

TOWN MEETING OF SEPTEMBER 23, 1997

MINUTES

The September 23, 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 is attached hereto.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the September 9, 1997 meeting, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner J. Letts abstained).

TSMT - President Vandervort stated the administrative hearing judge granted the motion to dismiss filed by the Maryland Department of the Environment on the Town's request for a contested case hearing on TSMT's hazardous waste permit. He stated Richard Jackson, the attorney who represented the Town in this matter, stated if the Town wishes to pursue the matter further, the next step would be a court case but his recommendation would be to stop. After some discussion, a motion was made by Commissioner J. Letts to drop the matter with no further legal action, seconded by Commissioner D. Letts. The motion passed 5-0.

Water System Extension - Mr. Hearne stated a meeting has been scheduled on October 3, 1997 at 9 a.m. with Cathy Kline, Walid Saffouri, and a State auditor to try and close the grant for the water system. President Vandervort explained to the Board the State is trying to reconcile the entire grant from when the water system was started and, due to poor recordkeeping, it has taken a while to find the documentation but, hopefully, this meeting will resolve the matter. President Vandervort stated the Town received a letter from John Diamonte, of Amtrak, regarding two unpaid Amtrak invoices for work done in 1994/1995 when the boring was done under the railroad track. He stated the one invoice of \$200.89 Amtrak has decided to drop but is asking for payment on the invoice for \$526.02. After some discussion, the Board decided to submit the invoice to the State under the water system grant and, also, had some questions regarding information contained on the bill and asked if Mr. Hearne would contact Mr. Diamonte to clarify those points.

PENDING BUSINESS

David & Jann Bish - President Vandervort stated he met with Mr. & Mrs. Bish on September 10, 1997 to try and resolve the annexation problem with them. He gave the Commissioners a hand-out outlining the proposed solution to be put in an agreement which the Bishes

have agreed to sign if this proposal is satisfactory to the Town Commissioners. He stated the Bishes agreed to stop disputing the past annexation of their property and would agree to annexation of the remainder of their land in exchange for the Town agreeing to waive the water connection fee, return \$1682.77 in back taxes and expenses incurred by the Bishes in retrieving their property from tax sale, pro-rate the current property taxes to the date of the agreement and provide Town services. After some discussion, Commissioner J. Letts made a motion to accept the September 10, 1997 proposal as outlined as the solution for the Bish property, seconded by Commissioner Phillips. The motion passed 5-0. President Vandervort stated the outline would be sent to Keith Baynes, the Town's attorney, to be drawn up in an agreement between the Town and Mr. and Mrs. Bish.

Veterans Park Shoreline Erosion Project - President Vandervort stated David Wilson, of the Eastern Shore RC&D Council, was here today with the volunteers planting marsh grass at Veterans Park. He stated he made sure there was 20 feet of beach. Commissioner Phillips mentioned someone at Charlestown Marina was complaining the pipe has filled up with sand and needs to be cleaned out. President Vandervort stated he would ask if Mr. Wilson would take a look at it.

Louisa Lane Shoreline Erosion Project - President Vandervort stated the Town received a letter from the State informing us that \$7,760 of the \$10,000 grant would be sent to us shortly and the remaining \$2,240 would be sent as soon as the State receives some further paperwork. Mr. Hearne stated he talked to Cathy Kline who stated she has everything but one invoice and once she has received that the remaining \$2240 would be sent to the Town. When asked by Commissioner Phillips, Mr. Hearne stated the signs for Louisa Lane would have to be put in by the Town as we didn't have poles available when the contractor was here doing Veterans Park.

Brochure - Mrs. Morgan stated she talked with Mr. DeCoursey regarding the cover for the brochure and he said he would have a few designs for the Board to look at in about a week. Rosalyn Bott asked the Board if they would consider putting a town map in the brochure. After some discussion, the Board decided to see if a map could be created using a scanner and piecing it together.

Pavilion - President Vandervort stated he looked at a gazebo for sale along Route 40. There was much discussion that followed as to whether to build a gazebo or a pavilion like the one in Veterans Park, concerns about vandalism and juveniles congregating in the area, lighting, noise and curfew ordinances and increased police presence. Mr. Hearne stated it may have to be presented again to

the Parks Board if the Town changes the design but he would check on it.

President Vandervort stated Commissioner Pumpaly had asked if the ends of the pavilion at Veterans Park could be painted and if the benches could be repaired and pressure washed. Commissioner Pumpaly suggested seashore paint if the pavilion ends were done. After some discussion, a motion was made by Commissioner Phillips to paint the ends of the Veterans Park pavilion federal blue with a good quality paint, seconded by Commissioner Pumpaly. The motion passed 5-0. The Board will also have the benches tightened and pressure washed.

Street & Stop Signs - Mrs. Morgan stated she has listed the eight stop signs she believes need to be replaced with their locations. The Commissioners will look at each one.

Light Sticks - Halloween - President Vandervort stated the Town has received the light sticks and wanted to know how they would be distributed. After some discussion, Commissioner D. Letts stated she would be willing to distribute them at the Town Hall on Halloween night. The Board will post a notice of the glow stick handout at the post office and Town Hall and will include it in the insert for the utility bills going out in the beginning of October.

Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave. - Mr. Hearne stated Mr. O'Neal has been on vacation and said he will get in touch with the plumber as soon as he can.

Bell Atlantic/NYNEX - President Vandervort stated he met with the representative from Bell Atlantic to look at the water tower about installing nine telephone antennas and nine gps satellite antennas on the water tower and build a small building near the water tower. After much discussion, the Board decided to continue gathering more information regarding agreements made by companies installing antennas on towers with other municipalities or counties.

BFI - New Rate - President Vandervort stated BFI and the Town have recalculated the new rate per unit for the trash contract using the June to June period and have agreed the increase is 2.1%. After some discussion, a motion was made by Commissioner Letts to renew the BFI contract using the rate increase of 2.1%, seconded by Commissioner Pumpaly. The motion passed 5-0. The Board asked Mr. Hearne to write a letter to BFI stating the rate increase.

Audit - President Vandervort informed the Board the auditor has been here auditing the FY97 records and would present the final audit report when he is done.

Commissioner Letts asked about moving the fence down near Bud Knapp's on October 1, 1997. President Vandervort stated the Town received today a copy of Ed Howell's proposal to Bud Knapp for the erosion control work down there. After much discussion on whether substantial progress has been made by Mr. Knapp in making his repairs and discussion on the proposal, a motion was made by Commissioner J. Letts to move the fence back October 1, 1997 to its original location, seconded by Commissioner Phillips but with an amendment, with concurrence by Commissioner J. Letts, that a letter be sent to Mr. Knapp explaining why the fence is being moved back and explaining the Town would move it again at his request when he is ready to start actual work. The motion passed 4-0-1 (Commissioner Vandervort abstained). After more discussion on Mr. Howell's proposal, the Board made no decision on the matter and decided to move on.

NEW BUSINESS

Resolution 97-4 - Authority to Issue Boat Trailer Parking Violations - President Vandervort read the proposed resolution to the Board. He stated Mr. Baynes said what the Town had been doing was okay but, it would be prudent to pass the resolution to specify who is authorized to issue boat trailer parking violations. After much discussion on whether commissioners or designees write tickets or to approach the Sheriff's Office about having deputies write them and how effective enforcement on boat trailer parking would be if the Sheriff's Office wrote them since deputies are only here a limited number of hours, a motion was made by Commissioner Phillips to pass Resolution 97-4, seconded by Commissioner Pumpaly. The motion passed 3-2. When asked, President Vandervort stated the resolution had not been reviewed by Mr. Baynes as written but was based on language suggested by Mr. Baynes but he would send it to Mr. Baynes for review.

State highway meeting re: curve at Baltimore & Cecil Streets - President Vandervort stated a meeting has been set up with the State Highway Administration. Mr. Hearne said it would be Monday, September 29, 1997 at 10 a.m. After some discussion, President Vandervort stated he would also ask the State about the bushes needing to be trimmed on the corner.

Commissioner Pumpaly asked if anything more has been done on the Charlestown Marina matter. President Vandervort stated when he last talked to Mr. Baynes he said he was in the process of drawing up the papers for a lawsuit in Cecil County. After some discussion, the Board decided to move on.

Mrs. Morgan asked if the Board would set trick or treat hours for

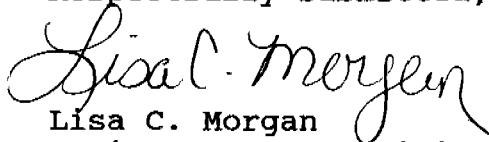
Town Meeting of September 23, 1997
Minutes (cont'd.)
Page 5 of 5

Halloween. After some discussion, Commissioner J. Letts made a motion for trick or treat to held between 6-8 p.m. on Friday, October 31, 1997, seconded by Commissioner D. Letts. The motion passed 5-0.

Accounts Payable - A motion was made by Commissioner Phillips to approve the bills as listed, seconded by Commissioner Pumpaly. The motion passed 5-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:05 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF SEPTEMBER 23, 1997

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes
2. TSMT
3. Water Sytem Extension

PENDING BUSINESS

4. David & Jann Bish
5. Veterans Park Shoreline Erosion Project
6. Louisa Lane Shoreline Erosion Project
7. Brochure
8. Pavilion
9. Street & Stop Signs
10. Light Sticks - Halloween
11. Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave.
12. Bell Atlantic/NYNEX - antennas on water tower
13. BFI - New Rate
14. Audit

NEW BUSINESS

15. Resolution 97-4 - Authority to Issue Boat Trailer Parking Violations
16. State highway meeting re: curve at Baltimore & Cecil Sts.
17. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE:

9/23/97

TIME:

7:30 PM

Joseph L. Bona

09/23/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Town of Elkton	(7) reservations for MML Chapter Meeting - 10/23/97	6210.1 - General Govern...	154.00-
Jackson, Richard Eli	legal work for contested case hearing - TSMT hazardo...	6310.1 - Legal Counsel	5,325.00-
Mac's Shacks	Acct #00110342 Inv #12670	6730.1 - Contract Mainte...	120.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	96.66-
A T&T	Acct #8014-058-9492 - Inv #6392193047	6440.1 - Telephone	14.63-
UltraLights MTE	Inv #8517 - 300 glow sticks for Halloween	6210.1 - General Govern...	186.00-
Wal-Mart	Account 2634 August statement	-SPLIT-	41.48-
Keystone Digital Imaging	Cust #DB0423 Inv #39894 - shipping & handling charg...	6260.1 - Office Equipme...	7.00-
Alger Oil, Inc.	Acct #667541-18 Ticket #822199	6430.1 - Fuel	116.24-
Allstate Sign & Plaque Corp.	Inv #21537 - (3) no parking loading zone signs; (3) 10' ...	6715.1 - Other	194.07-
Total 1010.1 - Cash-General Checking			6,255.08-
Total 1000.1 - General Fund Cash Accounts			6,255.08-
1000.2 - Utility Fund Cash Accounts			
1005.2 - Cash-Utility Savings			
Town of Charlestown - Transfer	deleting deposit to be reentered against town utilities	7760.2 - Miscellaneous	2,428.99-
Total 1005.2 - Cash-Utility Savings			2,428.99-
1010.2 - Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	28.63-
Hach Co.	Inv #796473 - (1) chlorine residual analytical meter	7740.2 - Other	305.00-
Farmers Home Administration...	91-01 loan semi-annual payment	7110.2 - Original Constru...	31,072.00-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	149.31-
Total 1010.2 - Cash - Utility Checking			31,554.94-
Total 1000.2 - Utility Fund Cash Accounts			33,983.93-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1093 - August Gasoline for town truck	6025.3 - Gasoline	91.59-
Wal-Mart	Acct #2634 - August statement	-SPLIT-	15.68-
Total 1005.3 - New-Checking-Special (Special checking County)			107.27-
Total 1000.3 - Special Fund Cash Accounts			107.27-

09/23/97

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
TOTAL			<u>40,346.28-</u>

TOWN MEETING OF SEPTEMBER 9, 1997

MINUTES

The September 9, 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, and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental - Monthly Report

George Smith, of Miller Environmental presented the August 1997 monthly water system operations report.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the August 12, 1997 meeting, seconded by Commissioner Pumpaly. The motion passed 3-0-1 (Commissioner D. Letts abstained). A motion was made by Commissioner Phillips to approve the minutes of the August 26, 1997 with the change of one sentence from, in part, "... and Rebecca Phillips, chairman of the Historic District explained..." to "and Rebecca Phillips, of the Historic District explained...", seconded by Commissioner D. Letts. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

Commissioner Pumpaly asked if the Ruhls would be paying the debt service charge on 232 Black Avenue. President Vandervort stated they would not be paying debt service as the lot is a non-buildable lot. Mr. Hearne stated Mr. O'Neal, the County Plumbing Inspector was not satisfied with the disconnection and stated he would be contacting the Ruhls.

Repairs to Water Tower - President Vandervort stated the contractor had frozen the pipes at the water tower and replaced the galvanized nipples. He also stated the Town received a couple of complaints regarding the water but the problems were temporary.

Town Truck - Clutch - President Vandervort stated the clutch in the town truck has been replaced and William Algard, one of the town maintenance workers, told him the truck is working fine.

PENDING BUSINESS

David & Jann Bish - President Vandervort stated Keith Baynes, the Town's attorney, has suggested a meeting with the Bishes to see if this matter could be resolved. He stated he has set up a meeting with the Bishes for Wednesday, September 10, 1997 at 7 p.m. to discuss how the matter could be resolved but the Bishes understand any proposed solution would have to be brought to the Board for final approval.

Veterans Park - President Vandervort stated construction of the Veterans Park Shoreline Erosion Project has started and should be completed by the end of the week. Mrs. Morgan asked if President Vandervort had contacted David Wilson, of the RC&D Council, regarding the signs and President Vandervort stated he had.

Brochure - Mrs. Morgan stated there was nothing new except she had talked to Jim DeCoursey who stated he would be willing to a cover and would come in to look at the brochure.

Light Sticks - Halloween - President Vandervort stated they have been ordered but have not received yet.

BFI - New Rate - President Vandervort stated he has been talking to Bob Stover, of BFI, regarding the CPI index to be used in calculating the new rate and asked if Mr. Hearne had gotten the new information. Mr. Hearne stated he had and a copy was in President Vandervort's box.

Carl and Betty Knapp discussed with the Board the erosion occurring partly on Avalon Yacht Basin's property and the town property where Avalon Yacht Basin has an easement for access to docks. After much discussion, Mr. Knapp stated he would look into getting grant money for a project there.

Pavilion - President Vandervort stated Mr. Hearne presented the pavilion project for Fair Green Park to the Parks Board on September 8, 1997 and the Parks Board approved \$3,750 for the project. Mr. Hearne stated the project would go before the County Commissioners next month, then before the State to be presented to the Board of Public Works. When asked by Commissioner Pumpaly if there were any time constraints on the grant, Mr. Hearne stated the grant should be used before November 1998. After some discussion, the Board will look to see where the pavilion should be placed and, also, would look into getting the basketball backstops restored.

Ditch work - President Vandervort stated there was nothing new.

Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Avenue - President Vandervort stated the Town is still waiting for Mr. O'Neal's, the County plumbing inspector's, approval of the disconnection before sending a letter to the Ruhls.

Street & Stop Signs - Commissioner Phillips discussed the curve down from the school where Rte 267 changes from Baltimore Street to Cecil Street. After some discussion, the Board decided to contact State Highway to see if they could suggest a solution. After more discussion regarding stop signs, the Board asked Mrs. Morgan to

provide them with the list she has of stop signs needing to be replaced in Town.

NEW BUSINESS

Resolution 97-3 - Neighborhood Business Development Program - President Vandervort stated this resolution is a preliminary step necessary for the Town to participate in the Sidewalk Retrofit Program. Mr. Hearne stated that the attachment contains information regarding the factors taken into consideration to determine participation in this program. After some discussion, a motion was made by Commissioner Phillips to approve Resolution 97-3, seconded by Commissioner Pumpaly. The motion passed 4-0.

MML Chapter Dinner - Howard House, Elkton 10/23/97 6 & 7 p.m. - President Vandervort stated the next MML Chapter Dinner is being held at the Howard House in Elkton on October 23, 1997 with the social hour at 6 p.m. and dinner at 7 p.m. with the choice of crab cakes or prime rib as your entree. Mrs. Morgan stated she has received reservation information from everyone except President Vandervort and Commissioner Phillips. After a short discussion, all reservations were completed.

President Vandervort stated the Town received further information from Kenneth Unger, of Bell Atlantic/NYNEX regarding the placement of antennas on the Town's water tower. He stated a packet was put in each Commissioner's boxes. After some discussion, the Board asked Mr. Hearne to check with other municipalities to see if they have similar arrangements.

President Vandervort stated the Town purchased two trash cans for a resident whose cans were taken in error by BFI and the cost has been forwarded to BFI to be a credit against the next trash bill.

President Vandervort stated he and Mr. Hearne met with June Hill, of the County Health Department, regarding a copy of a Health Department letter sent to Pat's Marina regarding a water quality complaint and findings of a possible cross-connection. After some discussion, Mr. Hearne will look at the meeting minutes for 1991 to see if there was some decision regarding the use of well water to the marinas' docks.

President Vandervort asked if the Board would consider having Mr. Algard use the new Kubota tractor to maintain the grass on the fire company's lot for the fire company. After some discussion, a motion was made by Commissioner Phillips to offer this service to the fire company and for the 107 House, seconded by Commissioner D. Letts. The motion passed 4-0.

President Vandervort stated there is no written standard vacation policy for the town employees and he would like the Board to consider establishing one. After much discussion, a motion was made by Commissioner Phillips to create a standard vacation policy for full-time town employees as follows:

after one years' employment:	1 week paid vacation
after three years' employment:	2 weeks paid vacation
after five years' employment:	3 weeks paid vacation

the maximum limit for paid vacation is 3 weeks no matter the employee's length of service.

at the end of the calendar year, the employee can carry over a maximum of 80 hours (2 weeks) paid vacation to the next calendar year.

The motion was seconded by Commissioner Pumpaly and passed 4-0.

Commissioner Phillips asked about increasing Mr. Hearne's hours with the Town paying for the increased hours. After much discussion, the Board would check with our state legislators to see if additional funding could be gotten through the Circuit Rider Program.

President Vandervort stated the Town's election board has compiled a list of voters to be purged from the town's registered voter list as they have died or moved. After some discussion, a motion was made by Commissioner Phillips to purge from the town's registered voter rolls the list of names as prepared by the Town's election board, seconded by Commissioner Pumpaly. The motion passed 4-0. The Board asked Mrs. Morgan to type a cover letter for Robert Phillips, chairman of the Town's election board, to take with the lists to the County Election Board.

Accounts Payable - President Vandervort stated the Town received the bill from Freeze Seal in the amount of \$1875.00 for freezing the pipes at the water tower from Mr. Smith of Miller Environmental. He asked the bill to be included on the accounts payable list. A motion was made by Commissioner Phillips, seconded by Commissioner Pumpaly to pay the accounts payable. The motion passed 4-0.

Valerie Hahn asked if Mr. Algard could repair the broken rail on the fence by the footpath.


