Maint.	Lawn Ranger Grass Cutting Ser. 7/26	290.00	
150710	Cont Maint.	Lawn Ranger Grass Cutting Ser. 8/ 5	<u>290.00</u>	870.00
150730	Cont Maint.	Mac Shacks		120.00
150920	Police Prot.	Sheriff's Office - June	2,212.25	
		July	<u>1,233.90</u>	3,446.15
150920	Police Prot.	Sheriff's Office - June Gas	125.90	
		July Gas	<u>64.81</u>	190.71
150960	Miscellaneous	Tatman & Lee Ass. -		271.52
		Trinity Woods Stormwater Manag.		
150983	Electric	Delmarva Power - Town Pier		<u>6.73</u>
			TOTAL	<u>5,646.96</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

- 2 -

GENERAL ACCOUNT

150105 Personnel

Town of Charlestown - Payroll

Actual - August 1st 772.43
August 8th PPD 772.43 1,544.86

Projected - August 15th 772.43
August 22nd 772.43 1,544.86

Fed. Tax W.H. July 559.00
S/S Tax W.H. July PPD 644.66 1,203.66

State Tax W.H. July PPD 273.05 273.05

215610 Postage

Petty Cash Reimbursement
Sewer 48.00

255410 Postage

Utility 48.00 96.00

Petty Cash 88.89 PPD

Alger Oil 59.08 PPD

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

SPECIAL ACCOUNT

315100	Street Lights	Delmarva Power		606.70
315250	Gasoline	Russell's Sunoco		106.67
315300	Streets	Tatman & Lee Associates - Inspection Trinity		250.84
		Woods Road System - May '96		
315420	Cemetery Main.	Millard Bott - 7/29 6 hrs. @ \$15.00	90.00	
		Millard Bott - Mowed 7/25	170.00	
		Millard Bott - Mowed 8/ 2	<u>170.00</u>	430.00
315420	Keys 8	Western Auto		8.57
315420	Cemetery Main.	Millard Bott - Mowed 8/ 8	<u>170.00</u>	<u>170.00</u>
			TOTAL	<u>1,572.78</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

UTILITY - SEWER

215100	Repairs	Cecil County Treasurer		540.00
215310	Electric	Delmarva Power - Sta. #1	271.21	
215320	Electric	Delmarva Power - Sta. #3	85.96	
215330	Electric	Delmarva Power - Rt. #7	60.12	
215340	Electric	Delmarva Power - Lift Sta.	<u>44.70</u>	461.99
			SUB-TOTAL	<u>1,001.99</u>

UTILITY - WATER

255200	Agreement	Treasurer of Cecil County - Water Operation Agreement		14,023.66
255200	Contract Operating	Keith Baynes - Prepare deed of easement Mark Connor & review water operations contract with Miller Environmental		320.00
255750	Repairs	Don Haffner - Comfort Station		40.00
255300	Water Tank	Delmarva Power - Water Tank	116.46	
		Delmarva Power - Well #1	213.09	
		Delmarva Power - Well #3	<u>206.73</u>	536.28
255320	Telephone	Bell Atlantic		62.69
255200	Operat. & Maint.	Miller Environmental, Inc. - Aug. Miller Environmental, Inc. - Sept.		1,562.50 1,562.50
			TOTAL	<u>19,109.62</u>

Corrected Copy

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

GENERAL ACCOUNT

✓	150210	Gen. Gov't.	Cecil Whig			✓	61.80
✓	150210	Gen. Gov't.	Lisa Morgan - Mileage			✓	43.40
✓	150210	Gen. Gov't.	Fed-Ex			✓	15.50
150250	✓	150220	Off. Exp. <i>Ofc Equip.</i>	Preston's		✓	134.83 <i>97.41</i>
✓	150420	Electric	Delmarva Power - Town Hall		✓	187.08	
✓	150420	Electric	Delmarva Power - Garage		✓	11.83	
✓	150420	Electric	Delmarva Power - Comfort Sta.		✓	12.51	
✓	150440	Telephone	Bell Atlantic			✓	211.42
150450	✓	150650	Trash Coll. <i>Town Bldg</i>	Harvey & Harvey		✓	94.90
(150730)	✓	150650	Trash Coll. <i>Com. Maint.</i>	Corron Trash Removal-Apr-May-Jun		✓	50.00
✓	150730	Cont Maint.	Lawn Ranger Grass Cutting Ser. 7/20	290.00		✓	130.00
✓	150730	Cont Maint.	Lawn Ranger Grass Cutting Ser. 7/26	290.00			
✓	150730	Cont Maint.	Lawn Ranger Grass Cutting Ser. 8/5	290.00		✓	870.00
✓	150730	Cont Maint.	Mac Shacks			✓	120.00
✓	150920	Police Prot.	Sheriff's Office - June	2,212.25			
			July	1,233.90		✓	3,446.15
✓	150920	Police Prot.	Sheriff's Office - June Gas	125.90		✓	190.71
✓	150920	Police Prot.	July Gas	64.81		✓	271.52
✓	150960	Miscellaneous	Tatman & Lee Ass. -				
			Trinity Woods Stormwater Manag.				
✓	150983	Electric	Delmarva Power - Town Pier			✓	6.73
✓	150410	Repairs	Don Haffner Septic Service		TOTAL	✓	<u>5,646.96</u>
			repair faucet ladies				
			bathroom Comfort Sta. 40.-				