A motion was made by Commissioner Phillips to reinstall the basketball backstops at the basketball court at Fair Green Park,

Town Meeting of September 9, 1997
Minutes (cont'd.)
Page 5 of 5

the cost not to exceed \$500, seconded by Commissioner Pumpaly. The motion passed 4-0.

As there was no further business, President Vandervort adjourned the meeting at 9:45 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 printed name and title.

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF SEPTEMBER 9, 1997

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report

OLD BUSINESS

2. Approval of Minutes
3. Repairs to Water Tower
4. Town Truck - Clutch

PENDING BUSINESS

5. David & Jann Bish
6. Veterans Park
7. Brochure
8. Light Sticks - Halloween
9. BFI - New rate
10. Pavilion
11. Ditch work
12. Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave.
13. Street & Stop Signs

NEW BUSINESS

14. Resolution 97-3 - Neighborhood Business Development Program
15. MML Chapter Dinner - Howard House, Elkton 10/23/97 6 & 7 p.m.
RSVP 10/10/97
16. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/9/97

TIME: 7:30 PM

George Smith - MILLER, INC.

Betty J Knapp

Val Hahn

Bob Phillips

09/09/97

Town of Charestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Baynes, Keith A.	Aug '97 statement - review BFI consolid; review quit cla...	-SPLIT-	360.00-
North East Florist, Inc.	Inv #095237 - fruit basket for Adkins	6210.1 - General Govern...	37.00-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	16.61-
Radio Shack	Inv #230803 - (4) 5-pack cassette tapes	6220.1 - Office Supplies	31.96-
MD Dept. of the Environment	Inv #AD001586 - wetlands license application ad for fir...	6717.1 - Boat ramp (Rei...	82.00-
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	196.71-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	22.77-
Staples	Acct #7972 3200 0002 7426	6220.1 - Office Supplies	76.98-
Rogers Home and Hardware	Inv #224615; 224670	-SPLIT-	21.84-
Benjamin Lumber Co., Inc.	Acct # 1186	-SPLIT-	84.78-
Morgan, Lisa C./petty cash	Reinburse Petty Cash - see receipts	1005.1 - Petty Cash	75.91-
BFI	Inv #970800-0115246 - August trash collection	6651.1 - Trash Collection	2,854.82-
Morgan, Lisa C.	mileage reimbursement - period of 08/12/97 to 09/09/97	6210.1 - General Govern...	57.04-
U. S. Postmaster	2 rolls postage	6220.1 - Office Supplies	64.00-
Total 1010.1 - Cash-General Checking			3,988.92-
Total 1000.1 - General Fund Cash Accounts			3,988.92-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10099721- October Contract Operations	7120.2 - Contract Operat...	1,625.00-
Miller Environmental, Inc.	Inv #10089720 - pass through expenses for Aug'97	-SPLIT-	384.51-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	158.18-
Sta 3 electric	Acct #2-62-35062-2-0 Station 3 electric	6532.2 - Station #3	104.81-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	11.90-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	63.23-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	79.08-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	412.90-
Dennis Chlorination Service Inc.	Cust #1449 Inv #8318	7740.2 - Other	1,969.20-
U. S. Postmaster	4 rolls postage	-SPLIT-	128.00-
Total 1010.2 - Cash - Utility Checking			4,936.81-
Total 1000.2 - Utility Fund Cash Accounts			4,936.81-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			

09/09/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
American Service Center	Acct #206 - Inv #15580	6022.3 · Equipment Repair	5.90-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	617.59-
Chesapeake Service Center	repair clutch on town truck	6024.3 · Truck Repair	431.40-
Total 1005.3 · New-Checking-Special (Special checking County)			1,054.89-
Total 1000.3 · Special Fund Cash Accounts			1,054.89-
TOTAL			9,980.62-

TOWN MEETING OF OCTOBER 28, 1997

MINUTES

The October 28, 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 and Treasurer Christine L. Phillips. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Betty and Karl "Bud" Knapp discussed with the Board the revised estimate from Mr. Howell. Mrs. Knapp also read several letters from the Maryland Environmental Trust regarding Parcel 6, also called Lot B. The Board will look at the revised proposal.

OLD BUSINESS

Approval of Minutes - The minutes of the October 14, 1997 meeting were tabled until the next meeting as there was not a quorum of commissioners present from the last meeting.

Water System Extension - President Vandervort stated the Town received a letter from the Maryland Department of the Environment stating payment of \$44,766.22 would be made to the Town which is \$5,286.74 less than the Town's reimbursement request. President Vandervort stated the State deducted that amount for ineligible interest that was reimbursed in an earlier payment under the grant. He further stated the Town would have 30 days from the receipt of the final report to file an appeal. After some discussion, the Board decided to move on as the final report has not been received yet.

PENDING BUSINESS

David & Jann Bish - President Vandervort stated the Town received the draft from Keith Baynes, the town attorney, and it was returned for some changes. The agreement should be finished by the end of the week President Vandervort stated.

Veterans Park Shoreline Erosion Project - President Vandervort stated the final inspection meeting for Veterans Park was held but the Town needs to get signs. After some discussion about the problem of getting the signs, the Board discussed having the signs done up by the Town instead.

President Vandervort stated the ends of the Veterans Park pavilion, except for the trim, have been painted. After some discussion, the Board requested to have Mr. Adkins and Mr. Algard, the town maintenance workers, paint the trim the same color.

Louisa Lane Shoreline Erosion Project - President Vandervort stated the additional \$2,240.00 has been approved for payment. He also stated he has not signed off on this project but he has signed

off on Veterans Park.

Pavilion - Mr. Hearne stated he made presentations last week to both the County Planning & Zoning Commission and the Board of County Commissioners on this project. He stated the County Commissioners should be deciding on the project at their meeting tonight and he would check tomorrow to see if it was approved. After some discussion regarding the problem with grass growing in the playground area behind Town Hall, the Board requested Mr. Hearne contact Ed Slicer of County Parks & Recreation to see if he has a solution to the grass problem.

Street & Stop Signs - Mrs. Morgan stated she had checked with six companies for prices and the lowest was Vulcan Signs at \$442.00 for 8 signs and 8 posts. She stated she needed to contact them again as they did not include freight charges on their quote. For street signs, Mrs. Morgan stated she did not have a list at this time and would go back through the paperwork. She also discussed with the Board the two different types of street signs the Town has. The Board requested, when getting quotes, to get prices for each style of sign.

Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave. - Mrs. Morgan stated Helga Davis, of County Permits & Inspection, and Mr. Ruhl were in Friday and Ms. Davis stated Mr. Ruhl understood how the sewer disconnection needed to be done and also stated she would inspect it on Monday as Mr. Ruhl would have the work completed today. Mrs. Morgan stated Ms. Davis would forward a report of her inspection to the Town.

Mrs. Morgan stated Mr. Clements, the new owner of 115 Conestoga Street, was in today and said the water connection was done. After some discussion about having Miller Environmental also inspect connections, Mrs. Morgan stated she would check with County Permits & Inspection for the inspection on 115 Conestoga St. After further discussion, the Board decided the \$1200 bond the Clements had posted would be returned to them after the Town received an approved inspection report from the County.

Bell Atlantic/NYNEX - antennas on water tower - President Vandervort stated he tried to contact Mr. Unger Monday but he wasn't in and he would try to contact him again.

Charlestown Marina - President Vandervort read the complaint Mr. Baynes filed in Circuit Court on behalf of the Town and read Mr. Cain's, Mr. Price's attorney's, response which was filed in court. President Vandervort stated Mr. Baynes filed a request on October 21, 1997 for a hearing.

Ethics Commission - Term Limits - President Vandervort stated this was discussed at the last town meeting and Mrs. Morgan stated Commissioner J. Letts was supposed to provide some COMAR information on ethics ordinances.

NEW BUSINESS

Fireboat Pier - President Vandervort stated the wetlands permit was approved for the project. Mr. Hearne stated the Town may need to get a Soil Conservation permit and he would check on it. Mr. Hearne also stated the Town has \$50,000 for the dredging and \$50,000 for the pier approved by the State but the Town may need additional funding for both. After some discussion, the Board requested Tatman & Lee be contacted for estimates for design, dredging and construction costs.

Wellhead Protection Program - Mr. Hearne stated the State indicated they would be able to attend a town meeting to discuss the program if given several weeks' notice prior to the meeting. After some discussion, the Board tabled the matter as there are only three meetings before the next town election and it should probably be considered by the next Board.

Computer - Repairs - President Vandervort stated the cooling fan motor on the one computer needs to be replaced and he would get a new one.

1st Meeting in November - President Vandervort stated the first meeting in November falls on a holiday, Veterans Day. After some discussion, the Board decided to hold the town meeting even though the Town Hall will be closed that day. The Board requested notice of such be posted in the display case outside Town Hall and in the post office.

President Vandervort also stated he would like to close the Town Hall on Friday, November 28, 1997 as Mr. Hearne is off that day and Mrs. Morgan had requested the day off without pay. The Board agreed to close the Town Hall on that day and requested notice of such be posted in the display case outside Town Hall and in the post office.

President Vandervort stated Valerie Hahn had brought in some employee evaluation forms for the Town to consider.

Mr. Hearne asked if anyone had comments to make on the tree planting plans for Veterans Park and Louisa Lane. The Board had no comments at that time.

Town Meeting of October 28, 1997
Minutes (cont'd.)
Page 4 of 4

Mr. Hearne also asked if any Commissioners would be attending the Chamber of Commerce luncheon Thursday at the Swiss Inn at 11:30 a.m. as he needed to let Jean Cox know by 4 p.m. tomorrow how many would be attending. He stated the cost would be \$15.00 for members and \$20.00 for non-members and payment can be made at the luncheon.

Commissioner Phillips stated four break-ins have occurred in town in the past few weeks. After some discussion, the Board requested Cpl. Morgan be made aware of the Board's concern and ask if he had some suggestions.

Commissioner Phillips stated she received a complaint from Mr. Greenblatt on Frederick St. that the shed Mr. Ames, the owner next door, put up does not meet the five foot setback requirement. After some discussion, the Board will turn the complaint over to the Planning & Zoning Commission.

Accounts Payable - President Vandervort requested, when Mr. Algard or Mr. Adkins puts gas in the town truck, the truck's mileage be noted on the gas receipt. A motion was made by Commissioner Phillips to approve the bills as listed, seconded by Commissioner Pumpaly. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:18 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF OCTOBER 28, 1997

AGENDA

7:30 P.M.

Avalon Yacht Basin

OLD BUSINESS

1. Approval of Minutes
2. Water System Extension

PENDING BUSINESS

3. David & Jann Bish
4. Veterans Park Shoreline Erosion Project
5. Louisa Lane Shoreline Erosion Project
6. Brochure
7. Pavilion
8. Street & Stop Signs
9. Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave.
10. Bell Atlantic/NYNEX - antennas on water tower
11. Charlestown Marina
12. Ethics Commission - Term Limits

NEW BUSINESS

13. Fire Boat Pier
14. Wellhead Protection Program
15. Computer - Repair
16. 1st Meeting in November
17. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/28/97 TIME: 7:30 PM

Betty Mapp
Val Hahn

10/28/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	105.95-
Water's Edge Nursery Co.	Inv #15-97 - 100 scripus for Veterans Park	6712.1 · Veterans Park	40.00-
NEBS	Inv #9728201976-5 - 500 general account checks	6220.1 · Office Supplies	84.41-
AT&T	Acct #8014-058-9492 - Inv #6392202930	6440.1 · Telephone	30.50-
Morgan, Lisa C.	reimbursement purchase of bus cards from Cecil Grap...	6210.1 · General Govern...	29.00-
Cecil/Harford Chapter - MML	FY98 chapter dues	6210.1 · General Govern...	70.00-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	7.58-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	112.42-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	16.02-
Total 1010.1 · Cash-General Checking			495.88-
Total 1000.1 · General Fund Cash Accounts			495.88-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	22.81-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 · Station #1	131.57-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	16.24-
Total 1010.2 · Cash - Utility Checking			170.62-
Total 1000.2 · Utility Fund Cash Accounts			170.62-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1152 - September gasoline for town truck	6025.3 · Gasoline	152.54-
Total 1005.3 · New-Checking-Special (Special checking County)			152.54-
Total 1000.3 · Special Fund Cash Accounts			152.54-
TOTAL			819.04-

TOWN MEETING OF OCTOBER 14, 1997

MINUTES

The October 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 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 September 1997 water system operations report to the Board. When asked, Mr. Smith stated hydrants would be flushed in the next two weeks, public notice would be put in the newspaper and Beth Hamilton would send us a copy.

Cpl. Bilton Morgan, of the Cecil County Sheriff's Office, introduced himself to the Board as the new liaison. He stated he would have monthly statistics completed for the next meeting. After some discussion, Cpl. Morgan asked the Board to contact him any time there is a problem with the patrol.

Betty and Karl "Bud" Knapp wished to address the Board and proceeded to talk. After some time, the Board asked if the Knapps had a particular issue they wanted to discuss rather than talk about incidents involving past Town Boards. After several minutes of continuing to talk about past incidents, the Knapps left the meeting. Commissioner J. Letts requested a copy of the tapes of this meeting. President Vandervort stated Mr. Knapp has been working on an erosion control plan for the 20 ft. easement and funding for it. After some discussion, the Board asked to have the easement agreement reviewed.

Commissioner J. Letts asked if the wetlands permit was approved for the fireboat pier. Mr. Hearne stated it had been scheduled to be presented by Harold Cassell to the Board of Public Works on October 8, 1997 but he did not present it and would present it at the October 22, 1997 meeting. Mr. Hearne stated he would check after October 22, 1997 on the permit.

President Vandervort stated Kathleen Matter has a ditch which needs to be done and stated it is on the list.

Old Business

Approval of Minutes - Commissioner J. Letts stated the vote to approve Resolution 97-4 needs to be corrected from "3-0-2 (Commissioner J. Letts and Commissioner D. Letts abstained)" to "3-2". A motion was made to approve the minutes as corrected by Commissioner J. Letts, seconded by Commissioner Phillips. The motion passed 4-0.

Water System Extension - Mr. Hearne stated on October 3, 1997 he

met with Dan Natividad and Walid Saffouri, both of the MD Dept. of the Environment. He stated most of the paperwork the State wanted was cleared up. Mr. Hearne stated Mr. Natividad is going to recommend the State pay the reimbursement less approximately \$5,300 which had been paid in error for interest on a loan obtained from County Bank, stating the State does not reimburse interest. After some discussion, the Board decided to ask if additional monies paid to Tatman & Lee for right-of-way work which was not paid through the grant as it was not in the engineer's contract could be reimbursed instead.

Pending Business

David & Jann Bish - President Vandervort stated the approved outline for the Bish agreement had been sent to Keith Baynes, the Town's attorney. Mrs. Morgan stated she contacted Mr. Baynes Friday and the agreement was not done.

Veterans Park Shoreline Erosion Project - President Vandervort stated this project is completed except for signs. President Vandervort stated he met with Everett Gary, of the Department of Natural Resources, regarding the tree planting program for Louisa Lane and Veterans Park. After some discussion, President Vandervort stated the plans for both areas were at the Town Hall for commissioners to look at so a decision could be made on the planting.

Louisa Lane Shoreline Erosion Project - President Vandervort stated paperwork for the remaining \$2,240 of the \$10,000 State grant has been finished and the Town should receive the money in a few weeks.

Mr. Hearne stated the final inspection for Veterans Park has been scheduled for Monday, October 20, 1997 but he doesn't know what time yet.

Brochure - Mrs. Morgan stated the two items needed to complete the brochure are the town map and the cover. After some discussion, the Board decided to contact Mr. DeCoursey again regarding the cover and see if a town map could be done using sections cut from an ADC map.

Pavilion - Mr. Hearne stated the proposed pavilion project is scheduled to be presented to the County Planning & Zoning Commission on Monday, October 20, 1997 and then to the County Commissioners at their meeting the following night. He contacted Mr. Slicer, of County Parks and Recreation, regarding changing the presentation and Mr. Slicer said if a change is made, the project needs to come off the agenda for both boards until after it is re-submitted to the Parks Board. After some discussion, Commissioner J. Letts made

a motion to request a 12x24 oval deluxe gazebo with benches, seconded by Commissioner Phillips. The motion passed 4-0.

Street & Stop Signs - After some discussion, Commissioner Phillips made a motion to replace the eight stop signs listed, seconded by Commissioner D. Letts. The motion was passed 4-0. After more discussion, a list of street signs needing replacement is to be prepared for the next meeting.

Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Avenue - Mr. Hearne stated Tom O'Neal, the County's plumbing inspector, was not satisfied with the sewer disconnection and had talked to the Ruhls and will be contacting their plumber. When asked, Mr. Hearne stated the Ruhls do have a permit for the shed they are putting up.

Bell Atlantic/NYNEX - Antennas on water tower - Mr. Hearne stated each commissioner has a copy of the information he obtained from other municipalities regarding similar agreements. After some discussion, the Board would have Mr. Unger of Bell Atlantic contacted to see what they will offer to the Town.

State Highway Mtg. - corner of Baltimore & Cecil Streets - Mr. Hearne stated he and Commissioner Phillips met with engineers from the State Highway Administration regarding the corner of Baltimore and Cecil Streets. Mr. Hearne stated one of the engineers would contact Mr. Hartenstine about cutting the bushes and will return to observe the area at busier times and during school hours before providing some suggestions to the Town.

Charlestown Marina - President Vandervort stated Mr. Baynes has been unsuccessful in obtaining any payment and he has filed suit on behalf of the Town against Phil Price. When asked, Mr. Hearne stated Mr. Price was served on September 22, 1997 and has 30 days to respond to the court.

New Business

FY99 Program Open Space - Requests for Funding - Mr. Hearne stated the Town received a form to submit for any FY99 POS funding requests. After some discussion about adding to the park behind the Town Hall, Mr. Hearne stated the deadline for submission is December 1, 1997.

Lift Station Pump - President Vandervort stated David Hollenbaugh of the County's Department of Public Works contacted the Town because one of the pumps at the lift station needs to be repaired. He also stated Mr. Hollenbaugh will get repair quotes and, if they're too high, will get quotes for replacement also and re-

contact the Town.

Appointments to be Made - President Vandervort stated a term on the Planning & Zoning Commission is due to expire in November 1997 and two terms on the Historic District Commission and one on the Board of Appeals are to expire in December 1997. After some discussion, the Board decided to post a notice regarding the openings with a deadline of 5 p.m., Tuesday, November 18, 1997 for letters of interest.

Ethics Commission - Term Limits - Commissioner D. Letts stated she and Mrs. Morgan had looked at the minutes and listened to the tapes of the November 1993 meeting regarding term limits for the Ethics Commission members. She stated the intent, as heard on the tape of that meeting, was to have the original Ethics Commission serve staggered terms of 1, 2, & 3 years with Dr. Gell serving 1 year, RuthAnn Miller (whose seat was appointed to David Jarinko when Ms. Miller moved) serving 2 years, and Edgar McMullen serving 3 years with subsequent appointees serving 3 year terms. After some discussion, Commissioner J. Letts stated the Ethics Ordinance may not be legal itself. After more discussion, the Board decided to check on the COMAR code regarding ethics ordinances.

Christmas Party - After some discussion, a motion was made by Commissioner J. Letts to hold the Town's Christmas party on Friday, December 19, 1997 between 2-6 p.m. spending the same as last year, seconded by Commissioner D. Letts. The motion passed 4-0.