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

- 2 -

GENERAL ACCOUNT

150105 Personnel	Town of Charlestown - Payroll			
	Actual - August 1st	772.43		
	August 8th	PPD 772.43	<u>1,544.86</u>	
	Projected - August 15th	772.43		
	August 22nd	<u>772.43</u>	<u>1,544.86</u>	
	Fed. Tax W.H. July	559.00		
	S/S Tax W.H. July	PPD 644.66	<u>1,203.66</u>	
	State Tax W.H. July	PPD 273.05	<u>273.05</u>	
	<u>Petty Cash Reimbursement</u>			
215610 Postage	Sewer	48.00		
255410 Postage	Utility	<u>48.00</u>	<u>96.00</u>	
	Petty Cash		<u>88.89</u>	PPD
	Alger Oil		<u>59.08</u>	PPD

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

SPECIAL ACCOUNT

✓ 315100	Street Lights	Delmarva Power		606.70	✓
✓ 315250	Gasoline	Russell's Sunoco		106.67	✓
✓ 315300	Streets	Tatman & Lee Associates - Inspection Trinity		250.84	✓
		Woods Road System - May '96			
315420 325100	Cemetery Main.	Millard Bott - 7/29 6 hrs. @ \$15.00	90.00	✓	
✓ 325200	Grasscutting	Millard Bott - Mowed 7/25	170.00	✓	
✓ 325200	Grasscutting	Millard Bott - Mowed 8/ 2	170.00	✓	430.00
✓ 315420	Keys 8	Western Auto		8.57	✓
✓ 315420	Cemetery Main.	Millard Bott - Mowed 8/ 8	170.00	✓	170.00
✓ 325200	Grasscutting				
			TOTAL	<u>1,572.78</u>	

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

AUGUST 13, 1996

UTILITY - SEWER

✓ 215100 Repairs	Cecil County Treasurer		540.00 ✓
✓ 215310 Electric	Delmarva Power - Sta. #1	✓ 271.21	
✓ 215320 Electric	Delmarva Power - Sta. #3	✓ 85.96	
✓ 215330 Electric	Delmarva Power - Rt. #7	✓ 60.12	
✓ 215340 Electric	Delmarva Power - Lift Sta.	✓ 44.70	461.99
215610 Postage	U.S. Postmaster		
		SUB-TOTAL	1,001.99
		✓ 48.00	

UTILITY - WATER

✓ 255200 Agreement	Treasurer of Cecil County -		14,023.66 ✓
255430 ✓ 255200- Legal Contract Operating	Water Operation Agreement		
	Keith Baynes - Prepare deed of easement		320.00 ✓
	Mark Connor & review water operations contract with Miller Environmental		
255750 Repairs	Don Haffner - Comfort Station		40.00
✓ 255300 Water Tank	Delmarva Power - Water Tank	✓ 116.46	
✓ 255310	Delmarva Power - Well #1	✓ 213.09	
	Delmarva Power - Well #3	✓ 206.73	536.28
✓ 255320 Telephone	Bell Atlantic		62.69
✓ 255200 Operat. & Maint.	Miller Environmental, Inc. - Aug.		1,562.50
	Miller Environmental, Inc. - Sept.		1,562.50
		TOTAL	<u>19,109.62</u>
255410 Postage	U.S. Postmaster		
	Amended to check	✓ 48.00	

Town Meeting of August 13, 1996

Minutes

The August 13, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order at 7:32 p.m. by President Steven W. Vandervort. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Loucretia A. Wood. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

General discussion followed on water run-off on Calvert Street. Commissioner Letts mentioned the area which was dug up on Frederick Street where there was a sewer problem still has not been taken care of and it needs to be or we may lose that ditch. The Board will contact the County to have that completed by the contractor the County used.

Commissioner Letts introduced Deputy Bradley Senn of the Sheriff's Office who is the new liaison with the Town regarding Charlestown Patrol. Several suggestions were made by the Board regarding the patrolling in the Town. Commissioner Letts suggested reviving the monthly report form to be submitted by the Sheriff's Office to the Town and the Board agreed.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Letts to approve the minutes of the July 23, 1996 meeting, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Wood abstained).

Night Out Against Crime - Commissioner Wood stated due to the late notice on organizing this event, it could not be organized in time. Commissioner Phillips stated, in talking with Nancy Crawford, it is always the first Tuesday in August. After some discussion, the Board decided to have this noted on the calendar for next year to provide enough time to organize.

Fishing Derby - Commissioner Wood stated a meeting could not be held in time to have the event on August 10. She handed out the various forms, schedules, posters, and area plan for the event. After some discussion, the date was set for Saturday, August 31, 1996. The Board suggested getting a hold of the fire company and asking them to advertise it on their board.

Connor Easement - President Vandervort stated we received the two correct easements to be signed and wanted to know what has happened with them. Mrs. Morgan stated Mr. and Mrs. Connor had signed both, Mr. Baynes signed both, and they have been recorded up at the Land Records Office at the County courthouse, copies of them were sent to Mr. DeLorimier, and we are waiting to get the originals back from the County courthouse to put them in the safe deposit box. Mrs. Morgan asked Mr. Hearne about the Cather Ave.

easement. He said Mr. DeLorimier mailed the easement but we haven't received it yet. He also stated Mr. Baynes has reviewed the easement and says it's all right. Once received here, Mr. Hearne stated we can get it signed.

Water Operations Contract - President Vandervort stated the new contractor started operating the water system on August 1.

5&10 Year Water & Sewer Plan - Mr. Hearne stated the brief write-ups on this plan have been sent to the County.

PENDING BUSINESS

James Mitchell - Request for Sewer Service Long Beach Road - After some discussion, the Board was deadlocked on this issue and no motion was made.

Water System Extension - Mr. Hearne stated the letter for the Critical Area Commission is ready for signature and Mr. DeLorimier will be here Thursday with the addendums which have to go with it. President Vandervort asked to have Mr. DeLorimier contacted as to what time he would be here on Thursday. Mr. Hearne stated the bids would be due on September 3, 1996, the same day as the trash bids, at 3:30 p.m. He needs to check with Mr. DeLorimier on a date for the pre-bid meeting.

Shoreline Erosion Projects - President Vandervort stated a meeting had been held to look at the Louisa Lane project and how it would affect the proposed fire boat pier. He stated it looks like the project would be done by their projected October date. He stated they also looked at the stone wharf and they didn't feel a project was needed there. Commissioner Wood asked if they looked at the erosion on Peddlers Run Creek at Mr. Hutchison's property. Mr. Hearne stated they didn't as it's not shoreline but he had talked to Mary Ann Skilling, the Critical Area Commission circuit rider who would be willing to meet with Mr. Hutchison and be able to suggest who to contact. Commissioner Wood stated Mr. Hutchison would be available any day after 3 p.m. President Vandervort asked to have Ms. Skilling contacted and asked if she could meet with Mr. Hutchison this Thursday after 3 p.m. He also asked to be informed if such a meeting is arranged so he could attend.

Mildred Cooper and Mick McMullen discussed with the Board the parking problems they have on Tasker Lane. Commissioner Letts stated he would look at the problem. As Deputy Senn was still in attendance, the Board requested he mention this problem to the deputies who will be patrolling.

Parking Ordinance - Commissioner Letts presented the draft resolution and ordinance on this matter. After some discussion, the Board suggested some changes to be made to both. Commissioner Letts stated he would get with Mr. Baynes regarding those and will possibly have something for the next meeting.

Sidewalk Retrofit Program - President Vandervort suggested the Town needed to determine the areas which need to be repaired and the type of repairs which would need to be done. Commissioner Letts stated he would look at them.

Fall Classics Festival - President Vandervort stated the letter was sent to Mr. Ames regarding what the Town will provide at the festival and what the Town requires from the Charlestown Yacht Club. Commissioner Phillips stated all paperwork the Town was requesting should be ready to be submitted to the Town by September 1, 1996.

Jet Ski Problem at Veterans Park - President Vandervort stated Mr. Hearne had checked with DNR and Mr. Baynes about restricting watercraft in the area the Board discussed at the last meeting and neither had a problem with the Town doing it. President Vandervort stated Mr. Sassaman of Charlestown Marina previously told him the marina would be willing to do this for the Town. He stated he would recontact Mr. Sassaman about getting it done but also making it clear the Town needs to have it done the right way.

Trash Contract - Mr. Hearne stated the trash contract has been advertised for bids. He stated the pre-proposal meeting is scheduled for August 20, 1996 at 10 a.m. and the bids were due at Town Hall on September 3, 1996 at 5 p.m.

NEW BUSINESS

Paving Contract - Mr. Hearne stated the paving contract was ready to be advertised. He just needed to get the pre-proposal and due dates set with Mr. deLorimier. He also stated it had been discussed about advertising the paving of the jogging track at the same time but in going through the bid package for the jogging track, some changes would have to be made. After a brief discussion, the Board suggested doing an addendum incorporating the necessary changes rather than doing up a new bid package because of the delay it would cause.

Mrs. Morgan stated she looked at the athletic complex and the only sign which needs to be replaced is the dead end street sign. Also, she stated the infield needs to be dragged or raked. A motion was made by Commissioner Letts to have Mr. Richardson drag

or rake, as appropriate, the baseball infield at the athletic complex at a maximum of 4 hours for two men and a tractor at \$45.00 per hour. The motion was seconded by Commissioner Phillips and the motion passed 4-0. Commissioner Phillips asked about basketball nets. President Vandervort asked to have a half dozen nets purchased. Commissioner Phillips stated the basketball rims on the basketball courts need to be looked at as they have been damaged.

NATaT Conference - Washington DC 9/4-9/6/96 - After some discussion regarding this conference, a motion was made by Commissioner Wood to have the Town pay expenses incurred by any Commissioner or the Town Administrator who may wish to attend this conference. The motion was seconded by Commissioner Phillips and the motion passed 4-0.

MML Legislative Conference - Rockville 10/17-10/19/96 - After some discussion regarding this conference, a motion was made by Commissioner Phillips to have the Town pay expenses incurred by any Commissioner or the Town Administrator who may wish to attend this conference. The motion was seconded by Commissioner Wood and the motion passed 4-0.

North East Marching Band - Request for Ad - After a brief discussion, a motion was made by Commissioner Wood and seconded by Commissioner Letts to pay for a 1/2 page ad. The motion passed 4-0. Mrs. Morgan mentioned the Board of Education has reinstated the pay-for-play system for students who wish to participate in after-school activities, one of which would be the band.

Annexation of Olga Ganderton - Commissioner Letts made a motion to take the proper steps to begin the annexation of Olga Ganderton's property into Town, seconded by Commissioner Wood. After some discussion, the motion passed 4-0.

Charlestown Marina Lease - President Vandervort stated a letter was sent certified mail to Mr. Price requesting a meeting by August 20, 1996 regarding the lease. Mrs. Morgan stated the letter was received on August 12, 1996 but there has been no response. Commissioner Letts suggested a second notice be sent and the Board agreed.