President Vandervort stated the Town has only one Early History of Charlestown booklet left and asked if anyone knew how more could be gotten. After some discussion, Rebecca Phillips, of the Historic District Commission, would be contacted regarding this.

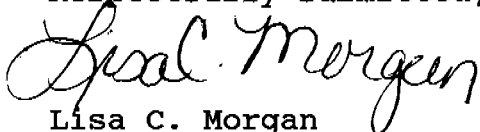
President Vandervort asked, since the CPI increased 2.1%, if the Board would consider giving a 2.1% cost-of-living allowance (COLA) increase to the town employees retroactive to the beginning of the fiscal year. He also asked if the Board would consider a 10% raise for Harley Adkins and William Algard, the town's maintenance workers. After much discussion, a motion was made by Commissioner J. Letts to give the town employees a 2.1% COLA increase to town employees retroactive to July 4, 1997, seconded by Commissioner Phillips. The motion passed 4-0. The Board decided to table the matter of the proposed 10% raise until the next meeting.

Accounts Payable - A motion was made by Commissioner Phillips to pay the bills as listed, seconded by Commissioner J. Letts. The motion passed 4-0.

Town Meeting of October 14, 1997
Minutes (cont'd.)
Page 5 of 5

As there was no further business to be discussed, the meeting was adjourned by President Vandervort at 9:41 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 printed name and title.

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF OCTOBER 14, 1997

AGENDA

7:30 P.M.

1. Sheriff's Office - New Liaison
2. Miller Environmental - monthly report
3. Avalon Yacht Basin
4. Kathleen Matter - ditch

OLD BUSINESS

5. Approval of Minutes
6. Water System Extension

PENDING BUSINESS

7. David & Jann Bish
8. Veterans Park Shoreline Erosion Project
9. Louisa Lane Shoreline Erosion Project
10. Brochure
11. Pavilion
12. Street & Stop Signs
13. Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave.
14. Bell Atlantic/NYNEX - antennas on water tower
15. State Highway Mtg. - corner of Baltimore & Cecil Streets
16. Charlestown Marina

NEW BUSINESS

17. FY99 Program Open Space - Requests for Funding
18. Lift station pump
19. Appointments to be made:

Planning & Zoning	(1 member - term expires 11/97)
Historic District	(2 members - terms expire 12/97)
Board of Appeals	(1 member - term expires 12/97)
20. Ethics Commission - Term Limits
21. Christmas party
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/14/97

TIME: 7:30 P.M.

Betty J. Mapp

Meredith Lutting

George Smith - MEI

Bilton Morgan CCSO

Bill Hamilton

Val Hahn

10/14/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
BF1	Inv #970900-0115246 - September trash collection	-SPLIT-	3,013.69-
Alarm Systems Co. of Maryland	Inv #0011562	6460.1 - Alarms	54.00-
Baynes, Keith A.	Sept statement - lawsuit - Price	-SPLIT-	250.00-
Board of Public Works	Tidal Wetlands Case No. 97-0925 - fireboat pier	6718.1 - Fireboat pier (gr...	50.00-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	167.74-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	16.51-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	17.40-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.50-
Staples	Acct #7972 3200 0002 7426	6220.1 - Office Supplies	31.49-
Hillyard's	Inv #699012 - rental charge typewriter Inv #699003 - re...	-SPLIT-	128.50-
Ace Printing	100 building permit cards	6610.1 - Administration	43.00-
Benjamin Lumber Co., Inc.	Acct # 1186	6715.1 - Other	31.66-
Cecil County Landfill	1043	2005.1 - Accounts Payable	25.20-
Total 1010.1 - Cash-General Checking			3,835.69-
Total 1000.1 - General Fund Cash Accounts			3,835.69-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10119722 - water operations charges - Nov '97	7120.2 - Contract Operat...	1,625.00-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	161.55-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	74.59-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	101.00-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	15.39-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	57.97-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	306.85-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	83.03-
Total 1010.2 - Cash - Utility Checking			2,425.38-
Total 1000.2 - Utility Fund Cash Accounts			2,425.38-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	617.61-
Wal-Mart	Acct #2634 - September statement	-SPLIT-	64.33-
Total 1005.3 - New-Checking-Special (Special checking County)			681.94-

10/14/97

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
Total 1000.3 - Special Fund Cash Accounts			681.94-
TOTAL			6,943.01-

TOWN MEETING OF NOVEMBER 25, 1997

MINUTES

The Town Meeting of November 25, 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 Treasurer Christine L. Phillips and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

OLD BUSINESS

Approval of Minutes - After a brief discussion, a motion was made by Commissioner Phillips to approve the minutes of the November 11, 1997 meeting, seconded by Commissioner D. Letts. The motion passed 3-0.

Commissions - Appointments - President Vandervort stated Suzann Barker, who had expressed interest in being appointed to the Historic District Commission was here. After discussing the openings on the Historic District Commission, the Board of Appeals, and the Planning & Zoning Commission, President Vandervort stated a letter was received from Rebecca Phillips, chairman of the Historic District Commission, stating Steven Lewis was not interested in being re-appointed to the Historic District Commission and was recommending Ms. Barker for the opening. He also stated Mrs. Phillips also sent a letter stating the Commission recommended the re-appointment of Ruth Wright to the Commission. After a brief discussion, a motion was made by Commissioner D. Letts to reappoint Ruth Wright and appoint Suzann Barker to the Historic District Commission, seconded by Commissioner Phillips. The motion passed 3-0. President Vandervort stated Meredith Lubking's term on the Planning & Zoning Commission is expiring and Mrs. Lubking had sent a letter expressing interest in serving another term. After a brief discussion, a motion was made by Commissioner D. Letts to re-appoint Meredith Lubking to the Planning & Zoning Commission, seconded by Commissioner Phillips. The motion passed 3-0. President Vandervort stated noone had expressed interest in serving on the Board of Appeals and Nelson McCall, whose term is expiring, had not been contacted to see if he was interested in continuing to serve on the board. After some discussion, the Board decided to defer this appointment to the next meeting.

William Algard, one of the Town's maintenance workers, briefly discussed with the Board the matter of merit raises and employee evaluations.

Bish Agreement - President Vandervort stated the agreement has been signed. He also stated he discussed the problems which arose from the annexation of the portion of Charlestown Manor with D. Thomas DeLorimier of Tatman & Lee Associates, the Town's engineers. He stated they discussed the possibility of Tatman & Lee doing the

survey work for the Bish property at no cost when the Town proceeds with annexation.

Louisa Lane Shoreline Erosion Project - Mr. Hearne stated the only remaining work to do is replanting grass in the spring and the posting of the warning signs. President Vandervort asked if the \$2,240.00 in remaining grant monies has been received. Mr. Hearne stated yes and have been deposited.

PENDING BUSINESS

Veterans Park Shoreline Erosion Project - Mr. Hearne stated the only work left to be done is replanting grass in the spring and the posting of the warning signs. He also stated the Maryland Eastern Shore RC&D Council is requesting 50% payment at this time. After some discussion, President Vandervort stated he would like approval for the entire amount, \$30,117.03, of which half would be paid now and the other half would be held until the State has approved the paperwork for payment. A motion was made by Commissioner Phillips to approve the entire amount of the bill, \$30,117.03, of which half would be paid now and the other half would be paid when the State has approved the paperwork for payment, seconded by Commissioner D. Letts. The motion passed 3-0.

Tree Planting Plans - After some discussion regarding the tree planting plans for Louisa Lane and Veterans Park, a motion was made by Commissioner Phillips to not plant any more trees than the four trees required for Louisa Lane, seconded by Commissioner D. Letts. The motion passed 3-0.

Brochure - Mrs. Morgan stated the cover and the town map still need to be done and she had talked to Mr. DeCoursey who again stated he would get the cover to the Town shortly. After some discussion, the Board asked Mrs. Morgan to contact Mr. DeCoursey to use a drawing he has already done and Commissioner Phillips stated she may have a computer program which could do a town map.

Mrs. Morgan stated she checked with Rebecca Phillips, of the Historic District Commission, who believed the town history pamphlets were printed by Ace Printing. Mrs. Morgan stated she would check with Ace Printing.

Pavilion - Mr. Hearne stated the pavilion project was approved by the County Commissioners on October 28, 1997 and the project would be up for approval to the State Board of Public Works in late December or early January.

Street Signs - Mrs. Morgan provided a packet of information which

included existing street signs needing replacement and proposed street signs, cost comparison from several different sign companies, and approximate costs. After some discussion, a motion was made by Commissioner Phillips to purchase embossed signs for 38 replacement and new street signs with round poles and finial tops, seconded by Commissioner D. Letts. The motion passed 3-0. After more discussion, the Board asked to have the sign company contacted for color samples for the embossed signs so they could decide on the color. President Vandervort stated if the cost of the signs and poles exceeded the amount budgeted for signs, the remainder could be taken from the President's Discretionary Fund.

Bell Atlantic/NYNEX - President Vandervort stated he has not heard anything yet from Mr. Unger after the Town approved the proposal he and Mr. Unger had discussed. He stated he is waiting for their written proposal which would then be forwarded to Keith Baynes, the Town's attorney, to review.

Charlestown Marina - Mr. Hearne stated a hearing date had not been set yet.

Ethics Commission - Term Limits - After a brief discussion, the Board decided to table this matter until Commissioner J. Letts could be present.

Fireboat Pier - Mr. Hearne discussed with the Board the amount of dredged materials to be produced during construction of the fireboat pier and the space available in the existing spoils site. After some discussion, the Board requested Tom DeLorimier be sent all the information Tatman & Lee would need in order to provide an estimate for pier construction and dredging costs. Mr. Hearne stated Mary Ann Skilling, the Critical Areas circuit rider, stated the Maryland Environmental Trust needs to be notified of the project. He also stated he has requested an additional \$25,000 for pier construction, but if approved, would not be available until July 1999.

Lift Station pump - repair - Mr. Hearne stated David Hollenbaugh of the County's Department of Public Work was contacted to order the new pump.

NEW BUSINESS

Maryland Technology Showcase - Mr. Hearne stated a Maryland Technology Showcase was scheduled for December 3 and 4, 1997 at the Baltimore Convention Center. Tickets and literature have been given to the Commissioners.

Christmas Party - Mrs. Morgan discussed with the Board the food arrangements and stated she would get the invitations out shortly.

President Vandervort stated he noticed three dead trees along Market Street and asked to have price quotes gotten for their removal.

President Vandervort also stated the Department of Natural Resources flipped their boat over trying to use the boat ramp. The Board discussed contacting the Department of Natural Resources about monies to erect rock jetties out from the walls of the boat ramp to break up the wave action. President Vandervort stated this would be just for State monies and no town monies to be spent.

Mr. Hearne stated the Town received a letter from the County Commissioners regarding the County's application to the Susquehanna River Basin Commission for water withdrawal from the river for the County's proposed Route 40 pipeline. There was a brief discussion amongst the Commissioners. President Vandervort suggested the matter be tabled until a draft letter could be considered by the full Board.

Mr. Hearne stated Karl Knapp, of Avalon Yacht Basin, requested to know if the Town is getting the permits for the proposed work. President Vandervort asked if Mr. Knapp was willing to pay to have the work done, suggesting Mr. Knapp pay for the work done on his land and the cost of the work done on town land should be shared by Mr. Knapp also. A brief discussion followed.

Mr. Hearne asked if the Commissioners had any more suggestions regarding the playground equipment. President Vandervort suggested the funding request be general so the Town is not held to any one thing. Mr. Hearne discussed the Town's FY99 funding request for Program Open Space with the Board regarding the playground equipment, the benches and picnic tables.

Mr. Hearne mentioned the imaging unit replacement light is coming on on the copier. After a brief discussion regarding the unit and the copier maintenance contract, President Vandervort stated he would contact KDI, who has the maintenance contract on the copier, regarding the situation.

Mr. Hearne also stated Delegate Rudolph had called and suggested holding an informal meeting for the Town Commissioners to meet Senator Fry before the General Assembly begins in January. After a brief discussion, the Board asked to have Delegate Rudolph contacted as the first meeting in December may be the only time available.

Town Meeting of November 25, 1997
Minutes (cont'd.)
Page 5 of 5

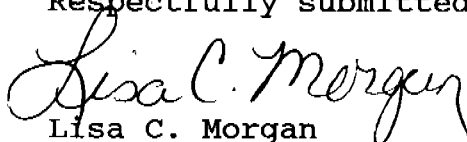
Commissioner Phillips asked the Board about the pay raises discussed for Harley Adkins and William Algard, the Town's maintenance workers. President Vandervort stated he completed evaluations for both utilizing an evaluation form provided by Valerie Hahn. After more discussion of the evaluations and the amount of the raise to be given, a motion was made by Commissioner Phillips to give a 5% raise to Mr. Adkins and a 10% raise to Mr. Algard, both to be calculated on their hourly rates before the cost-of-living allowances were given, seconded by Commissioner D. Letts. The motion passed 3-0.

Mrs. Morgan asked the Board if they were considering giving Christmas bonuses this year. After a brief discussion, the matter was tabled until the next meeting.

Accounts Payable - Commissioner Phillips made a motion to approve the bills as listed, seconded by Commissioner D. Letts. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:45 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF NOVEMBER 25, 1997

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes
2. Bish Agreement
3. Louisa Lane Shoreline Erosion Project

PENDING BUSINESS

4. Veterans Park Shoreline Erosion Project
5. Tree Planting Plans
6. Brochure
7. Pavilion
8. Street Signs
9. Bell Atlantic/NYNEX - antennas on water tower
10. Charlestown Marina
11. Ethics Commission - Term Limits
12. Fireboat Pier
13. Lift Station pump - repair
14. Commissions - Appointments

NEW BUSINESS

15. MD Technology Showcase - Dec. 3, 1997 @ Baltimore Convention Ctr.
16. Christmas Party
17. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/25/97 TIME: 7:30 P.M.

[Signature]
William Byard
Sandra Shier
Susan Barber

11/25/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	90.34-
Central Printing & Office Supp...	(2) boxes window envelopes; (1) box letterhead	6220.1 · Office Supplies	106.00-
AT&T	Acct #8014-058-9492 - Inv #6392209797	6440.1 · Telephone	8.59-
Maryland Rural Development ...	Circuit Rider Program - 1st qtr FY98 (period of 7/1/97 - ...)	6330.1 · Administration	2,849.75-
Sheriff's Patrol	Inv #97-010 - October Sheriff's patrol	6920.1 · Police Protection	2,430.66-
Sheriff's Patrol	Gasoline - October Sheriff's Patrol	6920.1 · Police Protection	125.62-
Maryland Eastern Shore RC&...	grass plants - 1/2 for Veterans Park; 1/2 for Louisa Lane	-SPLIT-	399.50-
Maryland Eastern Shore RC&...	50% paym't for construction & grass planting - Veteran...	6712.1 · Veterans Park	15,058.52-
Total 1010.1 · Cash-General Checking			21,068.98-
Total 1000.1 · General Fund Cash Accounts			21,068.98-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	22.91-
Miller Environmental, Inc.	Inv #10129723- water operations charges - Dec '97	7120.2 · Contract Operat...	1,625.00-
Total 1010.2 · Cash - Utility Checking			1,647.91-
Total 1000.2 · Utility Fund Cash Accounts			1,647.91-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1191 - October gasoline	6025.3 · Gasoline	105.14-
Vulcan Signs	Inv #3030212	-SPLIT-	487.14-
Total 1005.3 · New-Checking-Special (Special checking County)			592.28-
Total 1000.3 · Special Fund Cash Accounts			592.28-
TOTAL			<u>23,309.17-</u>

TOWN MEETING OF NOVEMBER 11, 1997

MINUTES

The November 11, 1997 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, and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental - Monthly Report - George Smith, of Miller Environmental, presented the October water system operations report.

David England - Request for water service - David England discussed with the Board the possibility of getting town water service to a lot he is purchasing next to 1141 West Old Philadelphia Road. Mr. England stated the lot is not in town but he would be willing to be annexed if he would be able to run a water lateral to his lot. After more discussion, the Board asked Mr. England to check to see if a water lateral could be run from the water main behind the properties in front of Trinity Woods utilizing the county's utility easement and let the Town know his progress.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the October 14, 1997 meeting, seconded by Commissioner D. Letts. The motion passed 3-0-1 (Commissioner Pumpaly abstained). Regarding the minutes of the October 28, 1997 meeting, Commissioner D. Letts stated the "the" before "Conestoga" should be removed from the sentence "Clements, the new owners of the 115 Conestoga" and President Vandervort requested the correct amount of the remaining monies paid on the MDE grant for the Louisa Lane Shoreline Erosion Project be added to the minutes. A motion was made by Commissioner Phillips to approve the October 28, 1997 minutes with the above changes, seconded by Commissioner Pumpaly. The motion passed 3-0-1 (Commissioner D. Letts abstained).

PENDING BUSINESS

Bish Agreement - President Vandervort stated a copy of the agreement was sent to Mr. and Mrs. Bish to look at and Mrs. Morgan stated she tried to contact them Friday and Monday but they haven't called back.

Veterans Park Shoreline Erosion Project - Mr. Hearne stated the invoice to pay the RC&D Council the Town's share of this project is on the Accounts Payable but he still needs clarification of the Benedict invoice. President Vandervort asked if the paperwork can be submitted to the Maryland Dept. of the Environment before paying the bill. After some discussion, the Board decided to defer paying

the invoice until the next meeting.

Louisa Lane Shoreline Erosion Project - President Vandervort stated the Maryland Department of the Environment has sent the Town a letter notifying us that the remaining \$2,240.00 should be received shortly.

Tree Planting Plans - Mr. Hearne discussed with the Board the tree planting plans for both Veterans Park and Louisa Lane done by Everett Garry of the Maryland Department of Natural Resources.

Brochure - Mrs. Morgan stated she talked to Mr. DeCoursey regarding the cover and he stated he would get it to the Town as soon as possible. President Vandervort said he would work on the map.

Pavilion - Mr. Hearne stated the next step would be to obtain State Board of Public Works approval for the Program Open Space monies.

Street & Stop Signs - Mrs. Morgan stated the stop signs were ordered on October 31, 1997 and should be delivered shortly. She also stated she is still working on the list for the street signs.

Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Avenue - Mr. Hearne stated the Town received a letter from Helga Davis of the Cecil County Permits & Inspection Office on November 3, 1997 approving the disconnection of the water and sewer service to the property. After some discussion, the Board decided the utility billing would be retroactive to September 30, 1997 and the third quarter 1997 utility billing would be the last bill for this property.

Bell Atlantic/NYNEX - antennas on water tower - President Vandervort stated he has talked to Mr. Unger of Bell Atlantic and has developed a proposal to be sent to Bell Atlantic as follows:

- Bell Atlantic must configure antenna arrays as in the picture previously supplied by Bell Atlantic
- any other configuration must be pre-approved by the Town
- lease payments will be paid annually in advance
- lease payments will increase 15% every 5 years
- payments for each of the first 5 years will be \$16,000.00 plus the basic monthly service fee for 3 mobile telephones
- Bell Atlantic will supply 3 mobile telephones at no charge for the telephones
- Bell Atlantic will pay for attorney's fee for Town's attorney to review the lease

After some discussion, a motion was made by Commissioner Phillips for President Vandervort to proceed with negotiations with Bell

Atlantic based on the outline proposed, seconded by Commissioner Pumpaly. The motion passed 4-0.