Mr. Hearne stated the Town needs to sign the FY97 grant agreement with the Chesapeake Bay Critical Area Commission. He stated in return for the Town being willing to administer the Critical Area program, they would be providing \$1500.00 in grant money. A motion was made by Commissioner Letts to have President Vandervort sign the FY97 Chesapeake Bay Critical Area Commission grant agreement. The motion was seconded by Commissioner Wood and

Town Meeting of August 13, 1996
Minutes (cont'd.)
Page 5 of 5

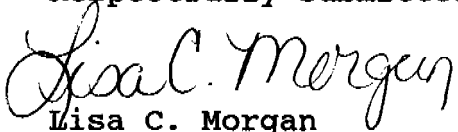
the motion passed 4-0.

Accounts Payable - President Vandervort amended the accounts payable by removing the bills for Charlestown Patrol and gasoline for Charlestown Patrol and the September bill from Miller Environmental. The Board agreed the bills for Charlestown Patrol and gasoline for Charlestown Patrol could be paid when Commissioner Pumpaly is contacted for approval as President Vandervort and Commissioner Phillips have stated their approval of them. A motion was made by Commissioner Wood to approve the accounts payable as amended, seconded by Commissioner Letts. The motion passed 4-0.

Commissioner Phillips thanked Mr. Richardson for providing a copy of a portion of the Cecil County code which may be pertinent to the TSMT hazardous waste matter. She also stated the Town hasn't heard anything yet from Mr. Jackson.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:28 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF AUGUST 13, 1996

AGENDA

7:30 P.M.

1. Michael Cupeto - water run-off on Calvert Street

OLD BUSINESS

2. Approval of Minutes
3. Night Out Against Crime
4. Fishing Derby
5. Connor Easement
6. Water Operations Contract
7. 5 & 10 Year Water & Sewer Plan

PENDING BUSINESS

8. James Mitchell - Request Sewer Service Long Beach Road
9. Water System Extension
10. Shoreline Erosion Projects
11. Parking Ordinance
12. Sidewalk Retrofit Program
13. Fall Classics Festival
14. Jet Ski Problem at Veterans Park
15. Trash Contract

NEW BUSINESS

16. Paving Contract
17. NATaT Conference - Wash DC 9/4-9/6/96
18. MML Legislative Conference - Rockville 10/17-10/19/96
19. North East Marching Band - Request for Ad
20. Annexation of Olga Ganderton
21. Charlestown Marina Lease
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/13/96

TIME: 7:30 PM

[Handwritten signature]
Mildred Cooper

Amos Mitchell

Vai Hahn

G. Melaney

Richard Wilby

[Handwritten mark]

TOWN MEETING OF DECEMBER 10, 1996

MINUTES

The December 10, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:48 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr. and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance is attached hereto.

George Smith of Miller Environmental, Inc., the contractor for the town's water system, presented their monthly report to the Board.

Robert Foor, property owner of 157 Salvation Circle, and Stephen L. Porter, of Trinity Woods, Inc., discussed with the Board the problem of Mr. Foor's driveway creating a 5-way intersection, thus a safety problem, in Trinity Woods. After some discussion, Mr. Foor stated he will consider the Town's request to move his driveway and would recontact the Town.

Dwaine Hammons discussed with the Board his requests for doing something to resolve the confusion caused by Ogle Street being in two unconnected sections and for a bus shelter at Frederick Street. After some discussion, Commissioner Letts made a motion to have Mr. Hearne look into what the Town would need to do to redesignate one section of Ogle Street to North Ogle Street and the other section to South Ogle Street, seconded by Commissioner Pumpaly. The motion passed 3-0. After some more discussion, no motion was made regarding the bus shelter. President Vandervort mentioned Mrs. Morgan had surveyed the street signs in Town at the request of Commissioner Phillips and get prices from sign companies. After some discussion, Commissioner Letts suggested contacting the County who may be able to help the Town get a better price.

Betty Knapp, representative of Carl Knapp, owner of Avalon Yacht Basin, discussed with the Board the problem of the twenty foot easement the Town had granted Avalon Yacht Basin eroding away. After much discussion, President Vandervort said he would be willing to talk to Mr. Knapp regarding the erosion effecting both the town property and Avalon's property and, perhaps by working together, the matter could be resolved.

Old Business

Approval of Minutes - The minutes of the November 12, 1996 were tabled until the next meeting as there was not a quorum of Commissioners who had attended that meeting present at this one.

Water System Extension - President Vandervort stated he has been talking to C. Thomas DeLorimier, of Tatman & Lee Associates, and T.J. Huang, of the State, regarding the payment for James Julian, the contractor for the water system extension. He stated

Mr. DeLorimier had some problems with the bill submitted by James Julian. After some discussion, President Vandervort stated Mr. DeLorimier will be asked to resolve this problem as soon as possible because Mr. Hearne said the State's close out date for the project is coming up.

Pending Business

Shoreline Erosion Project - President Vandervort stated the Board had approved the bid for \$50,620.00 for the Louisa Lane Stone Sill Project contract with the Town paying 25% of the cost and he has signed and sent the contract to David Wilson, of the RC&D Council. Mr. Hearne stated Mr. Wilson wants to start clearing the area with volunteers in the next week or so. Mr. Hearne mentioned this project will not be considered for approval until the State's Board of Public Works meeting next week and, also, that the contract has not been signed yet. Commissioner Letts asked what the Town's liability would be if one of the volunteers is injured working on this project. After some discussion, the Board asked Mr. Hearne to contact Mr. Wilson regarding this and report back to the Board. President Vandervort stated there is a sketch of the Veterans Park project and Mr. Wilson is asking the Town to proceed with the engineering phase of this project. Mr. Hearne stated Mr. Wilson hasn't sent the project cost in writing but the Town's share of the engineering would be \$750.00. After some discussion, Commissioner Letts made a motion to proceed with the engineering phase of the Veterans Park project with the Town's share of the cost being \$750.00, seconded by Commissioner Pumpaly. The motion passed 3-0.

Charlestown Marina Lease - President Vandervort stated there was a meeting with John Ulrich, the appraiser agreed upon between the Town and Charlestown Marina to perform the appraisal of the marina according to the lease. Mr. Hearne stated he talked briefly with Mr. Ulrich today who stated he may have the appraisal done by Friday.

TSMT Update - President Vandervort stated the Town has not received a response yet from the Maryland Department of the Environment regarding the Town's request for a contested case hearing. After some discussion, a letter will be sent to them asking them where the matter is at.

Pat's Marina Lease - President Vandervort stated he had discussed with Mr. Newswanger at Pat's Marina the new proposed lease with the same basic terms for rent which Pat's Marina is operating under this year. After a brief discussion regarding slip tax, Commissioner Letts made a motion to approve the new lease for

three years, if Pat's Marina is in agreement, for the slips that encroach on town property, seconded by Commissioner Pumpaly. The motion passed 3-0.

Zoning Ordinance Change Request - President Vandervort asked Commissioner Letts if he had checked if the trailer park is in compliance. Commissioner Letts stated he found the inventory that had been done but did not check the property as Mr. Hall was not home at the time. President Vandervort stated Commissioner Phillips also had some concerns she wanted to talk to Mr. Hall about. President Vandervort stated Mr. Hearne had contacted the Maryland Municipal League for other definitions in use for recreational vehicles in other counties and this information had been given to the Planning & Zoning Commission. The Planning & Zoning Commission has submitted their recommendation for changing the ordinance and Mr. Hearne has submitted a draft ordinance. After some discussion, a motion was made by Commissioner Letts to hold a public hearing on Ordinance #96-2 which is proposing a change to the zoning ordinance at the second town meeting in January, seconded by Commissioner Pumpaly. The motion passed 3-0.

Annexation of Ganderton Property - Survey - Mr. Hearne stated the time period to petition for referendum on the Ganderton annexation expired on December 6, 1996. Mr. Hearne said the next step is to get the property surveyed so the boundaries can be registered with the Town, Circuit Court and the State. He mentioned the annexation won't be effective until the paperwork is received back from the State and the Court but would be retroactive to December 6, 1996.

Commissioner Letts said the Charlestown Fire Company put up the Christmas banners on Sunday. He also stated the speed limit signs on Charlestown Place and the no parking signs on Tasker Lane have been taken care of. Commissioner Letts said the painting of the Town Hall's bathroom is taking longer because the cold weather is causing the block walls to sweat when they warm up during the day. Rosalyn Bott, the postmaster of the Charlestown Post Office, asked him about doing her bathroom and also about the continuing problem of the water leak in her storeroom. Commissioner Letts stated Mr. Algard had suggested a short roof over the area where the mail truck backs up to the building. Also, Commissioner Letts stated the shingles on the storage building at the town house need to be replaced and he has received numerous complaints regarding ditch problems in Town. He suggested monies be allocated in next year's budget for doing ditch work.

President Vandervort stated the snow plow has been installed on the town truck. Commissioner Letts asked if he had heard from

Charles Mars. President Vandervort said he has not and would try to contact him. There was some discussion about plowing offers by Douglas Shelley and Gophery Richardson.

New Business

Historic District Commission - President Vandervort turned the chair of the meeting over to Vice-President Letts. Commissioner Vandervort stated he received a letter from Diane Letts requesting the reappointment of Nelson McCall, Linda Slicer, and Rebecca Phillips to the Historic District Commission. A motion was made by Commissioner Vandervort to reappoint Mr. McCall, Mrs. Slicer and Mrs. Phillips to 3-year terms on the Historic District Commission, seconded by Commissioner Pumpaly. The motion passed 2-0-1 (Vice-President Letts abstained). Vice-President Letts turned the chair of the meeting back over to President Vandervort.

Charlestown Fire Company - Donation - After some discussion, a motion was made by Commissioners Letts to make a donation in the amount of \$1500.00 to the Charlestown Fire Company, seconded by Commissioner Pumpaly. The motion passed 3-0.

SPCA - Dog Licenses - After a brief discussion regarding selling dog licenses at the Town Hall, a motion was made by Commissioner Letts not to sell dog licenses at the Town Hall, seconded by Commissioner Pumpaly. The motion passed 3-0.

Water Meters - Mr. Hearne stated there are no water meters left in stock. After some discussion, Commissioner Letts made a motion to purchase twelve water meters, seconded by Commissioner Pumpaly. The motion passed 3-0.

Christmas Tree - President Vandervort stated Richard Whitby was unable to find the spare tree he thought he had to lend the Town for use in the Town Hall. After a brief discussion, a motion was made by Commissioner Letts to purchase a new tree for inside the Town Hall with the cost not to exceed \$70.00, seconded by Commissioner Pumpaly. The motion passed 3-0.

Second Meeting in December (12/24/96) - After a brief discussion, a motion was made by Commissioner Letts to cancel the second meeting in December, seconded by Commissioner Pumpaly. The motion passed 3-0.

President Vandervort stated there is no written policy regarding vacation time for town employees. After some discussion, the Board decided to table this discussion to another time.

Town Meeting of December 10, 1996
Minutes (cont'd.)
Page 5 of 5

President Vandervort mentioned he received another complaint from Mr. Shelley regarding the tree by his property. Mr. Hearne stated the power company said it does not involve the power lines so they will not remove the tree.