Charlestown Marina - Mrs. Morgan stated she contacted Circuit Court and a hearing date has not been set for this case yet.

Ethics Commission - Term Limits - Commissioner D. Letts stated Commissioner J. Letts told her the COMAR information regarding ethics ordinances was here in the Town Hall. After some discussion, the Board tabled this matter until the next meeting.

Fireboat Pier - President Vandervort stated the State Board of Public Works has approved the wetlands permit for the pier and Ken Ropp of the Department of Natural Resources has made a rough estimate for construction costs for the pier which should be covered by the amount of grant money the Town has obtained to date. He also stated he would contact Tom DeLorimier, of Tatman and Lee Associates, the Town's engineers, and have him call Program Open Space regarding approval for them to do the pier design. After some discussion, Mr. Hearne stated DNR had provided a rough estimate on the dredging costs to be around \$65,000 and, as the Town has only \$50,000 in grant money for dredging, he has submitted for an additional \$15,000 for dredging, and, if approved, that money would not be available until next July.

Lift Station pump - repair - President Vandervort stated one of the lift station pumps needs to be repaired or replaced and David Hollenbaugh of the County's Dept. of Public Works has supplied two quotes. After some discussion, a motion was made by Commissioner Phillips to purchase a replacement unit for \$1,229 from Eesco for the lift station, seconded by Commissioner D. Letts. The motion passed 4-0. The Board asked Mr. Hollenbaugh be advised to make the purchase.

NEW BUSINESS

Program Open Space - Requests for Funding - After much discussion, the Board decided to submit a request for the cost of additional seating at the stone wharf and for the purchase of one or two picnic tables for the stone wharf and the purchase of replacement picnic tables for Veterans Park. President Vandervort stated he would continue looking into the playground equipment at Brookside Elementary. The Board asked to have Mr. Slicer, of County Parks and Recreation, contacted about the cost of heavy duty backboards. Mr. Hearne stated he would try to contact the person in Harford County's maintenance department about the grass control problem.

TCI Cable - Franchise Fee & 30-day Waiver Notice - President

Vandervort stated TCI has asked the Town to sign a 30-day waiver notice for some channel changes being done by TCI. After a brief discussion, a motion was made by Commissioner Phillips to sign the 30-day waiver notice, seconded by Commissioner D. Letts. The motion passed 4-0. President Vandervort also stated a recent Court decision has determined franchise fees paid by customers are gross revenues. As the Town is paid a fee based on a percentage of gross revenues by TCI, TCI has asked the Town to agree not to include the franchise fees as gross revenues. If the Town does not agree, President Vandervort stated TCI, in its letter, would raise the customer franchise fees to cover the increased fee TCI would have to pay to the Town. After some discussion, a motion was made by Commissioner Phillips to agree not to include customer franchise fees as gross revenues, seconded by Commissioner D. Letts. The motion passed 4-0.

President Vandervort asked if anyone had checked to see if there were any more of the historical pamphlets available from the Historical Commission. Commissioner D. Letts said they did not have any but believes they were printed by Ace Printing. The Board asked to have Ace Printing contacted regarding the pamphlets.

Mrs. Morgan asked if the \$1200 performance bond posted by Mr. & Mrs. Clements for the water connection at 115 Conestoga Street could be returned to them as Mr. O'Neal, of the County Permits & Inspection Office, has advised her the water connection has been approved but he would not sign off until the well is capped. A motion was made by Commissioner Phillips to release the \$1200 performance bond, seconded by Commissioner Pumpaly. The motion passed 4-0.

Commissioner Phillips asked if the Town could look into getting pagers for the maintenance workers. The Board asked to have prices looked into. She also asked if a town watch could be considered as there have been several break-ins. President Vandervort stated the patrol times for the deputies have been changed around and some daytime patrolling has been scheduled.

Mr. Hearne asked if any more progress has been made on making the stone wharf handicapped accessible. After some discussion, President Vandervort stated he would contact Hoyt regarding some plans for the wharf.

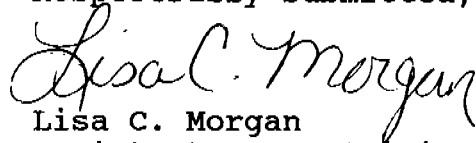
Accounts Payable - After some discussion, a motion was made by Commissioner Phillips to pay the bills, except for the RC&D invoice and after changing to amount of the fire company donation from \$1600 to \$1575, seconded by Commissioner D. Letts. The motion passed 4-0.

Town Meeting of November 11, 1997
Minutes (cont'd.)
Page 5 of 5

Mrs. Hahn told the Board the glowstick idea for Halloween was a nice touch.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:35 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 printed name and title.

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF NOVEMBER 11, 1997

AGENDA

7:30 P.M.

1. Miller Environmental - month report
2. David England - request for water service

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Bish Agreement
5. Veterans Park Shoreline Erosion Project
6. Louisa Lane Shoreline Erosion Project
7. Tree Planting Plans
8. Brochure
9. Pavilion
10. Street & Stop Signs
11. Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave.
12. Bell Atlantic/NYNEX - antennas on water tower
13. Charlestown Marina
14. Ethics Commission - Term Limits
15. Fireboat Pier
16. Lift station pump - repair

NEW BUSINESS

17. Program Open Space - Requests for Funding
18. TCI Cable - Franchise Fee & 30-day Waiver Notice
19. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/11/97 TIME: 7:30 p.m.

Beth Hamilton

George H. Smith - MEI

David E. Lunde - request for water

Val Hahn

Howard Hall

Doris Hall

11/10/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Baynes, Keith A.	Oct statement - Bish agreement	6310.1 - Legal Counsel	120.00-
Charlestown Fire Co.	annual donation	6910.1 - Fire Company	1,600.00-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	16.46-
Staples	Acct #7972 3200 0002 7426	6220.1 - Office Supplies	147.71-
Sheriff's Patrol	July gasoline - Sheriff's patrol	6920.1 - Police Protection	36.30-
Sheriff's Patrol	Inv #97-007 - July Sheriff's Patrol	6920.1 - Police Protection	812.04-
Sheriff's Patrol	August gasoline - Sheriff's Patrol	6920.1 - Police Protection	66.30-
Sheriff's Patrol	Inv #97-008	6920.1 - Police Protection	1,768.54-
Sheriff's Patrol	September gasoline - Sheriff's Patrol	6920.1 - Police Protection	135.18-
Sheriff's Patrol	Inv #97-009 - September Sheriff's Patrol	6920.1 - Police Protection	1,594.68-
Fedex	Acct #1877-2739-1 - Inv #4-316-35956 - mail final info ...	6711.1 - Louisa Lane	15.00-
Cecil County Landfill	1043	2005.1 - Accounts Payable	18.85-
American Home & Hardware	Acct #885600 - Inv #446095 - star drill; lag screws and...	6715.1 - Other	12.47-
Lowe's Home Centers Inc.	Acct - 002237, Inv. 84629 - miniblinds & wooden knob...	-SPLIT-	109.46-
Benjamin Lumber Co., Inc.	Acct # 1186	-SPLIT-	60.15-
Friedman & Fuller PC	Client #09653.200 Inv #50325 - audit services FY97 au...	6320.1 - Auditor	2,250.00-
Maryland Eastern Shore RC&...	25% construction cost & marsh grass planting - Vetera...	6712.1 - Veterans Park	30,117.03-
BFI	Inv #971000-0115246 - October trash collection	6651.1 - Trash Collection	2,914.77-
	Total 1010.1 - Cash-General Checking		41,794.94-
	Total 1000.1 - General Fund Cash Accounts		41,794.94-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	89.45-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	52.90-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	258.98-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	138.32-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	107.72-
	Total 1010.2 - Cash - Utility Checking		647.37-
	Total 1000.2 - Utility Fund Cash Accounts		647.37-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Rogers Home and Hardware	Inv #D225457 - 3 keys cut for shed; Inv #D225511 - wa...	-SPLIT-	22.35-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	617.61-

11/10/97

Town of Charlestown Accounts Payable Bills

Name	Memo	Split	Amount
Benjamin Lumber Co., Inc.	Account # 685600 inv 237512 - cement & brick to repai...	6300.3 - Streets	29.84-
American Service Center	Acct #206	-SPLIT-	74.85-
Western Auto Asso. Store	Inv #1667; 1711	-SPLIT-	11.89-
Total 1005.3 - New-Checking-Special (Special checking County)			756.34-
Total 1000.3 - Special Fund Cash Accounts			756.34-
TOTAL			43,198.65-

TOWN MEETING OF JULY 22, 1997

MINUTES

The July 22, 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 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.

Pauline and Vernon Bryant discussed the possibility of connecting water and sewer service to their existing structure at 420 Calvert Street to be used as a residence. After some discussion, the Board stated they would have submit a building permit to the Planning and Zoning Commission and pay the required connection fees.

OLD BUSINESS

Approval of Minutes - In reviewing the minutes for the July 8, 1997, Mr. Hearne stated a sentence, in the last paragraph, should be changed from "agreed a letter should be sent to the Planning and Zoning Commission regarding the problem" to "agreed a letter should be sent by the Planning and Zoning Commission to Cindy Henion regarding the problem". A motion was made by Commissioner Phillips to approve the minutes of the July 8, 1997 as amended, seconded by Commissioner J. Letts. The motion passed 4-0.

PENDING BUSINESS

Veterans Park Shoreline Erosion Project - President Vandervort stated the site showing is scheduled for July 23, 1997 at 10:00 a.m. and permission has not yet been secured from Phillip Price to put sand and stone against the marina's bulkhead. After some discussion about what could be done if his permission couldn't be secured, Commissioner Phillips made a motion, in the event permission couldn't be secured, that a rock/stone structure be placed adjacent to, but not touching the marina bulkhead, at the Town's expense not to exceed \$10,000.00. After more discussion, Commissioner Phillips amended her motion to have the cost not to exceed \$15,000.00. The motion, as amended, was seconded by Commissioner D. Letts. The motion passed 4-0.

Sidewalk Retrofit Program - Commissioner Phillips stated she and Mr. Hearne met with the State regarding this program. She stated, in order to take part in the Sidewalk Retrofit Program, the Town would have to, first, be designated as a Revitalization Area or a Designated Neighborhood. Mr. Hearne stated the items the Town had the State look at would probably be grant eligible. As the Town of Perryville has just completed the paperwork necessary to be considered as a Revitalization Area, Mr. Hearne has asked Mr. Barkley, Perryville's Town Administrator, to send a copy of what he filed. A motion was made by Commissioner J. Letts to apply to have

the Town designated a Revitalization Area for the purpose of participating in the Sidewalk Retrofit Program, seconded by Commissioner Phillips. The motion passed 4-0.

Wellhead Protection Program - Mr. Hearne said he called the State to find out what paperwork was needed for this program but has not received a call back yet. Mrs. Morgan stated she and Mr. Hearne discussed the infiltration and inflow problem with George Smith, of Miller Environmental Inc., who stated there is grant monies available for repairs to correct I&I problems. She, also, stated she talked to David Hollenbaugh, Cecil County Dept. of Public Works, and the Town should receive a copy of the smoke test report either late this week or early next week.

NEW BUSINESS

Brochure - President Vandervort explained the proposed information brochure to be given to Charlestown residents, especially new residents who have just moved into town. He asked the Board to look at it and make comments/suggestions.

President Vandervort stated Mr. Adkins and Mr. Algard, the town maintenance workers, will be washing off the outside of the Town Hall. He stated they would have to install a spigot so a hose could be connected outside.

Street & Stop Signs - Mrs. Morgan discussed with the Board about replacing some stop and street signs in the Town. After much discussion, Mrs. Morgan gave the Commissioners a copy of the list of existing stop signs in need of replacement. She also stated she has requested information on the old-fashioned street signs the Town of Chesapeake City recently put up in their historic district. More discussion between the members of the Board about whether the Town needs all the stop signs already posted.

Mr. Hearne stated he received a call from the Town of Chesapeake City on behalf of the Chesapeake City Promenade Committee requesting a mailing list of Charlestown residents. He stated he assumes this would be used to solicit funds toward the promenade. After some discussion, the Board agreed not to provide the mailing list for this purpose.

Dead Pine Tree - Removal - Mrs. Morgan stated she contacted five tree services of which two have supplied quotes for removing the dead pine tree at the comfort station. After some discussion, a motion was made by Commissioner J. Letts to accept the quote of Davis Tree Service to cut down the tree, cut it into lengths and remove the wood for \$300.00, seconded by Commissioner Phillips.

Town Meeting of July 22, 1997
Minutes (cont'd.)
Page 3 of 3

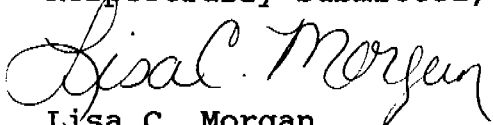
The motion passed 4-0.

Mrs. Morgan discussed the possibility of the Town purchasing reflective stickers to hand out to the children in Town for Halloween. After some discussion, Commissioner Letts suggested getting light sticks which when bent light up. After more discussion, Commissioner Letts said he would get some information on them.

Accounts Payable - A motion was made by Commissioner J. Letts to pay the accounts payable, seconded by Commissioner D. Letts. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 8:43 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lisa C. Morgan".

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JULY 22, 1997

AGENDA

7:30 P.M.

1. Pauline & Vernon Bryant - water & sewer connections

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Veterans Park Shoreline Erosion Project
4. Sidewalk Retrofit Program
5. Wellhead Protection Program

NEW BUSINESS

6. Brochure
7. Street & Stop Signs
8. Chesapeake City Promenade Committee request
9. Dead Pine Tree - Removal
10. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/22/97 TIME: 7:30 PM

Val Hahn

Vernon + Pauline Bryant

DAVIS TREE SERVICE - 07/17/97

QUOTE REQUEST

Job: Removal of dead pine tree approx. 40-45 ft. in height

Location: Next to comfort station (block building) in Veterans
Park

Difficulties: Located between comfort station (block building)
and power line

Need two separate quotes:

Quote #1:

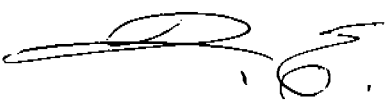
Removal of tree, cut into 3' lengths & leave wood

\$200. —

Quote #2:

Removal of tree, cut into 3' lengths & remove wood

\$300. —

 DAVIS

J.B. Tree Experts
2665 Telegraph Road
North East, MD 21901
(410) 398-1972



PROPOSAL

Town of Charlestown
Lisa Morgan
P.O.Box 154
Charlestown, MD 21914

Page: 1
Date: 7/18/97
Proposal #: 1082
Prop. Date: 7/18/97
Customer #: 1072
Rep: JB ActType: M
PO#:
Map: CECL

410-287-6173 fx 287-6620

Item	Qty	Schedule of Services: Description and Location	Amount
#1	1	Austrian Pine	280.00

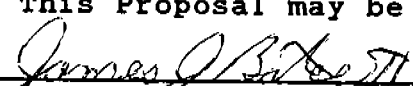
Take down and remove with all debris. Wood sections cut into 3ft lengths and stacked for customer. Cut stump as close to soil grade as possible.

Located next to comfort station in Veterans Park

We Propose, hereby to furnish materials and labor, complete and in accordance with the above specifications for the sum of \$ 280.00 plus applicable State and Local taxes.

Payment to be made UPON COMPLETION NET 15 DAYS

This Proposal may be withdrawn if not accepted within 60 days.


Our Company's Authorized Signature

Customer Acceptance

Date



J.B. Tree Experts
2665 Telegraph Road
North East, MD 21901
(410) 398-1972



P R O P O S A L

Town of Charlestown
Lisa Morgan
P.O.Box 154
Charlestown, MD 21914

Page: 1
Date: 7/18/97
Proposal #: 1083
Prop. Date: 7/18/97
Customer #: 1072
Rep: JB ActType: M
PO#:
Map: CECL

410-287-6173 fx 287-6620

Item	Qty	Schedule of Services: Description and Location	Amount
#1	1	Austrian Pine	320.00

Take down and remove with all debris and wood sections.
Cut stump as close to soil grade as possible.

Next to comfort station in Veterans Park

We Propose, hereby to furnish materials and labor, complete and in accordance with the above specifications for the sum of \$ 320.00 plus applicable State and Local taxes.

Payment to be made UPON COMPLETION NET 15 DAYS

This Proposal may be withdrawn if not accepted within 60 days.

Our Company's Authorized Signature

Customer Acceptance

Date

07/22/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Mac's Shacks	Acct #00110342 Inv #12312	6730.1 - Contract Mainte...	120.00-
Data Services Inc.	Inv #58267 - FY98 tax processing	6210.1 - General Govern...	908.61-
AT&T	Acct #8014-058-9492 - Inv #6392176705	6440.1 - Telephone	14.97-
Fire Prevention Co., Inc.	Inv #39907	6450.1 - Maintenance	23.00-
Woodward-Clyde Consult.	Inv #158676	2055.1 - Security Dep-Tri...	452.13-
Woodward-Clyde Consult.	Inv #172527	2057.1 - Security dep Tiff...	424.13-
Board of Public Works	Tidal Wetlands Case No. 97-1162 - Veterans Park Sh...	6712.1 - Veterans Park	50.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	97.84-
Central Printing & Office Supp...	(2) boxes window envelopes	6220.1 - Office Supplies	54.00-
Maryland Eastern Shore RC&...	Veterans Park Shoreline Erosion Project - shipping 1 s...	6712.1 - Veterans Park	16.07-
Total 1010.1 - Cash-General Checking			2,160.75-
Total 1000.1 - General Fund Cash Accounts			2,160.75-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10089718	7120.2 - Contract Operat...	1,625.00-
Sta 3 electric	Acct #2-62-35062-2-0 Station 3 electric	6532.2 - Station #3	104.72-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	154.17-
Dept. of Public Works	Inv #155-0001-01 - 2nd qtr '97 county sewer user fee	6550.2 - County Regiona...	14,419.08-
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	30.11-
Total 1010.2 - Cash - Utility Checking			16,333.08-
Total 1000.2 - Utility Fund Cash Accounts			16,333.08-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Wal*Mart	Acct #2634	-SPLIT-	55.81-
Gilbert Enterprises Inc.	Inv #1028 - June Gasoline for Town Truck	6025.3 - Gasoline	141.41-
Total 1005.3 - New-Checking-Special (Special checking County)			197.22-
Total 1000.3 - Special Fund Cash Accounts			197.22-
TOTAL			18,691.05-

TOWN MEETING OF JULY 8, 1997

MINUTES

The July 8, 1997 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:33 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. Attendance sheet is attached hereto.

George Smith, of Miller Environmental, Inc., presented the May and June 1997 water system operations reports. He, also, discussed with the Board different approaches which could be used so the four galvanized nipples needing to be replaced on the water tower can be done. He stated he would continue looking into the matter. Mr. Hearne stated Al Wein, head of the County's Planning and Zoning Office, called him regarding the State's Wellhead Protection Program as the County would like to set up a group from the municipalities and county to look into this program. Mr. Hearne said Mr. Smith provided the Town with information regarding this State program. Mr. Smith state the program will allow computer study and modeling at no cost to point out problems which may impact the Town's wells and make recommendations to solve them. The Board decided this program should be looked into.