Accounts Payable - President Vandervort turned the chair over to Vice-President Letts. Mr. Hearne stated one Tatman & Lee invoice is being held and is not on the accounts payable list. He also asked about replacing the vacuum cleaner. A motion was made by Commissioner Vandervort to replace the vacuum cleaner, if it cannot be repaired, the purchase not to exceed \$100.00, seconded by Commissioner Pumpaly. The motion passed 3-0. After a brief discussion, a motion was made by Commissioner Vandervort to approve the accounts payable as listed, seconded by Commissioner Pumpaly. The motion passed 2-0-1 (Vice-President Letts abstained). Vice-President Letts turned the chair back over to President Vandervort.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:19 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF DECEMBER 10, 1996

AGENDA

7:30 P.M.

1. Robert & Mary Foor/Larry Porter - 5-way Intersection
2. Avalon Yacht Basin - Easement

OLD BUSINESS

3. Approval of Minutes
4. Water System Extension

PENDING BUSINESS

5. Shoreline Erosion Project
6. Charlestown Marina Lease
7. TSMT Update
8. Pat's Marina Lease
9. Zoning Ordinance Change Request
10. Annexation of Ganderton Property - Survey

NEW BUSINESS

11. Historic District Commission - Appointments
12. Charlestown Fire Company - Donation
13. SPCA - Dog Licenses
14. Water Meters
15. Christmas Tree
16. 2nd Meeting in December (12/24/96)
17. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/10/96

TIME: 7:30 PM

Robert Fourn

Gary Smith Miller dnc.

Dwaine Hammond

Bell Hark

Val Hahn

Howard [unclear]

Betty Knapp

Elizabeth L. How

Jerry Pat

**Town of Charlestown
Accounts Payable**

12/10/96

Name	Memo	Split	Amount
2000.1 - General Fund Current Liabilities			
2005.1 - Accounts Payable			
Harvey & Harvey	Town Dumpster adjusted last bill	6651.1 - Trash Collection	25.00
AT&T	Town Hall AT&T	6440.1 - Telephone	27.94
Bell Atlantic	Town Hall telephone 287-6173	6440.1 - Telephone	113.69
Western Auto Asso. Store	Light bulbs	6450.1 - Maintenance	3.59
Elkton Carpet & Tile	Flooring for Town Hall bathroom	6410.1 - Repairs	79.39
Alger Oil, Inc.	89 gals oil Town Hall	6430.1 - Fuel	104.93
Crothers-Littles Ins.	Bond Public Official-Lisa C. Morgan	6520.1 - Fidelity Bonds	100.00
Treasurer of Cecil County	Sherriff's Patrol 9/28/96 - 10/30/96	6920.1 - Police Protection	1,009.96
Treasurer of Cecil County	Gasoline for patrol Oct 96	6920.1 - Police Protection	63.73
Garage electric	Garage electric	6420.1 - Electric	16.46
Town Pier Electric	Town Pier electric	6986.1 - Transfer to Long Term Mai...	7.28
Comfort Station Electric	Comfort Station Electric	6420.1 - Electric	9.71
Chesapeake Publishing Corp.	Advertising Town Election	6240.1 - Election	71.40
Brandon, James H.	Computer Consulting, setting up future audit	6470.1 - Office Upgrade	540.00
BFI	Trash Collection	6651.1 - Trash Collection	2,868.78
Benjamin Lumber Co., Inc.	Town Hall bathroom repair materials	6410.1 - Repairs	161.94
Baynes, Keith A.	Review driveway lot 39 Trinity Woods	2055.1 - Security Dep-Trinity	140.00
Maryland Rural Development Corp.	Town Administrator	6330.1 - Administration	2,875.03
Total 2005.1 - Accounts Payable			<u>8,218.83</u>
Total 2000.1 - General Fund Current Liabilities			
8,218.83			
2005.2 - Utility Fd Current Liabilities			
Woodward-Clyde Consultants			
Miller Environmental, Inc.	Water ext. easement with Mr. Lewis	7710.2 - New Construction	131.33
Miller Environmental, Inc.	December contract operations	7120.2 - Contract Operating	1,562.50
Water Tank Electric	Pass through expenses Oct 96	7120.2 - Contract Operating	373.06
Sta 1 electric	Water tank electric	7131.2 - Electric	362.94
Sta 3 electric	Lift station #1	6531.2 - Station #1	127.26
Lift Station electric	Lift station #3 electric	6532.2 - Station #2	61.45
Rt 7 electric	Sewer Lift Station electric	6534.2 - Lift Station	8.60
Miller Environmental, Inc.	Route 7 lift station electric	6533.2 - Station RT. #7	54.59
Miller Environmental, Inc.	January 96	7120.2 - Contract Operating	1,562.50
Baynes, Keith A.	Pass through expenses Nov 96	7120.2 - Contract Operating	581.46
Well 1 Electric	Connor 95 ft line deed of conveyance	7730.2 - Old Det 95 ft. Line	120.00
Well 3 Electric	Well 1 electric	7131.2 - Electric	189.41
	Well 3 electric	7131.2 - Electric	215.16