President Vandervort presented the final FY98 budget proposal to the Board for approval. After brief discussion regarding raises and the work at the stone wharf, a motion was made by Commissioner Phillips to approve the FY98 budget as presented, seconded by Commissioner J. Letts. The motion passed 5-0.

Ronald Moore discussed the ditch problem he has with the Board. President Vandervort stated the Town now has the Kubota tractor which is capable of doing the ditch work and Mr. Algard and Mr. Adkins, the Town's maintenance workers would meet with Mr. Moore on Thursday, July 10, 1997, in the morning regarding the ditch.

Michael Powell, of Powell Real Estate, discussed with the Board the proposed development in Charlestown Manor. He asked the Board to approve the Public Works agreements for water and roads and the other agreement drawn up by Mr. Baynes, the Town's attorney, to be signed only after the items conditioned in the agreement have been satisfied. After lengthy discussion, President Vandervort asked if there was a motion to authorize the approval of the agreements to be signed only after the conditions in the agreement drawn up by Mr. Baynes have been met. Commissioner Phillips made the motion. There was no second to the motion. The motion died. Mr. Hearne asked the Board what should be done about the Henion driveway. The Board agreed a letter should be sent by the Planning & Zoning Commission to Cindy Henion regarding the problem. After some discussion, the Board also agreed to make doubly sure the lots mentioned in the agreement are the correct lots being developed and the lots in the agreement and the plans coincide.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner D. Letts to approve the minutes of the May 27, 1997 meeting, seconded by Commissioner Phillips. The motion passed 4-0-1 (Commissioner J. Letts abstained).

PENDING BUSINESS

Veterans Park Shoreline Erosion Project - Mr. Hearne stated the bid advertisement will be in the Cecil Whig on July 9 and July 16, 1997 with the site showing scheduled for Wednesday, July 23, 1997 and bids being received by 10 a.m. July 30, 1997 with the bid opening at 10:05 a.m. the same day. After some discussion, Mr. Hearne stated Jerry Walls will be here Wednesday, July 9, 1997 with the final sketches for the project.

Mr. Hearne discussed the marsh grass planted for the Louisa Lane shoreline erosion project. He stated he talked to Mr. Daniels, of the Charlestown Fire Department, who stated the fire department could water the grass if needed. Mr. Hearne, also, stated Dave Wilson, of the RC&D Council, faxed information regarding a goose fence to prevent the geese from eating the grass. Some discussion followed.

NEW BUSINESS

Resolution #97-2 - Grant monies for Veterans Park - The Board discussed the proposed resolution to authorize President Vandervort to sign the application for the \$10,000.00 grant monies from the State for the Veterans Park shoreline erosion project. A motion was made by Commissioner J. Letts to authorize President Vandervort to sign the application for the grant monies, seconded by Commissioner Phillips. The motion passed 5-0.

MML Chapter Dinner - Chesapeake City July 17, 1997 - President Vandervort reminded the Board the next MML Chapter Dinner will be held July 17, 1997 at the Chesapeake Inn. Mrs. Morgan stated she has received reservations from all Commissioners and the check in payment to the Town of Chesapeake City is on the accounts payable.

Sidewalk Retrofit Program - Mr. Hearne stated the program has been changed so the State will pay up to 50% of repairs and the Town can have a State Highway Administration engineer help plan needed repairs. The Board agreed to pursue this as soon as possible. A motion was made by Commissioner J. Letts to participate in the Maryland Department of Transportation's Sidewalk Retrofit Program, seconded by Commissioner D. Letts. The motion passed 5-0.

North East Marching Band Band Boosters - President Vandervort

stated the Town received a request to advertise in the brochure for the band competition being hosted by the North East Marching Band. After some discussion, a motion was made by Commissioner J. Letts not to participate in this advertising, seconded by Commissioner D. Letts. The motion passed 4-0-1 (Commissioner Vandervort abstained).

President Vandervort stated there is \$2,750.00 in grant money remaining from the work for the boat staging area. He discussed with the Board about having the area paved. He, also, discussed with the Board the problem people are having exiting Pat's Marina since the entrance is uphill and is gravel. He stated people can't get traction and the area needs to be paved. President Vandervort further said McGuirk Construction and Quality Enterprises have been contacted to get quotes. Mr. Hearne stated the Town received a quote from Quality but hasn't received one from McGuirk yet. After some discussion, the Board decided to table this matter until the next meeting when more information may be available.

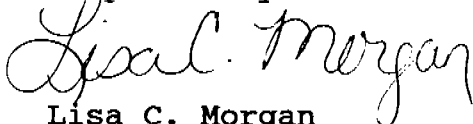
Commissioner Phillips informed the Board about a dead pine tree at the comfort station in Veterans Park. After some discussion, a motion was made by Commissioner Phillips to contact tree services to get quotes on removing the tree, seconded by Commissioner D. Letts. The motion passed 5-0.

The Board briefly discussed the sale of Eagle Point, the Horn property, on Conestoga Street. Mrs. Morgan stated the records for that property have been flagged so the Town will collect monies owed to the Town.

Accounts Payable - A motion was made by Commissioner Letts to approve the bills, seconded by Commissioner Pumpaly. The motion passed 5-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:22 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JULY 8, 1997

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report for June & June 1997
2. Budget
3. Mike Powell - Charlestown Manor development
4. Ronald Moore

OLD BUSINESS

5. Approval of Minutes

PENDING BUSINESS

6. Veterans Park Shoreline Erosion Project

NEW BUSINESS

7. Resolution #97-2 - Grant monies for Veterans Park
8. MML Chapter Dinner - Chesa. City 7/17/97
9. Sidewalk Retrofit Program
10. Wellhead Protection Program
11. North East Marching Band Boosters
12. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

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

George Smith - MEI

David & Jann Bish

Mike Powell

Ron Moore

Town of Charlestown

Accounts Payable Bills

07/07/97

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Morgan, Lisa C./petty cash	Reimburse Petty Cash - see receipts	1005.1 - Petty Cash	74.50-
Cecil County Landfill	1043	2005.1 - Accounts Payable	53.35-
Harley R. Adkins		-SPLIT-	215.25-
Lisa C Morgan		-SPLIT-	315.61-
William C. Algard		-SPLIT-	260.03-
Baynes, Keith A.		-SPLIT-	150.00-
Maryland Municipal League	07-01-97 - gen'l: cooresp Price marina lease; p&z: revi...	6210.1 - General Govern...	625.06-
Alarm Systems Co. of Maryland	Cust ID #Char0024 Inv #4223 - membership dues/sub...	6460.1 - Alarms	54.00-
Delmarva Power	Inv #0011029	6420.1 - Electric	154.87-
Garage electric	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	18.99-
Comfort Station Electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	18.00-
Town Pier Electric	comfort station Account # 2-62-35008-5-0	6985.1 - Electric	6.84-
Local Government Insurance ...	Town Pier electric acct # 2-62-00753-7-0	-SPLIT-	5,368.08-
Alan McCann	Inv #01MA70057 - building & liability insurance FY98	-SPLIT-	2,169.79-
Maryland Materials Inc.	Inv#061397 - excavate & load top soil/haul & grade sto...	6715.1 - Other	30.21-
Staples	Inv #115752 - 4.41 tons crusher run for boating staging...	6220.1 - Office Supplies	46.03-
Chesapeake Publishing Corp.	Acct #7972 3200 0002 7426	6210.1 - General Govern...	68.25-
BFI	Acct #TOW-2432AA - yearly subscription - Cecil Whig	6651.1 - Trash Collection	2,854.82-
Maryland Rural Development ...	Inv #970600-0115246 - June trash collection	6330.1 - Administration	2,874.91-
	Circuit Rider Program - 4th qtr FY97		15,358.59-
Total 1010.1 - Cash-General Checking			15,358.59-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
U.S. Postmaster	(6) rls of postage	-SPLIT-	192.00-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	226.21-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	181.62-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	298.60-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	13.87-
U.S. Filter/Waterpro	Acct # 48592 Inv #271556; 272268	-SPLIT-	83.27-
Printing Systems	Acct #CHARL Inv #60274 - utility billing forms	-SPLIT-	281.05-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	54.67-
Total 1010.2 - Cash - Utility Checking			1,331.29-
Total 1000.2 - Utility Fund Cash Accounts			1,331.29-

Town of Charlestown

Accounts Payable Bills

07/07/97

Name	Memo	Split	Amount
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Western Auto Asso. Store	Inv #1346	6022.3 - Equipment Repair	10.15-
American Service Center	Acct #206 - Inv #12835; 13677	-SPLIT-	28.03-
W.N. Cooper & Sons Inc.	Cust #29843 - Inv #14122; 14175	-SPLIT-	83.70-
Delmarva Power	Acct #2-62-00059-9-0 - street lighting	6010.3 - Street Lights	632.67-
Total 1005.3 - New-Checking-Special (Special checking County)			754.55-
Total 1000.3 - Special Fund Cash Accounts			754.55-
TOTAL			17,444.43-

TOWN MEETING OF JUNE 23, 1998

MINUTES

The June 23, 1998 Town Meeting 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, Commissioner Wilbur D. Pumpaly and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Commissioner Letts presented the Charlestown Patrol statistics for May and June 1998 in the absence of Cpl. Morgan of the Sheriff's Office. Commissioner Letts also stated he believed the stats were not complete as he recalled a couple of other citations which were not included.

Wilmer Woodhull discussed with the Board about installing a dock ladder at his slip on the town boat pier and provided a drawing of the ladder he would install. He explained, due to physical problems, he had difficulty getting on and off his boat. After some discussion, Commissioner Letts stated ladders for the pier had been discussed once before and he believed there was enough money in the pier fund for ladders. After more discussion, Commissioner Letts stated he would look into the cost of ladders.

Commissioner Pumpaly discussed with the Board the matter regarding the removal of the skateboard ramps from town property. After much discussion between the Board and members of the audience, the Board stated they were not against skateboards or the ramps but are facing a liability issue and explained their insurance carrier, LGIT, had provided them with a several-page document of issues and concerns which would have to be addressed in order to have a skateboard park. They further stated they would be willing to work with an interested group in resolving those issues and concerns to see if a skateboard park would be possible.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the June 9, 1998 meeting, seconded by Commissioner J. Letts. The motion passed 4-0-1 (Commissioner Pumpaly abstained).

Entrance "Slow-Children at Play" Signs - Mrs. Morgan told the Board the signs arrived last week and the posts needed for these signs, along with the additional stop signs, arrived today. She further stated Mr. Algard checked all the items received and he would begin to put the signs up.

Abandoned Boat - Mrs. Morgan stated the owner of the abandoned boat had the boat hauled away on Saturday.

PENDING BUSINESS

Bell Atlantic - Antennas on the water tower - Mr. Hearne stated the engineer working for Bell Atlantic would be sending proposed plans for the antenna array next week for the Town to review.

Charlestown Marina - President Vandervort stated there was nothing new and would talk to Keith Baynes, the Town's attorney, about the matter.

Fireboat Pier - President Vandervort stated the pre-proposal meeting was held and Mr. Hearne stated an addendum to the R.F.P. was sent out clarifying some of the wording. He further stated the proposals were due by 2 p.m. on Thursday, June 25, 1998, then the Town and the Maryland Dept. of Natural Resources would need to review them. Mr. Hearne also said the Town received notification the State had approved \$15000 in grant money to be available July 1999. He mentioned a further \$25000 in grant money had been requested for FY2000.

Program Open Space - Fair Green Park - President Vandervort stated Leathers & Associates have provided a schematic sketch of the playground. He mentioned the next core committee meeting for the playground had been scheduled for June 25, 1998 at 6:30 p.m. at the Town Hall and the public was welcome to attend. After some discussion, Hershel Armour, a member of the audience, mentioned some items which needed to be fixed at the athletic complex and Veterans Park. He also stated there is the on-going problem of people taking their dogs to Veterans Park to crap and leaving the stuff there without picking it up.

Codification - President Vandervort tabled this matter to a later meeting.

Sidewalk Retrofit Program - Mr. Hearne stated he advised Mr. Yengling that Charles Murphy was willing to have the sidewalk extended on his property and to have the tree removed. He further stated the State would probably want to get an agreement from Mr. Murphy before proceeding.

Tasker Lane - President Vandervort stated he had not heard anything further from Bell Atlantic regarding this. After some discussion, President Vandervort stated he may have to have Mr. Baynes contact Bell Atlantic.

Maintenance Worker - President Vandervort stated copies of the completed applications from the two applicants had been provided to the Commissioners. He asked if the Commissioners had decided which

one to hire. Commissioner J. Letts stated the Town should do background checks on the applicants before the Town decided to hire one. After some discussion, the Board decided to have background checks and to hire one of the applicants if the background check was satisfactory and also agreed to offer him the job at \$9.00 an hour.

Commissioner Letts stated he would like the Town to purchase a Town flag as the one being used for the MML Conference is one that was borrowed from Colonial Charlestown. He also mentioned that flag was not in good shape. After some discussion, Commissioner J. Letts stated he would check into the cost of getting a flag.

NEW BUSINESS

Municipal Representative - Public Recreation Committee - Mrs. Morgan stated the County is forming a committee to work on recommendations on improved coordination of recreation and use of recreation facilities within the guidelines of the Land Preservation and Recreation Plan. She further stated the committee will have one representative for all the municipalities. If any of the Commissioners were interested in being the representative, she stated they needed to contact Mr. Slicer with the County's Planning, Zoning & Parks Office.

Census Outreach Workshop - 07/14/98 - Anne Arundel Comm. College - Mrs. Morgan stated a workshop had been scheduled for July 14, 1998 at Anne Arundel Community College to discuss how to set up a complete count committee for the town. She stated the State has found this to be one of the best methods for an accurate census count. She mentioned the Town had problems with the 1990 census underreporting the town's population. She further stated state and federal funding the Town receives is based, in part or in whole, on the Town's population. After some discussion, Commissioner Phillips stated she would be willing to attend the workshop. Mrs. Morgan stated she would give the information packet to her and another packet from the Census Bureau which had arrived today.

MML Cecil/Harford Chapter Dinner - 07/16/98 6 & 7 p.m. - Rodgers Tavern, Perryville - President Vandervort stated the next MML Chapter Dinner will be held at the Rodgers Tavern in Perryville on July 16, 1998 with the social hour at 6 p.m. and the buffet dinner at 7 p.m. He mentioned the deadline for reservations was July 10, 1998. Mrs. Morgan asked the Commissioners to let her know how many would be attending so reservations could be made on or before the deadline.

Mr. Hearne asked the Board if they would be closing the Town Hall

Town Meeting of June 23, 1998
Minutes (cont'd.)
Page 4 of 4

on July 3, 1998 for the Fourth of July holiday. After some discussion, a motion was made by Commissioner J. Letts to close the Town Hall on July 3, 1998 for the holiday, seconded by Commissioner Phillips. The motion passed 5-0.

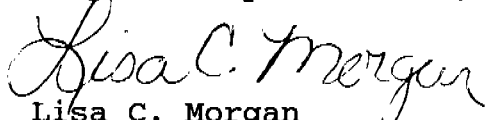
Mrs. Morgan mentioned to the Board she had checked all the meeting tapes she could locate and could not find the tape for the September 28, 1993 meeting to make a copy of it. She further stated she had done a memorandum to President Vandervort regarding it and the memo was in his box.

Mr. Armour mentioned to the Board that the Cecil County Fair Board is asking for donations to repair some bleachers which had been damaged by the bad storms recently. After some discussion, a motion was made by Commissioner J. Letts to make a donation of \$25.00 to the Cecil County Fair Board towards repairing the bleachers damaged by the storms, seconded by Commissioner Phillips. The motion passed 5-0.

Accounts Payable - A motion was made by Commissioner J. Letts to pay the bills as listed, seconded by Commissioner Phillips. The motion passed 5-0.

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

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JUNE 23, 1998

AGENDA

7:30 P.M.

1. Charles Combs - Speeding on Chesapeake Road
2. Mr. Woodhull - dock ladders
3. Meredith Lubking - Skateboarding

OLD BUSINESS

4. Approval of Minutes
5. Entrance "Slow-Children At Play" Signs
6. Abandoned Boat

PENDING BUSINESS

7. Bell Atlantic - Antennas on water tower
8. Charlestown Marina
9. Fireboat Pier
10. Program Open Space - Fair Green Park
11. Codification
12. Sidewalk Retrofit Program
13. Tasker Lane
14. Maintenance Worker

NEW BUSINESS

15. Municipal Representative - Public Recreation Committee
16. Census Outreach Workshop - 07/14/98 Anne Arundel Comm. College
17. MML Cecil/Harford Chapter Dinner - 07/16/98 6 & 7 p.m.
Rodgers Tavern, Perryville
18. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/23/98

TIME: 7:30 P.M.

Mr. Robert R. Woodhull

Mildred Cooper

Maryann Lusting

Val Fahn

Sharon Lynn Brooks

Marshall C. Bernauer

Jonie Proctor

06/23/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Boulder Inc.	check drinking fountain - Fair Green Park	6730.1 - Contract Mainte...	29.50-
Rising Sun Herald	1 yr subscription to Herald	6210.1 - General Govern...	14.00-
Mac's Shacks	Acct #110342 - Inv #13595 (2) 04/23/98 - 05/31/98 Inv ...	-SPLIT-	249.60-
AT&T	Acct #8014-058-9492 - Inv #6392256698	6440.1 - Telephone	8.59-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	98.06-
Maryland Office of Planning	Inv #2895 - (5) copies of Article 66B (1998)	6610.1 - Administration	10.00-
Total 1010.1 - Cash-General Checking			409.75-
Total 1000.1 - General Fund Cash Accounts			409.75-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Maryland Portable Concrete I...	Inv #33639 - 2 yd concrete for pad outside water tower ...	7740.2 - Other	177.00-
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	32.98-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	193.64-
Total 1010.2 - Cash - Utility Checking			403.62-
Total 1000.2 - Utility Fund Cash Accounts			403.62-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1913 - May gasoline	6025.3 - Gasoline	87.08-
Wal*Mart	Acct #2634 - May statement	6420.3 - General Mainte...	17.72-
Western Auto Asso. Store	Inv #1846; 2034; 2132	-SPLIT-	44.25-
American Service Center	Acct #206 - Inv #20826 - tube for mower	6022.3 - Equipment Repair	9.54-
Mac's Shacks	Acct #110342 - Inv #13593 (1) toilet 5/3/98 - 5/31 Inv #...	-SPLIT-	108.65-
Peachtree Business Products ...	Acct #0100203033 - Inv#P00394280001 - (3) "slow-chl...	6410.3 - Road Signs	52.50-
Total 1005.3 - New-Checking-Special (Special checking County)			319.74-
Total 1000.3 - Special Fund Cash Accounts			319.74-
TOTAL			1,133.11-

TOWN MEETING OF JUNE 9, 1998
MINUTES

The June 9, 1998 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental - Monthly Report - George Smith presented the May 1998 water system operations report to the Board. He mentioned the bulbs on top of the water tower were also replaced in May. President Vandervort asked him on his progress on seeking grant money for the inflow and infiltration problem. Mr. Smith reported he is collecting the necessary information to submit to the Maryland Department of the Environment demonstrating the severity of the problem and hoped to be filling the paperwork out next week to submit. President Vandervort asked if copies of the flow readings had been made. Mrs. Morgan stated copies were made only back to the installation of the new meter. President Vandervort requested that copies of all flow readings be made. Mrs. Morgan stated she would contact the Dept. of Public Works at Seneca Point to get the reading books again and make the copies.