12/10/96

Town of Charlestown Accounts Payable

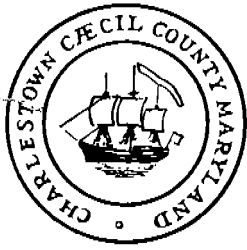
Name	Memo	Split	Amount
Total 2005.2 · Accounts Payable			5,350.26
Total 2000.2 · Utility Fd Current Liabilities			5,350.26
2000.3 · Special Fd Current Liabilitte			
2005.3 · Accounts Payable			
Woodward-Clyde Consultants	Construction review paving, curbing section Ila	2055.1 · Security Dep-Trinity	1,572.38
Woodward-Clyde Consultants	Inspection of Edgewater, Calvert, & Black Stre...	6300.3 · Streets	1,111.21
Maryland Materials Inc.	Crush and run for Louisa lane	6300.3 · Streets	19.51
American Service Center	Weed eater repair	6022.3 · Equipment Repair	44.29
Benjamin Lumber Co., Inc.	Bolts and washers for truck, Nov statement	6024.3 · Truck Repair	5.30
Sonshine Motor & Tire	New Tires for Town Truck	6024.3 · Truck Repair	407.57
Electric Public Lighting	Street Lights	6010.3 · Street Lights	617.55
Benjamin Lumber Co., Inc.	Sand paper for truck	6024.3 · Truck Repair	1.72
Woodward-Clyde Consultants	Follow up on As-Builts Trinity II	2055.1 · Security Dep-Trinity	894.75
Woodward-Clyde Consultants	Final inspection Edgewater, Calvert, Black	6300.3 · Streets	276.69
Dempsey's Service Center	New snow plow for town truck, installed.	6021.3 · Equipment Purchase	3,200.00
Dempsey's Service Center	Front coil springs for truck - installed	6021.3 · Equipment Purchase	242.00
Total 2005.3 · Accounts Payable	<i>Work done on Trucks</i>	<i>by O&S</i>	107.92
			8,392.97
Total 2000.3 · Special Fd Current Liabilitte			8509.69
			8,392.97

TOTAL

22,069.98 - 21,962.06

THE MEETING OF
DECEMBER 24, 1996
WAS CANCELLED
ON A MOTION PASSED
AT THE DECEMBER 10, 1996
TOWN MEETING

Lisa C. Morgan
Assistant Town Administrator



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

ACCOUNTS PAYABLE

AUGUST 27, 1996

General Account

150220	Off. Supp.	Staples		
150220	Off. Supp.	Kinko's (Copies)		83.52
150430	Fuel	Alger Oil Co. (Bal. Due)		27.90
150440	Telephone	A T & T		9.85
150440	Telephone	Bell Atlantic		31.92
150730	Parks & Rec.	Richardson, Gophery - (Scarfig		206.38
		Bott, Millard	Ball Field)	120.00
150730	Parks & Rec.	Lawn Ranger Grass Cutting Service		290.00
	(Contr. Main.)			
150920	Police Prot.	Sheriff's Depart. -2nd half of July (Dep.)		832.32
150920	Police Prot.	Sheriff's Depart. -2nd half of July (Gas)		43.87
				<u>1,705.76</u>

Special Account

315230	Tools & Rep.	American Service Center			
315300	Streets	Tatman & Lee, Inc.			112.98
315500	Snow Plowing	Charles Mars - 2/ 4/96	11 Hrs.	440.00	
					97.33
			2/17/96	500.00	
325230	Cemt. Grass	Millard Bott - 8/16/96	12½ Hrs.	170.00	940.00
			8/23/96	170.00	
				<u>170.00</u>	<u>340.00</u>
					<u>1,490.31</u>

CHARLESTOWN TOWN HALL

- 2 -

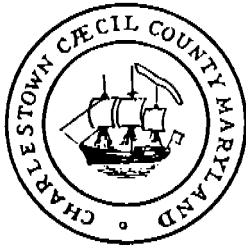
ACCOUNTS PAYABLE

AUGUST 27, 1996

UTILITY - SEWER

UTILITY - WATER

255200	Contr. Oper.	Miller Environmental, Inc. -Sept. '96 (Water Treatment Plant Operations & Maintenance Agreement)	1,562.50
255320	Telephone	Bell Atlantic	126.61
255710	New Contr.	Tatman & Lee Associates, Inc. - Cather Heights, complete wetland survey and prepare necessary permits for Cather Ave. and complete surveys. Finish preliminary plans of area	6,801.85
255750	Miscl.	Tatman & Lee Associates, Inc. Inspected Trinity Woods Section 2 Water Laterals on 7/24	148.75
255750	Miscl.	Tatman & Lee Associates, Inc. -Review draft and final contract with Miller Environmental on 7/8 & 9/96	162.81
		TOTAL	<u>8,802.52</u>



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

CHARLESTOWN TOWN MEETING

AUGUST 27, 1996

Steven Vandervort, President of the Board of Charlestown Town Commissioners called the August 27, 1996, meeting to order at 7:30 P.M. Commissioners present were: Christine Phillips and William Pumpaly. Commissioners Loucretia A. Wood and Joseph G. Letts, Sr. were absent. Stanley W. Hearne, Town Administrator was also present. A list of residents attending is attached to the minutes.

Annexation

This evening, the Commissioners are going to annex Olga Ganderton's home into the Town of Charlestown. Some property owners at Charlestown Manor feel the referendum held on November 26, 1993, should be void and the whole referendum started over if property owners agree. At the time of the referendum which was held at Mrs. Ganderton's home, her house was not a part of Charlestown, through an oversight. Residents requiring to get water, had to be annexed into Town. The Ganderton's had agreed to annexation but it was not complete at the time of voting.

On a motion by Christine Phillips to pass Resolution 96-2 on Parcel 615, the motion was seconded by Wilbur Pumpaly and passed 3 - 0.

Minutes - August 13, 1996

The minutes of August 13, 1996, have been put on "hold".

Fishing Derby

Plans for the Fishing Derby have not been completed at this time and may have to be cancelled this year.

CHARLESTOWN TOWN MEETING

AUGUST 27, 1996

- 2 -

Fall Festival - September 20, 21, and 22nd

The Fall Festival sponsored by the Charlestown Yacht Club will be held September 20th, 21st and the 22nd. Bill Ames, Chairman, reported everything is just about complete and ready to go. The North East Fire Police will handle security and parking. Charlestown Fire Company has offered their lot on Calvert Street for parking. Celia Metz also offered her lot for parking and for the Classic Cars. Insurance, Beverage Distributors, are on schedule.