Cecil County Sheriff's Office - Liaison - Cpl. Morgan was not present. Commissioner Phillips stated she had received favorable comments regarding the higher visibility of the police in town. Commissioner D. Letts mentioned there was a potential parking problem at the Shrivvers' residence where she believed it was the apartment residents who were parking diagonally to the street. She further stated people can't see the stop sign with the vehicles parked that way.

OLD BUSINESS

Approval of Minutes - Mrs. Morgan stated President Vandervort did not mention on the tape when the meeting of May 26, 1998 was adjourned so she did not have an adjournment time to put in the minutes. A motion was made by Commissioner D. Letts to approve the minutes of the May 26, 1998 meeting, seconded by Commissioner J. Letts. The motion passed 3-0-1 (Commissioner Phillips abstained).

PENDING BUSINESS

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated he had signed the lease and Bell Atlantic had applied for a permit. Mr. Hearne stated Bell Atlantic needed to send some architect drawings before Planning & Zoning can review them. He also asked if the Board would object to him walking the permit through the county permitting process. After brief discussion, President Vandervort stated there should not be a problem because the faster Bell Atlantic gets an approved permit, the sooner the Town will receive their payment. President

Vandervort also stated the Town Commissioners would need to see and approve the drawings before construction and he was more concerned with how the antennas will be placed than the auxiliary building design. Mr. Hearne stated he drafted a letter to the attorney for Bell Atlantic stating that President Vandervort was authorized to sign the lease. President Vandervort stated they also wanted a copy of the minutes of when the Town approved the lease. Mr. Hearne stated he would make a copy of the minutes to go with the lease and the letter.

Charlestown Marina - President Vandervort stated, as advised by Keith Baynes, the Town's attorney, he waited until the tax sale and bid on the town property and paid the amount of the taxes due as Mr. Price had not paid the taxes. He further stated he will contact Mr. Baynes regarding the next step to take.

Ethics Ordinance- President Vandervort stated the Board was supposed to set the date for a special meeting in order to discuss changes to the ethics ordinance. Commissioner J. Letts mentioned a meeting in late July or August would be better for his schedule. After more discussion, the Board decided to wait until the first meeting in July to set the date of the special meeting.

Fireboat Pier - President Vandervort asked if the R.F.P.s had been mailed out and the ad put in the newspaper. Mr. Hearne stated yes, they have - thirty R.F.P.s were mailed out, three of which were returned - two for expired forwarding orders and one because the firm does not do this type of work. He further mentioned one R.F.P. was picked up at the Town Hall. Mr. Hearne stated the pre-proposal meeting was scheduled for 10 a.m. on June 12, 1998 and the due date for proposals was June 25, 1998 at 2 p.m.

Program Open Space - Fair Green Park - President Vandervort stated Dennis Wille, the designer for Leathers & Associates, held design day last Thursday with the children at the elementary school and the Wednesday before had met with the members of the core committee. Commissioner J. Letts mentioned people have expressed reluctance to the idea of leaving their tools for a week and also asked if there was a cost estimate for constructing the playground. President Vandervort stated not until the design is done.

Codification - President Vandervort tabled this matter until the next meeting.

Sidewalk Retrofit Program - President Vandervort stated he, along with Commissioners D. Letts and Phillips, met with Don Yengling, of the Maryland State Highway Administration, regarding repair of the sidewalks in town. He stated Mr. Yengling estimated the cost of

repairing all the designated sections at approximately \$16,000 but the Town has only \$5,700 in grant money available through the State. He further stated at the meeting he, Commissioners D. Letts and Phillips voted to do all the sections with the Town paying the remaining cost of the work but he would like the Board to make a formal vote now. A motion was made by Commissioner D. Letts to repair all the designated sections of sidewalks utilizing the \$5700 grant money and the Town paying the remainder of the cost, seconded by Commissioner Phillips. The motion passed 4-0. Commissioner D. Letts stated she talked to Charles Murphy regarding extending the sidewalk all the way up to the end of Baltimore Street and Mr. Murphy said he was willing to have the sidewalk to put it on his property.

Tasker Lane - President Vandervort stated, in talking to Mr. Unger regarding the lease, Mr. Unger mentioned he is still trying to get a contact person at Bell Atlantic for the Town to contact regarding the moving of the telephone poles on Tasker Lane.

Maintenance Worker - President Vandervort stated interviews were set up for the six applicants for the maintenance worker position and only four showed up. After some discussion, the Board decided to have Mr. Grimes and Mr. Hoopes complete applications with statements authorizing release of information to the Town so further background checking can be done. Commissioner J. Letts stated he would like to state on record that he was not endorsing any individual for the position contrary to the rumor going around town.

Entrance "Slow-Children at Play" Signs - Mrs. Morgan stated she would be doing the orders tomorrow for these signs and the remaining street signs and posts which need to be ordered. Mr. Hearne asked how many signs were needed. Mrs. Morgan stated the Board decided to get three at a previous meeting.

Abandoned Boat - President Vandervort asked if a letter was sent to the registered owner. Mr. Hearne stated a certified letter was sent to him to remove the boat in fifteen days or the Town would dispose of it. Mrs. Morgan stated the letter had been claimed.

Budget - President Vandervort stated he made some changes to the draft. He stated the income for the water system needed to be increased \$17000 because of the lease with Bell Atlantic. Mrs. Morgan stated it should only be increased \$16,000 as \$1,000 was supposed to go toward purchasing portable phones for the fire company and the town truck. President Vandervort stated he would make that change. Commissioner J. Letts stated as he recalled the Board agreed to buy three phones - two for the fire company and one

for the town truck. President Vandervort stated he increased the amount for street expenses by \$10,000 because of the sidewalks. After some discussion, President Vandervort increased the streets budget to \$35,000 because of the paving being considered at Tasker Lane, the entrance at Pat's Marina, the boat staging area and Canvasback Lane. Mrs. Morgan asked the Board if they would consider adding \$300 to the budget as a donation to the elementary school for an incentive program for the students. She explained Mr. Schmoke told her about a program he had at another elementary school where painter's caps were purchased and two different pins - one was given for making the honor roll in a marking period and one was given for making perfect attendance in a marking period. After brief discussion, President Vandervort stated it wouldn't be a separate line item but the miscellaneous line item in the general fund would be increased to \$2500 to ensure enough for the donation to the school. President Vandervort then asked if there were any other changes to the budget. Commissioner J. Letts moved to accept the proposed FY99 budget with the changes so made, seconded by Commissioner Phillips. The motion passed 4-0.

NEW BUSINESS

Skateboard Ramps - Commissioner J. Letts stated it was time for the Town to make a decision about allowing the situation regarding the skateboard ramps to continue. He further stated he had received numerous complaints regarding foul language, juvenile drinking, etc. He mentioned one woman complained because she couldn't take her kids to the park because of the language being used. After much discussion, a motion was made by Commissioner Phillips that as of Friday, June 12, 1998 skateboard ramps will not be allowed on town property, seconded by Commissioner J. Letts. The motion passed 3-0-1 (Commissioner Vandervort abstained).

Building Permits - Mr. Hearne stated the permits submitted by McCoy, Wright and Crockett were approved. Commissioner D. Letts asked if he had looked at the stone Rens Swan had put next to the Newsome property. Mr. Hearne stated he hadn't looked at it yet. After some discussion regarding the permit Mr. Swan had for the driveway he installed, Commissioner Phillips wanted to know if Mrs. Metz had applied for a permit. Mr. Hearne stated she had and had paid the penalty for doing the work without a permit. Commissioner Phillips asked if anything was being done about the barn on the Wellwood property. After much discussion, the Board decided to contact the County regarding that and the Webb property to see what needed to be done and the costs involved.

Commissioner Phillips stated Karen, who organized the craft show at the fire company, would like to hold a community garage sale partly

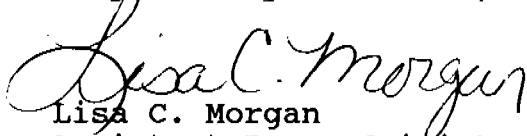
Town Meeting of June 9, 1998
Minutes (cont'd.)
Page 5 of 5

using the town property behind town hall and wanted to know if the Town would allow her to. The Board didn't discuss any problems they may have with it. Commissioner D. Letts mentioned she had heard the music event held by the church was a big success. President Vandervort stated the artists participating in "Paint Cecil County" were in town on Saturday. Commissioner J. Letts stated he had seen some of them in town on the Friday before even. President Vandervort mentioned the artwork from "Paint Cecil County" artists would be displayed at the Tory House on Sunday, June 21, 1998 between 1-5 p.m.

Accounts Payable - Commissioner Phillips made a motion to pay the bills as listed, seconded by Commissioner D. Letts. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 8:55 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JUNE 9, 1998

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. Cecil County Sheriff's Office - Liaison

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Bell Atlantic - Antennas on water tower
5. Charlestown Marina
6. Ethics Ordinance
7. Fireboat Pier
8. Program Open Space - Fair Green Park
9. Codification
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Maintenance Worker
13. Entrance "Slow-Children at Play" Signs
14. Abandoned Boat
15. Budget

NEW BUSINESS

16. Skateboard Ramps
17. Building Permits
18. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/9/98 TIME: 7:30 P.M.

Mildred Cooper

George A. Smith

Bill K. Miller

Val Hahn

06/09/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Maryland Rural Development ...	Circuit Rider Program paym't - 4th qtr FY98 (04/01/98 - ...	6210.1 - General Govern...	2,849.75-
Keystone Digital Imaging	Inv #044134 - freight for toner cartridges	6220.1 - Office Supplies	16.00-
BFI	Inv #980500-0115246 - May trash collection	6651.1 - Trash Collection	3,044.51-
Chesapeake Publishing Corp.	Acct #ELN1180 - P&Z Commission vacancy; maintena...	-SPLIT-	490.80-
Baynes, Keith A.	May statement - review lease agreement w/ Bell Ati; let...	-SPLIT-	100.00-
U. S. Postmaster	annual post office box fee	6220.1 - Office Supplies	12.00-
Vulcan Signs	Cust #20912 Inv #3032387 (5) danger rock signs	6711.1 - Louisa Lane	319.75-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	113.15-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.39-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.50-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	14.63-
Benjamin Lumber Co., Inc.	Acct #1186 Inv #246634 - (3) bags portland cement for...	6740.1 - P&R Miscellane...	19.29-
Total 1010.1 - Cash-General Checking			6,992.77-
Total 1000.1 - General Fund Cash Accounts			6,992.77-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10079832- water op charges - July '98	7120.2 - Contract Operat...	1,625.00-
Miller Environmental, Inc.	Inv #10059832 - pass-thru charges for Apr '98	7120.2 - Contract Operat...	126.52-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	8.88-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	59.29-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	131.57-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	228.57-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	391.28-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	108.42-
Total 1010.2 - Cash - Utility Checking			2,679.53-
Total 1000.2 - Utility Fund Cash Accounts			2,679.53-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	616.72-
Vulcan Signs	Cust #20192 - Inv #3032387 (4) one-way signs (1) do ...	6410.3 - Road Signs	161.96-
W.N. Cooper & Sons Inc.	Acct #29843 - tire for Kubota tractor	6022.3 - Equipment Repair	22.83-
Sonshine Motor & Tire	Inv #7212 - (1) repair tire for truck	6024.3 - Truck Repair	20.00-
Benjamin Lumber Co., Inc.	Cust #1186 Inv #246634 - screws nuts & bolts for mow...	6022.3 - Equipment Repair	1.20-

06/09/98

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
Total 1005.3 · New-Checking-Special (Special checking County)			822.71-
Total 1000.3 · Special Fund Cash Accounts			822.71-
TOTAL			10,495.01-

TOWN MEETING OF JANUARY 27, 1998

MINUTES

The January 27, 1998 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 Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Vandervort stated Frank Shriver is requesting permission to put gravel on the area off the paved street where his tenants park. After a brief discussion, the Board agreed he could put down more stone as long as it is the same material as what is there.

OLD BUSINESS

Commissioner D. Letts stated under the paragraph regarding weight limits, it should read "MVA", not "MML". A motion was made by Commissioner J. Letts to approve the minutes of the January 13, 1998 meeting with that change, seconded by Commissioner Phillips. The motion passed 4-0.

PENDING BUSINESS

Brochure - President Vandervort stated he is working on a street map but he is not done yet.

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated Ken Unger forwarded the lease approved by their corporate office. He further stated Keith Baynes, the Town's attorney, had some comments/changes regarding the lease and those had been forwarded to Mr. Unger but the Town has not had a response back yet.

Charlestown Marina - President Vandervort stated the Town received a letter from Mr. Baynes that the hearing is scheduled for April 28, 1998 at 10:00 a.m. and Mr. Baynes is also requesting to meet with President Vandervort and Mr. Hearne before the hearing.

Ethics Commission - Commissioner J. Letts stated he was supposed to contact the State regarding the Ethics Ordinance. He stated he called Kevin Best, of the Maryland Municipal League, who sent a letter dated January 16, 1998, which Commissioner J. Letts read into the minutes as follows:

"Dear Commissioner:

Please find enclosed that portion of COMAR (Title 19A) dealing with municipal ethics ordinances and models ordinances. By law, the Ethics Commission has the authority to exempt certain municipalities from having an Ethics Ordinance. As you know, municipal Ethics

Ordinances must be reviewed by the Commission before adoption unless exempted. I have learned that Charlestown was exempted by the Commission upon request on December 9, 1981. Therefore, if your governing body passed an Ethics Ordinance (not required) it can do so without obtaining approval from the State Ethics Commission.

Also, from a recent item in the Maryland Register is a list of those municipalities on file with the State Ethics Commission who have approved municipal Ethics Ordinances.

Finally, I have included information on "Incompatible Positions" which is a doctrine under common law. For your information in 1996, a Constitutional Amendment was passed by the legislature exempting police officers from the prohibition against "dual offices of profit". Therefore, in the situation you explained of the legality of a contracted police officer also serving on the Town Commission, it appears the legality evolves around whether the Commissioner would supervise the police officer and/or whether the Commissioner has the power to hire and fire or has the power to set the police officer's pay. It appears that as Commissioner, with the power to establish budgetary funding items and salaries, an incompatibility would exist if that same Commissioner was hired by the Town.

I hope you find this useful and please understand I am not an attorney and am not qualified to give legal advice.

Sincerely,

Kevin J. Best
Staff Associate

Commissioner J. Letts also stated Mr. Best sent the same ethics ordinance package the Town received before. After more discussion, President Vandervort stated the Commissioners should read the ordinance and then at the next meeting perhaps discuss a workshop meeting.

Fireboat Pier - Mr. Hearne stated the letter the Town received from Ken Roff, of the Maryland Department of Natural Resources, has the wrong amounts for the engineering fees for Tatman & Lee. Mr.

Hearne stated he has called him and Mr. Ropp is sending a corrected letter. Mr. Hearne further stated Mr. Ropp still has questions regarding the cost for inspection of both the pier and dredging. After much discussion, Mr. Hearne stated a copy of the rough cost estimate by Tatman & Lee has been forwarded to Delegate Rudolph.

Tree Removal - Mrs. Morgan stated the trees on Market Street have been removed and the bill is on the Accounts Payable list.

Program Open Space - Veterans Park/Stone Wharf/Fair Green Park
President Vandervort stated he has found out who engineered the Brookside Park playground and will try to get a hold of him.

Commissioner J. Letts stated Ronald Daniels, chief of the Charlestown Fire Company, asked him again when the fire hydrant on Route 7 would be fixed. Mrs. Morgan stated Beth Hamilton, of Miller Environmental, informed her last Thursday the parts were in and the hydrant was to have been repaired by tonight's meeting. Commissioner J. Letts stated Miller Environmental needs to be informed they need to contact the Town Hall and the fire department immediately when a fire hydrant is taken out of service.

Commissioner J. Letts stated he has not found anything regarding weight limits so he believes the Town can establish its own as long as it doesn't interfere with State law.

NEW BUSINESS

Copier - President Vandervort stated the Town received several quotes for a new copier for Town Hall as follows:

KDI for a Savin 9113Z copier	-	\$2,495
Ikon for a Canon NP6012F copier	-	\$1,795
Hilyard's for a Sharp SF 2514 copier	-	\$2,320
Copy Systems Inc. for a Gestetner(Ricoh) 2715Z copier	-	\$3,239
Savin Corp. for a Savin 9113Z copier	-	\$1,595

After the Board looked at the quotes, a motion was made by Commissioner Phillips to purchase a Savin 9113Z copier from Savin Corporation with a maintenance agreement & supplies, seconded by Commissioner D. Letts. The motion passed 4-0.

Boat Slip Fees - Mrs. Morgan stated the Board needed to set the 1998 fee for a slip at the town pier which would then need to be approved by the Maryland Department of Natural Resources. After a brief discussion, Commissioner Phillips made a motion to keep the slip fee the same, \$220.00, as it was last year, seconded by Commissioner D. Letts. The motion passed 4-0.

Boat Trailer Parking Permits - Mrs. Morgan asked the Board if they would be offering seasonal permits to individuals other than Charlestown residents/property owners. After much discussion, the Board decided to table the matter until the next meeting.

Cecil County Arts Council - "Paint Cecil County" - Mrs. Morgan stated the Town received a letter from the Cecil County Arts Council asking if the Town would like to be the site of this year's "Paint Cecil County". After brief discussion, Commissioner J. Letts suggested someone from the Arts Council attend the next meeting and the Board also suggested asking Rebecca Phillips, chairman of the Historic District Commission, to attend also.

Charlestown Patrol - Procedure for Complaints - Commissioner Phillips discussed with the Board the problem of people calling Town Hall with complaint which should be made to the Sheriff's Office and the Town is not getting feedback from the Sheriff's Office if there are measures the Town could take to help. After much discussion, the Board decided to contact the Sheriff's Office and have Cpl. Morgan attend the next meeting.

Wellhead Protection Program - Mr. Hearne stated he attended a meeting on wellhead protection and there is \$243,000 available for the entire state. He further stated the county will apply for funding for itself and the municipalities in the county. The funding would be available for mapping areas and for consultants to determine measures the Town could take to protect the Town's wells.

MML Conference - Ocean City - June 29 through July 1 - President Vandervort stated rooms have been reserved for the Commissioners and secured with one night's deposit. Commissioner D. Letts stated she will bring the lists of proposed menus and workshops to the next meeting.

Planning & Zoning Commission - New Letterhead - Mr. Hearne stated the letterhead for the Planning & Zoning Commission has outdated telephone information and requested permission to order new letterhead. A motion was made by Commissioner Phillips to order new letterhead for the Planning & Zoning Commission, seconded by Commissioner D. Letts. The motion passed 4-0.

Town Maintenance - President Vandervort stated Harley Adkins, one of the Town's maintenance workers, is still in the hospital and wanted to discuss hiring Hershel Armour as a part-time employee to help William Algard, the other town maintenance worker, until such time as Mr. Adkins can return to work. After some discussion, Commissioner J. Letts stated the Town should contact Mr. Adkins to let him know Mr. Armour is working until Mr. Adkins comes back. He

also stated that the Town needs to get a doctor's release from Mr. Adkins before he returns to work. After more discussion, a motion was made by Commissioner J. Letts to hire Hershel Armour part-time while Mr. Adkins is out sick and to pay him at the same hourly rate as Mr. Adkins, seconded by Commissioner Phillips. The motion passed 4-0.

President Vandervort asked the Board what to do with the old copier. After some discussion, the Board decided to offer it to the fire company and, if they didn't want it, to offer it to the school.

Commissioner J. Letts asked President Vandervort what the Planning & Zoning Commission decided with Mr. Barr's garage. President Vandervort stated Mr. Whitby, chairman of the Planning & Zoning Commission, told him they would allow it and consider it a "lesson well learned". Mr. Hearne stated measures are being taken by the Planning & Zoning Commission to prevent a similar situation.

Accounts Payable - Commissioner Phillips made a motion to approve the bills as listed, seconded by Commissioner J. Letts. The motion passed 4-0.

Commissioner D. Letts asked Mr. Hearne if he had a report regarding General Code Publishers. Mr. Hearne stated the file of documents received and sent to General Code regarding codification is here in Town Hall for any Commissioner to look at.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:20 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JANUARY 27, 1998

AGENDA

7:30 P.M.

1. Frank Shriver - gravel on town property - Water Street

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Brochure
4. Bell Atlantic/NYNEX - antennas on water tower
5. Charlestown Marina
6. Ethics Commission
7. Fireboat Pier
8. Tree Removal
9. Program Open Space - Fair Green Park/Veterans Park/Stone Wharf

NEW BUSINESS

10. Copier
11. Boat Slip Fees
12. Boat Trailer Parking Permits
13. Cecil County Arts Council - "Paint Cecil County"
14. Charlestown Patrol - Procedure for Complaints
15. Wellhead Protection Program
16. MML Conference - Ocean City - June 29 - July 1
17. Planning & Zoning Commission - New Letterhead
18. Town Maintenance
19. Accounts Payable

ROSTER

CHARLESTOWN PLANNING & ZONING COMMISSION

DATE: 1/27/98

TIME: 7:30 PM

Val Hahn

01/27/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Terminix	termite inspection (Town Hall) - Contract #974010143...	6450.1 - Maintenance	35.00-
First National Bank of North E...	Safety Deposit Box Annual Fee	6210.1 - General Govern...	48.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	103.54-
AT&T	Acct #8014-058-9492 - Inv #6392224455	6440.1 - Telephone	15.58-
Sheriff's Patrol	Gasoline - November Patrol	6920.1 - Police Protection	63.31-
Sheriff's Patrol	Inv #97-011 - November Sheriff's Patrol	6920.1 - Police Protection	1,103.08-
Sheriff's Patrol	Gasoline - December Sheriff's Patrol	6920.1 - Police Protection	108.26-
Sheriff's Patrol	Inv #97-012 - December Sheriff's Patrol	6920.1 - Police Protection	1,772.60-
Total 1010.1 - Cash-General Checking			3,249.37-
Total 1000.1 - General Fund Cash Accounts			3,249.37-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	29.41-
Dept. of Public Works	3rd & 4th qtr '97 county sewer billing	-SPLIT-	34,172.24-
Total 1010.2 - Cash - Utility Checking			34,201.65-
Total 1000.2 - Utility Fund Cash Accounts			34,201.65-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1271 - December Gasoline for Town Truck	6025.3 - Gasoline	132.12-
Cecil Tree Service	removal of (4) poplar trees - Market Street	6300.3 - Streets	300.00-
Total 1005.3 - New-Checking-Special (Special checking County)			432.12-
Total 1000.3 - Special Fund Cash Accounts			432.12-
TOTAL			37,883.14-

TOWN MEETING OF JANUARY 13, 1998

MINUTES

The January 13, 1998 Town Meeting of the Town Commissioners of Charlestown was called to order by Steven W. Vandervort. Other Commissioners present were Christine Phillips, Joseph G. Letts, Sr., and Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Election Results - Mrs. Morgan announced the results of the Town election held on Monday, January 12, 1998 as follows:

Steven Vandervort	-	129
Christine Phillips	-	102
Joseph Letts	-	101
Howard Hall	-	69
Rodney Good	-	60

Steven Vandervort, Christine Phillips and Joseph Letts were elected to the 3 Commissioner seats.

Oath of Office - William Brueckman, Clerk of the Circuit Court for Cecil County administered the oath of office of Commissioner to Steven Vandervort, Christine Phillips, and Joseph Letts.

Election of Town Officers - Secret ballots were cast by the Board for the offices of President, Vice-President, and Treasurer, respectively. The results of the balloting were as follows:

Steven W. Vandervort	-	President
Joseph G. Letts, Sr.	-	Vice-President
Christine L. Phillips	-	Treasurer

Mr. Brueckman swore Mr. Vandervort in as President of the Town Commissioners.

Miller Environmental - George Smith, of Miller Environmental, presented the December 1997 monthly water operations report. After brief discussion, the Board asked to have William Algard, one of the town maintenance workers, contact Beth Hamilton, of Miller Environmental, regarding the valve covered with asphalt.

OLD BUSINESS

Approval of Minutes - After brief discussion, a motion was made by Commissioner D. Letts to approve the minutes of the December 23, 1997 meeting, seconded by Commissioner Phillips. The motion passed 4-0.

PENDING BUSINESS

Brochure - Mrs. Morgan stated the final item for the brochure is the map. President Vandervort stated he would do a map as soon as

possible.

Street Signs - President Vandervort stated the order for the signs and the necessary posts would be completed and sent to the vendor shortly.

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated the Town was still waiting to hear if Mr. Unger had received corporate approval of the Town's proposal. He also stated a copy of the lease Mr. Unger sent to the Town was sent to Keith Baynes, the Town's attorney, who had some comments but President Vandervort has not had a chance to look at them.

Charlestown Marina - President Vandervort stated the Town is still waiting for a court date to be set. Commissioner J. Letts asked what was the tax amount Charlestown Marina was paying. After much discussion, the Board moved on.

Ethics Commission - Term Limits - Commissioner J. Letts asked if the Town had checked with the State Ethics Commission to see if they had ever approved the Ethics Ordinance. President Vandervort stated no one has. Commissioner Letts stated he would check with the State.

Mr. Hearne stated General Code had prepared a report about codification of the Town's ordinances. After much discussion, the Board asked to have the information on what General Code had done available for them to look at and deferred further discussion until the next meeting.

Fireboat Pier - President Vandervort stated the contracts from Tatman & Lee for design for the pier and dredging needed to be sent to the State. Mr. Hearne stated they were faxed to Ken Ropp, Department of Natural Resources. President Vandervort stated Delegate Rudolph may assist the Town in securing additional grant money if needed.

Tree Removal - President Vandervort stated the Town still needed to determine if the trees were on town property before removing them. Commissioner J. Letts stated he would check on it.

Program Open Space - Fair Green Park/Veterans Park/Stone Wharf - President Vandervort stated he had not contacted anyone regarding Brookside Park at this time. Mr. Hearne stated he did not know when Mr. Slicer, of County Parks and Recreation, would need this information back to him. Commissioner Phillips suggested taking photographs of the areas of Brookside Park the Town may be interested in.

NEW BUSINESS

Planning & Zoning Commission - Appointment - President Vandervort stated John Gilley's resignation was effective January 31, 1998 and the opening on the Commission was advertised and letters of

interest were to be sent to the Town by January 9, 1998. He also stated Ed Insley sent a letter and was present. After brief discussion, Commissioner J. Letts made a motion to appoint Edgar Insley to fill John Gilley's unexpired term on the Planning & Zoning Commission, seconded by Commissioner D. Letts. The motion passed 4-0.

Commissioner Phillips asked if the Board could have an overview of current building permits. After much discussion, Mr. Hearne stated the Planning & Zoning Commission will be reviewing all major permits at their meetings.

Copier - President Vandervort stated the copier at town hall is not working. After discussion about the cost of an imaging unit for the copier, the cost of a new maintenance contract and the cost of a new copier, the Board requested prices for a new copier be gotten.

President Vandervort mentioned to the Board Harley Adkins, one of the Town's maintenance workers, was out sick again.

Break-Ins - Commissioner Phillips mentioned cars were being broken into. After some discussion, President Vandervort stated there was a four-wheeled vehicle upside down in the creek by the foot bridge. Commissioner Phillips also mentioned a loaded car trailer on Calvert Street and asked if there was a weight limit set for the Town's streets. Commissioner J. Letts stated there was no weight limit. After more discussion, Commissioner J. Letts stated he would check county and state law and with the MVA regarding weight limits. Commissioner Phillips made a motion to establish a weight limit and then she withdrew the motion.

Accounts Payable - A motion was made by Commissioner Phillips to pay the bills as listed, seconded by Commissioner J. Letts. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:45 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JANUARY 13, 1998

7:30 P.M.

1. Election Results
2. Oath of Office
3. Election of Town Officers
4. Miller Environmental - Monthly Report

OLD BUSINESS

5. Approval of Minutes

PENDING BUSINESS

6. Brochure
7. Street Signs
8. Bell Atlantic/NYNEX - antennas on water tower
9. Charlestown Marina
10. Ethics Commission - Term Limits
11. Fireboat Pier
12. Tree Removal
13. Program Open Space - Fair Green Park/Veterans Park/Stone Wharf

NEW BUSINESS

14. Planning & Zoning Commission - Appointment
15. Copier
16. Break-Ins
17. Car trailer
18. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/13/98 TIME: 7:30 P.M.

Bill Bruckner 7:05 P.M.

George H. Smith 7:16 P.M.

Howard Hall

Doris Hall

Val Hahn

01/13/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	100.98-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	16.66-
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	7.04-
Staples	Acct #7972 3200 0002 7426	6220.1 - Office Supplies	69.55-
Maryland Rural Development ...	Circuit Rider Program - 2nd Qtr FY98 (10/1/97 - 12/31/...	6330.1 - Administration	2,849.75-
Alarm Systems Co. of Maryland	Acct #0142A Inv #0012084	6480.1 - Alarms	54.00-
North East Florist, Inc.	Inv #99428 - centerpiece for Christmas party	6210.1 - General Govern...	35.00-
Charlestown Fire Co.	ambulance club membership	6910.1 - Fire Company	25.00-
Alger Oil, Inc.	Acct #667541-18 Inv #7577	6430.1 - Fuel	178.75-
Benjamin Lumber Co., Inc.	Acct # 1186	-SPLIT-	150.33-
American Home & Hardware	Acct #655600 - Inv #463377 - 2 outdoor floodlights for ...	6450.1 - Maintenance	7.98-
Injured Workers' Ins. Fund	01/97 through 12/97 - Policy #588325-1	6160.1 - Workmen's Co...	1,133.88-
Central Printing & Office Supp...	600 ballots	6240.1 - Election	59.00-
BFI	Inv #971200-0115246 - December trash collection	6651.1 - Trash Collection	3,008.96-
Chesapeake Publishing Corp.	Acct #ELN1180 - election ad (December ad)	6240.1 - Election	37.40-
Wal-Mart	Account 2634 December statement	-SPLIT-	30.87-
Total 1010.1 - Cash-General Checking			7,771.55-
Total 1000.1 - General Fund Cash Accounts			7,771.55-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10029826 - water operations charges Feb '98	7120.2 - Contract Operat...	1,625.00-
Miller Environmental, Inc.	Inv #10129725 - pass-through expenses for Nov '97	7120.2 - Contract Operat...	308.75-
U.S. Filter/Waterpro	Acct # 48592 Inv #374601 - 6 water meters	7740.2 - Other	579.05-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	131.57-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	91.37-
Lift Station electric	Lift station acct # 2-62-35008-3-0	6534.2 - Lift Station	9.40-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	51.50-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	145.26-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	248.30-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	483.28-
Total 1010.2 - Cash - Utility Checking			3,673.48-
Total 1000.2 - Utility Fund Cash Accounts			3,673.48-

01/13/98

Town of Charlestown Accounts Payable Bills

Name	Memo	Split	Amount
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0		
Benjamin Lumber Co., Inc.	Cust #1186		
American Home & Hardware	Acct #885600 - Inv #463776 - (10) bags cold patch for ...	6010.3 - Street Lights	617.61-
Maryland Materials Inc.	Acct #60502 - Inv #119917 - 3.17 tons crusher run	6300.3 - Streets	5.60-
Wal-Mart	Acct #2634 - December statement	-SPLIT-	78.50-
		6300.3 - Streets	21.71-
		-SPLIT-	46.17-
Total 1005.3 - New-Checking-Special (Special checking County)			769.59-
Total 1000.3 - Special Fund Cash Accounts			769.59-
TOTAL			12,214.62-

TOWN MEETING OF APRIL 28, 1998

MINUTES

The April 28, 1998 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, Commissioner Wilbur D. Pumpaly, and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the April 14, 1998 meeting, seconded by Commissioner Pumpaly. The motion passed 4-0.

PENDING BUSINESS

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated the Board approved signing the lease subject to the approval of Keith Baynes, the Town's attorney. He further stated Mr. Baynes had two items which needed to be changed in the lease. President Vandervort stated the items should not be a problem to have changed and he would contact Ken Unger, of Bell Atlantic, so the lease can be changed and once forwarded to the Town would be signable.

Charlestown Marina - President Vandervort stated the hearing on Charlestown Marina was held today before the Honorable Dexter M. Thompson in Circuit Court. He further stated Judge Thompson decided for the Town however he gave Mr. Price thirty days to provide evidence for the judge to reconsider his decision. After some discussion, Mrs. Morgan stated she had received a call from Craig Whiteford, deputy Treasurer, regarding the open county tax bill for the property, several days prior to the court hearing. She stated she explained to Mr. Whiteford regarding the court hearing and would inform him of the outcome.

Ethics Ordinance - President Vandervort tabled this matter until Commissioner J. Letts could be present.

Fireboat Pier - Mr. Hearne stated Ken Ropp, of the MD Department of Natural Resources, has found grant monies for the project for this fiscal year and the next two fiscal years. He stated the Town would need to submit grant applications for the grant monies. He further stated, as far as the R.F.P., he was still working with Dave Decker, of the MD Department of Natural Resources, on it and President Vandervort had stated he wanted to review it.

Program Open Space - Fair Green Park - President Vandervort stated the Town almost has enough volunteers for the core committee and Leather and Associates would like to do the design day, the day they would meet with the children, while school is in session and

they recommend building during fall after school is back in session. He further stated they are requesting a \$250 retainer at this time to schedule the design day. Commissioner D. Letts asked who was on the core committee. Mrs. Morgan stated Kim Youngblood, Amanda Anderson, and Gerri Barr. President Vandervort stated the following people also volunteered to be on the committee: himself, Commissioner Phillips, Paul Phillips, Rosalyn Bott, Ed Insley, and David Jarinko. After more discussion, a motion was made by Commissioner Phillips to pay a \$250.00 retainer fee to Leathers and Associates to schedule a design day for the children while school is still in session, seconded by Commissioner Pumpaly. The motion passed 4-0.

Codification - President Vandervort stated he had not had time to look at the information yet.

Sidewalk Retrofit Program - Mr. Hearne stated he met with Don Yengling, of the State Highway Administration, who measured the quantities of the sidewalks William Algard and Hershel Armour, the Town's maintenance workers, recommended for repair. Mr. Hearne stated Mr. Yengling had indicated the amount would be more than the Town has to spend but he would get back to him. Mr. Hearne stated if he did not hear from him by the first of next week, he would contact Mr. Yengling.

Tasker Lane - President Vandervort stated he asked Mr. Unger if he knew who the Town should contact and Mr. Unger stated he would check and get back to the Town.

Audit - Mr. Hearne stated Mr. Brandon talked to Mrs. Morgan Thursday and he stated he would get a proposal to the Town but it has not arrived yet. Mr. Hearne stated he would re-contact Mr. Brandon.

Fire Company Lease Addendum - President Vandervort stated he contacted Mr. Baynes who drafted an addendum to the fire company's lease. President Vandervort stated he had some problems with the draft and asked Mr. Baynes to rewrite it and the Town has received the second draft. After some discussion, a motion was made by Commissioner Phillips to have President Vandervort execute the addendum to the fire company's lease agreement, seconded by Commissioner D. Letts. The motion passed 4-0. President Vandervort asked to have Mr. Baynes' office contacted to mail two originals of the addendum to the Town. Ronald Daniels, chief of the Charlestown Fire Company, a member of the audience, asked to be contacted when they arrive so he can sign them.

Charter & P&Z ordinance interpretation - President Vandervort

stated the questions regarding town clerk and if the Town could appeal a decision made by the Planning and Zoning Commission or Board of Appeals were sent to Mr. Baynes who provided a written response. He stated Mr. Baynes wrote the charter requires the Town to appoint a Town Clerk, that the charter states the Town can hire other employees and provide them with a title, and that salary is not set by charter. He also stated Mr. Baynes wrote the Town could appeal a decision and the time limit would be thirty days if not specified by ordinance. After much discussion, a motion was made by Commissioner Phillips to change Lisa Morgan's title to Assistant Town Administrator/Town Clerk, seconded by Commissioner Pumpaly. The motion passed 3-1.

NEW BUSINESS

Judy Newsome - Request "Slow-Children at Play" Sign - Mrs. Morgan stated Mrs. Newsome was requesting the Town erect a "slow-children at play" sign on Louisa Lane as traffic comes off of Bladen Street. After some decision regarding signs, a motion was made by Commissioner Phillips to place a stop sign at the intersection of Calvert and Caroline Streets so traffic stops there as they come from Water Street to Bladen Street, seconded by Commissioner Pumpaly. The motion passed 3-0-1 (Commissioner D. Letts abstained). After more discussion, the Board decided to look at the cost of placing signs at the entrances to town regarding children at play.

Adequate Public Facilities Ordinance Roundtable Meeting - Hanover MD 05/13/98 1-5 P.M. - President Vandervort stated there was a roundtable meeting to be held in Hanover, Maryland on May 13, 1998 from 1-5 p.m. regarding adequate public facilities ordinances and their impact on smart growth if any commissioner wished to attend.

TCI Cablevision - Mr. Hearne stated the Town received a letter from Allen McDaniel, of TCI Cablevision, regarding rate increases for programming. President Vandervort asked if the Town had received anything from Mr. McDaniel regarding the cable hook up of the three residences they said they would hook up. Mr. Hearne stated Mr. McDaniel had not answered the last letter. After some discussion, the Board asked to have the contract looked at to see if TCI had to hook up residences in town and to re-contact Mr. McDaniel.

Charlestown Patrol - Sheriff's Office memorandum - President Vandervort stated a memorandum had been received from the Sheriff's Office stating if a deputy was called out of town for more than fifteen minutes while he was supposed to be patrolling Charlestown, the deputy was to close his card for Charlestown and open a regular

patrol card and re-open his Charlestown card when he returned to patrol Charlestown. Mrs. Morgan stated when she talked to Cpl. Morgan at the Sheriff's Office the time period was supposed to be 30 minutes as it was set in Chesapeake City. Howard Hall, a member of the audience, asked if the deputies could patrol during late afternoon or early evening during the week. President Vandervort stated the Town had scheduled some patrols during that time. Mr. Daniels asked if the deputies could be asked to make a pass through town during the very early morning hours as he stated he has seen juveniles out at that time. After some discussion, the Board decided to contact the Sheriff's Office about the problems. President Vandervort stated he would check the budget to see if the Town can increase patrols or if money is available the Board could decide to transfer to cover increased patrols.