Water System Extension - Cather Avenue

Bids are being accepted for the Water System Extension off of Cather Avenue. Two or three bids have come in and the deadline is September 3, 1996.

Parking - Tasker Lane

Mrs. Mildred Cooper, who lives on Tasker Lane at the river edge and Edgar A. McMullen, Jr. who also lives on Tasker Lane are having trouble finding places to park at their own property. Commissioner Letts has been working with the residents there. Parking signs and No Parking signs, etc. will be placed in service shortly.

Shore Line Erosion Projects

Dave Rudolph's office at Western Auto Store, Rising Sun, will be a meeting place to have Louisa Lane dredging approved at the Fire Company Pier. Meeting time is 7:30 A.M.

Jet-Ski at Veterans Park

There is no problem with having water craft restricted in the area at Veterans Park. Charlestown Marina is also in agreement.

Trash

Bids will be considered with or without recycling. Hopefully will start around October.

Paving Contractor

Pre-bids, one for the Jogging Track and one for the Streets. The meeting is scheduled for August 30th.

CHARLESTOWN TOWN HALL

AUGUST 27, 1996

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Charlestown Marina - Lease

Phil Price is out of town and is due back sometime in September. A letter will go out on selecting an Appraiser for the lease.

TSMT -- Update

Richard Jackson reported that Charlestown gave good arguments. The Agency has a right to the decision. Could return a case hearing. We could pursue between five and 10 thousand.

Sewage Rates

Sewage rates will probably go up shortly.

Christine Phillips

Christine Phillips motioned to have Plaques made for each of the former Planning and Zoning Board members. Motion seconded by Wilbur Pumpaly and passed 3 - 0.

Planning & Zoning

A motion was made by Commissioner Phillips to give the following Planning & Zoning Commissioner members the corresponding dates on which their term will expire:

Jane DeCoursey	1996
Mereidith Lubking	1997
John Spangler	1998
Richard W. Whitby	1999
John Gilley	2000

Accounts Payable

On a motion by Christine Phillips to have the Accounts Receivable approved for payment except to put on "hold" the Charles Mars two bills for snow removal; Tatman & Lee Associates two bills until they are checked. Wilbur Pumpaley seconded the motion 3 - 0.

Meeting adjourned 9:30 P.M.

Respectfully Submitted,

Doris M. Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/27/96

TIME: 7:30 PM

Mildred Cooper

Paul Atkinson

Walter Schock

Francis Schock

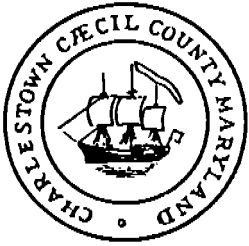
Bill Schreffler

Fred Poulden

Alborah Schreffler

Val Hahn

Bill Amos C.Y.C.



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

ACCOUNTS PAYABLE

AUGUST 27, 1996

General Account

✓	150220	Off. Supp.	Staples		83.52	✓
✓	150220	Off. Supp. ^{Gen'l}	Kinko's (Copies) Steve Vandervort - inserts		27.90	✓
✓	150430	Fuel	Alger Oil Co. (Bal. Due)	included in utility bills	9.85	✓
✓	150440	Telephone	A T & T		31.92	✓
✓	150440	Telephone	Bell Atlantic		206.38	111.48 ✓
✓	150730	Parks & Rec.	Richardson, Gophery - (Scarfig		120.00	✓
			Bott, Millard Ball Field)		60.00	✓
✓	150730	Parks & Rec.	Lawn Ranger Grass Cutting Service		290.00	✓
		(Contr. Main.)				
✓	150920	Police Prot.	Sheriff's Depart. -2nd half of July (Dep.)		832.32	✓
✓	150920	Police Prot.	Sheriff's Depart. -2nd half of July (Gas)		43.87	✓
					TOTAL	<u>1,705.76</u>

Special Account

✓	315230	Tools & Rep.	American Service Center		112.98	✓
held	315300	Streets	Tatman & Lee, Inc.		97.33	
held	315500	Snow Plowing	Charles Mars - 2/ 4/96 11 Hrs.	440.00		
			2/17/96 12½ Hrs.	500.00	940.00	
✓	325230	Cemt. Grass	Millard Bott - 8/16/96	170.00		
	325200		8/23/96	170.00	340.00	✓
					TOTAL	<u>1,490.31</u>

CHARLESTOWN TOWN HALL

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ACCOUNTS PAYABLE

AUGUST 27, 1996

UTILITY - SEWER

UTILITY - WATER

paid Sept 2, 96

<i>✓</i>	255200	Contr. Oper.	Miller Environmental, Inc. -Sept. '96 (Water Treatment Plant Operations & Maintenance Agreement)	1,562.50 ✓
<i>✓</i>	255320	Telephone	Bell Atlantic	126.61 63.92 ✓
<i>✓</i>	255710	New Contr.	Tatman & Lee Associates, Inc. - Cather Heights, complete wetland survey and prepare necessary permits for Cather Ave. and complete surveys. Finish preliminary plans of area	6,801.85
<i>✓</i>	255750	Miscl.	Tatman & Lee Associates, Inc. Inspected Trinity Woods Section 2 Water Laterals on 7/24	148.75 ✓
<i>✓</i>	255750	Miscl.	Tatman & Lee Associates, Inc. -Review draft and final contract with Miller Environmental on 7/8 & 9/96	162.81 ✓
			TOTAL	<u>8,802.52</u>