Planning & Zoning Commission - Appointment - President Vandervort stated Mr. Hearne received a verbal resignation from Richard Whitby from the Planning & Zoning Commission. After some discussion, the Board asked to have the opening advertised in the Cecil Whig and posted in the showcase and post office and letters of interest are to be due by May 26, 1998. The Board also asked Mr. Hearne to write a reply accepting Mr. Whitby's verbal resignation. A motion was made by Commissioner Phillips to have the opening on the Planning & Zoning Commission advertised in the Cecil Whig, seconded by Commissioner Pumpaly. The motion passed 4-0.

Truck tire - purchase - President Vandervort stated Mr. Algard is asking to purchase a right front tire for the town truck from El's Tire Center. After some discussion, the Board asked to have Mr. Algard obtain a price from Sonshine as we have an account. A motion was made by Commissioner Phillips to purchase the tire from Sonshine Motors, and to have a front end alignment, if possible at Sonshine, also. Commissioner Pumpaly seconded the motion and the motion passed 4-0.

Commissioner Pumpaly asked when people will start getting tickets for parking boat trailers without permits. President Vandervort stated it should start May 1, 1998. Mrs. Morgan stated Mr. Algard and Mr. Armour were working on a new sign regarding permit requirements for Lot B.

President Vandervort stated the Town received the Maryland Rural Water Association's 1998 Water System of the Year award. He asked to have the maintenance workers put the plaque up. He also mentioned the Cecil Whig had indicated they may do a story about the Town receiving the award.

President Vandervort stated George Smith, of Miller Environmental,

applied for and received grant money on behalf of the Town of Chesapeake City regarding their I&I problem and has offered to do the same for Charlestown but would like to be assured by the Town that if Miller does do this that anything which would need to be done that is outside the county's ability to do, Miller would be given the option to do. After some discussion, a motion was made by Commissioner Phillips that if Miller Environmental was successful in securing grant money to repair the Town's I&I problems, Miller Environmental would be given the first option to repair anything the County did not have the ability to do, seconded by Commissioner D. Letts. The motion passed 4-0.

President Vandervort mentioned Mr. Armour had been hired by the Town as a part-time employee and, in June, he would be curtailing his hours. He further suggested the Town advertise for a maintenance worker. After some discussion, a motion was made by Commissioner Phillips to advertise the position of town maintenance worker, seconded by Commissioner Pumpaly. The motion passed 4-0.

Accounts Payable - A motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner Pumpaly. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:08 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF APRIL 28, 1998

AGENDA

7:30 P.M.

1. Ed Insley - Cemetery Fence

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Bell Atlantic/NYNEX - Antennas on water tower
4. Charlestown Marina
5. Ethics Ordinance
6. Fireboat Pier
7. Program Open Space - Fair Green Park
8. Codification
9. Sidewalk Retrofit Program
10. Tasker Lane
11. Audit
12. Fire Company Lease Addendum
13. Charter & P&Z ordinance interpretation

NEW BUSINESS

14. Judy Newsome - Request "Slow-Children at Play" sign
15. Adequate Public Facilities Ordinance Rountable Meeting -
Hanover MD 05/13/98 1-5 p.m.
16. TCI Cablevision
17. Charlestown Patrol - Sheriff's Office memorandum
18. Planning & Zoning Commission - Appointment
19. Truck tire - purchase
20. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/28/98 TIME: 7:30 p.m.

Connie Daniel

Howard Heef

Val Hahn

Russell R. Ball

04/28/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Maryland Rural Development ...	Circuit Rider Program paym't - 3rd qtr FY98 (1/1/98 - 3/...	6210.1 - General Govern...	2,849.75-
Central Printing & Office Supp. ...	(1) bx P&Z letterhead; (1) bx P&Z envelopes; (2) bx win...	-SPLIT-	165.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	107.38-
Sheriff's Patrol	Gasoline - February patrol	6920.1 - Police Protection	40.18-
Sheriff's Patrol	Inv #98-01 - Sheriff's Patrol - February 1998	6920.1 - Police Protection	978.44-
Sheriff's Patrol	gasoline - March patrol	6920.1 - Police Protection	51.89-
Sheriff's Patrol	Inv #98-03 - Sheriff's Patrol - March 1998	6920.1 - Police Protection	1,233.33-
Total 1010.1 - Cash-General Checking			5,425.97-
Total 1000.1 - General Fund Cash Accounts			5,425.97-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Central Printing & Office Supp. ...	(250) water connection permits; (250) sewer connectio...	-SPLIT-	116.00-
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	31.76-
Total 1010.2 - Cash - Utility Checking			147.76-
Total 1000.2 - Utility Fund Cash Accounts			147.76-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1394 - March gasoline - Town truck	6025.3 - Gasoline	82.32-
Algard, William	reimburse for truck tire repair at Eli's Truck Tire & Auto ...	6024.3 - Truck Repair	22.00-
Wal*Mart	Acct #2634 - March statement	-SPLIT-	37.98-
Total 1005.3 - New-Checking-Special (Special checking County)			142.30-
Total 1000.3 - Special Fund Cash Accounts			142.30-
TOTAL			5,716.03-

TOWN MEETING OF APRIL 14, 1998

MINUTES

The April 14, 1998 Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. by President Steven W. Vandervort. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, Commissioner Wilbur D. Pumpaly, and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

George Smith, of Miller Environmental, presented the March 1998 water operations report to the Board. He also presented a letter regarding proposed capital improvements for the FY99 budget. He stated the only request was for a concrete pad to be built outside the overhead door at the water plant. After some discussion, Commissioner Phillips made a motion to have the town's maintenance workers construct a concrete pad the width of the overhead doors and extending out 6 feet to facilitate the loading/unloading of chemicals, etc. at the water tower, seconded by Commissioner D. Letts. The motion passed 5-0.

Cpl. Bilton Morgan, liaison for the Cecil County Sheriff's Office, presented the monthly statistics for February and March 1998. After some discussion, Commissioner J. Letts asked if anything was being done regarding the previous complaint and Cpl. Morgan stated a formal complaint would need to be made at the Sheriff's Office. After more discussion, a motion was made by Commissioner Phillips for the Cecil County Sheriff's Office liaison to attend the first town meeting of each month, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner J. Letts abstained). Cpl. Morgan stated he will forward the memo the Board requested as soon as he receives it. Commissioner J. Letts mentioned some of the deputies need to be made aware of the town's boundaries. After more discussion, Commissioner Phillips made a motion to have a list of any complaints made to the Town Hall faxed to the duty officer at the Sheriff's Office every Thursday with a request that a copy be given to the liaison, seconded by Commissioner D. Letts. The motion passed 4-0-1 (Commissioner J. Letts abstained).

Maryellen Quinn submitted a request for a quit claim deed from the Town regarding her property. After brief discussion, Commissioner Phillips made a motion to give a quit claim deed from the Town to Maryellen Quinn regarding her property at 117 Market Street, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner J. Letts abstained).

Rodney Good discussed with the Board the fact that the charter stated the Town was to have a town clerk and there was no town clerk at this time. After much discussion, Commissioner Phillips made a motion to send "Article 8 - Administration" of the Town's charter to Keith Baynes, the Town's attorney, to see if the Town is required to have an employee designated as "town clerk" or if by

assignment of duties, an employee is "town clerk" , whether the Town can hire any other employees and assign them a title other than "town clerk", and whether salary is set by this section, seconded by Commissioner J. Letts. The motion passed 3-1-1 (Commissioner D. Letts abstained). Mr. Good also mentioned to the Board Mr. Richardson had placed rocks right next to the roadway on Caroline Street. After brief discussion, Rosalyn Bott, a member of the audience, stated the street right-of-way on that street ends right at the pavement. Mr. Good also discussed with the Board about using people from the Susquehanna Regional Private Industry Council.

Commissioner D. Letts asked if there was anything further regarding Mr. Swan's trash. Mr. Hearne stated Mr. Swan applied for a building permit. The Board also discussed what the Town's recourse would be if a member of the Planning & Zoning Commission has missed too many meetings. After more discussion, the Board asked Mr. Hearne to make site inspections of properties with building permits. After more discussion regarding a decision made by the Planning & Zoning Commission, the Board asked to have Mr. Baynes review Article 66B to see what the Town's recourse would be if they felt a decision made by the Planning & Zoning Commission was against the Planning & Zoning ordinance and if there was a specific time frame for a complaint.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner J. Letts to approve the minutes of the March 24, 1998 meeting, seconded by Commissioner Phillips. The motion passed 4-0-1 (Commissioner Pumpaly abstained).

PENDING BUSINESS

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated Bell Atlantic had agreed to a 20 year lease with the Town having the right to terminate after the third renewal, if the water tower was no longer going to be used or so damaged it couldn't be used due to a natural disaster. He also stated Mr. Baynes has not sent his comments to the Town yet. After some discussion, Commissioner J. Letts made a motion to accept the Bell Atlantic/NYNEX lease pending final approval by Mr. Baynes, seconded by Commissioner Phillips. The motion passed 5-0. Commissioner J. Letts then made a motion to earmark the income from the lease to be used to assist in paying off the water system loan, seconded by Commissioner D. Letts. The motion passed 4-1.

Charlestown Marina - President Vandervort stated there was nothing

new.

Ethics Ordinance - The Board decided to table this until the next meeting. President Vandervort requested a copy of the tape for the meeting held after the meeting with Dr. Gell.

Fireboat Pier - President Vandervort asked if the R.F.P. had been done. Mr. Hearne stated Mr. Decker hadn't sent anything yet but Mrs. Morgan received a call from Delegate Rudolph who asked if the Town didn't get a response by this Thursday to let him know. After some discussion, Mr. Hearne stated Ken Ropp, of the MD Department of Natural Resources, was going to try to find \$5000 this year in grant money for construction, \$5000 next year and \$25000 for the year 2000.

Program Open Space - Fair Green Park & Pavilion - President Vandervort stated the Town received final approval for the monies for the pavilion. He also stated one person has signed up to serve on the core committee for Fair Green Park.

Codification - The Board decided to table this until the next meeting.

Sidewalk Retrofit Program - President Vandervort stated Mr. Hearne was supposed to contact contractors for prices. Mr. Hearne stated he had but two of three haven't provided quotes yet. He also stated, since the contractors had mentioned it, he contacted the State regarding maintenance of traffic, signs and barrels as it is a State highway. He stated it would be approximately \$250 a day for traffic maintenance and signs and \$65 per barrel for the job. After some discussion, Mr. Hearne stated it would change the cost to about \$5.36/sq. ft. After more discussion, Commissioner J. Letts made a motion to proceed using the State contractor, seconded by Commissioner Phillips. The motion passed 5-0. Mr. Hearne stated William Algard and Hershel Armour, the Town's maintenance workers, prepared a list of sidewalks they would recommend for replacement. After further discussion, the Board asked to have the State contractor look at the sidewalks and give his recommendations.

Tasker Lane - President Vandervort stated Mr. Hearne contacted Bell Atlantic about moving the poles and they sent a letter stating the expense of moving the poles is usually borne by the person requesting they be moved. After brief discussion, President Vandervort stated he felt Bell Atlantic should bear the expense and he would talk to Mr. Unger about who to contact.

County Sewer Billing - President Vandervort stated he attended the

meeting with the County Commissioners with Joseph Mahoney, the attorney the Town has retained, and C. Thomas DeLorimier, of Tatman and Lee Associates, the Town's engineers. He stated the Commissioners agreed to use the water meter readings rather than the sewer meter but the rate needs to be determined as the last rate set in the contract expired in FY97. He further stated the County Finance Director and Mr. DeLorimier will work together on calculating a new rate to be proposed to the Town. After some discussion, Mrs. Morgan asked if she should calculate the next billing and President Vandervort stated she should hold off doing that until the Town hears from them. President Vandervort stated if the matter couldn't be resolved, the next step would be arbitration.

Tax Billing - Commissioner Phillips stated Mrs. Morgan had contacted several towns regarding the systems they use and all of them have problems. She further stated, due to the lack of time, she would recommend using the company who stated they would print the bills for us this year and then look into programs to print in-house next year. Commissioner Phillips stated they quoted the Town the price of \$1400 which is comparable to what Data Services was charging the Town. President Vandervort stated he believed Quick Books could be programmed to do the tax bills but there was not enough time to check into this before we need the tax bills. After some discussion, a motion was made by Commissioner Phillips to have Automated Counselors Inc. do the tax billing this year for \$1400, seconded by Commissioner Pumpaly. The motion passed 5-0. Commissioner Phillips then made a motion for the Town to look into doing the following tax billing in-house, seconded by Commissioner D. Letts. The motion passed 5-0.

Charlestown Fire Company - 50th Anniversary - Commissioner J. Letts stated he gave the wording for the plaque to Mrs. Morgan. Mrs. Morgan stated the plaque has been ordered.

NEW BUSINESS

Park Reservations - Mrs. Morgan stated she received a request from a Mr. Fry to reserve Veterans Park but he had asked if alcoholic beverages would be allowed. After some discussion, the Board decided alcoholic beverages would not be allowed in the park. After more discussion, Commissioner J. Letts made a motion that all future requests to reserve Veterans Park come to the Board for a decision, seconded by Commissioner Phillips. The motion passed 5-0.

Mac Shack's - President Vandervort stated in the past the Town has placed a portable toilet behind Town Hall and one at the athletic

complex. A motion was made by Commissioner J. Letts to get the portable toilets, seconded by Commissioner Phillips. The motion passed 5-0.

Mrs. Bott asked if the Town could put out some more trash barrels. around town. After some discussion, President Vandervort stated he would have Mr. Algard or Mr. Armour get some barrels.

L.E.P.C. - EM/CD meeting room May 20 1-2 p.m. - President Vandervort stated the meeting for the Local Emergency Planning Committee (LEPC) was scheduled for May 20, 1998 from 1-2 p.m. in the Emergency Management/Civil Defense meeting room at the county courthouse. He further stated if any commissioner wished to attend, they needed to contact Robin Coyle.

Woman's Club of Cecil County - tree planting (RSVP by 4/15) - President Vandervort stated the Woman's Club of Cecil County has asked if the Town would like them to plant a tree in Charlestown. He further stated the Town would need to let them know what kind of tree and where the Town wants it planted. After some discussion, a motion was made by Commissioner Phillips to have the Woman's Club of Cecil County plant a white dogwood tree at the stone wharf, seconded by Commissioner D. Letts. The motion passed 5-0.

At this time, Commissioner J. Letts had to leave the meeting.

Cecil Co. Tourism - request shelf space for brochures - President Vandervort stated the Town received a letter from the Cecil County Tourism Office requesting shelf space for their brochures. After some discussion, a motion was made by Commissioner Phillips to complete the form allowing the Tourism Office space for brochures, seconded by Commissioner Pumpaly. The motion passed 4-0.

Cecil Co. Paramedic Foundation - EMS Recognition Dinner donation (RSVP by 5/6) - President Vandervort stated the Town received a request from the Cecil County Paramedic Foundation to sponsor a table at the EMS Recognition Dinner. After some discussion, a motion was made by Commissioner Phillips that, if it is confirmed that Charlestown's volunteers were invited to the dinner, the Town would sponsor a table, seconded by Commissioner Pumpaly. The motion passed 4-0.

Upper Bay Museum - ad for brochure (RSVP by 5/1) - President Vandervort stated the Upper Bay Museum is requesting the Town take an ad in their brochure again this year. After some discussion about the advertisement last year, a motion was made by Commissioner Phillips to take a quarter page ad in the brochure, seconded by Commissioner D. Letts. The motion passed 4-0.

Commissioner Phillips stated she would check and make sure this year's ad will fit.

Weedeater - President Vandervort stated the town maintenance workers are requesting another weedeater. He further stated they checked with Cooper's where the new weedeater had been purchased and the price would be the same. After brief discussion, a motion was made by Commissioner Phillips to purchase another weedeater, the same model as the one recently purchased, at the same price, seconded by Commissioner D. Letts. The motion passed 4-0.

Audit - Mr. Hearne stated he called Mr. Brandon's office but has not heard from him yet. The Board decided to table this until the next meeting.

Building Permits - Mr. Hearne stated each Commissioner had a list of the building permits approved since the last meeting. He mentioned the permits for Rhodes and Trinity Woods need to be returned from the county for final approval by the Town.

President Vandervort stated he received a letter from Allen McDaniel who would like the Town to reconsider their decision not to allow his neighbors to put crusher run down along the street. He further stated Mr. McDaniel also complained about a neighbor emptying a urinal out their front door and neighbor children climbing in a tree in front of their property. President Vandervort stated he drafted a letter which each Commissioner has a copy of. After some discussion, Commissioner Phillips made a motion to allow Mr. & Mrs. Barr, Mr. & Mrs. MacMullan & Ms. Schmidt to put down an eight foot wide stretch of crusher run along the side of the street and to amend the letter to Mr. McDaniel to suggest he contact the Health Department regarding the urine. After more discussion, Commissioner Phillips amended her motion to just allowing the individuals to put down an eight foot wide stretch of crusher run along the side of the street. The motion was seconded by Commissioner Pumpaly and was passed 3-1.

Accounts Payable - Mrs. Morgan informed the Board the Town received duplicate bills for 4 Delmarva Power accounts. After some discussion, the Board asked to have the duplicates marked "duplicate" and kept on file. A motion was made by Commissioner Pumpaly to pay the bills, seconded by Commissioner Phillips. The motion passed 4-0.


Valerie Hahn, a member of the audience, asked if the basketball back stops were going to be put back up. President Vandervort stated he looked at the back stops available and, for what the Town approved to spend, they wouldn't hold up. After some discussion,

Town Meeting of April 14, 1998
Minutes (cont'd.)
Page 7 of 7

the Board decided to wait until the design was being done for Fair Green Park. The Board discussed the progress so far on Fair Green Park.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:45 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF APRIL 14, 1998

AGENDA

7:30 P.M.

1. Miller Environmental - monthly report
2. Sheriff's Office Liaison
3. Allen McDaniel
4. Maryellen Quinn - quit claim deed
5. Rodney Good

OLD BUSINESS

6. Approval of Minutes

PENDING BUSINESS

7. Bell Atlantic/NYNEX - Antennas on water tower
8. Charlestown Marina
9. Ethics Ordinance
10. Fireboat Pier
11. Program Open Space - Fair Green Park & Pavilion
12. Codification
13. Sidewalk Retrofit Program
14. Tasker Lane
15. County Sewer Billing
16. Tax Billing
17. Charlestown Fire Co. - 50th anniversary

NEW BUSINESS

18. Park Reservations
19. Mac Shack's
20. L.E.P.C. - EM/CD meeting room May 20 1-2 p.m.
21. Woman's Club of Cecil Co. - tree planting (RSVP by 4/15)

Town Meeting of April 14, 1998
Agenda (cont'd.)
Page 2 of 2

- 22. Cecil Co. Tourism - request shelf space for brochures
- 23. Cecil Co. Paramedic Foundation - EMS Recognition Dinner
donation (RSVP 5/6)
- 24. Upper Bay Museum - ad for brochure (RSVP BY 5/1)
- 25. Weedeater
- 26. Audit
- 27. Building Permits
- 28. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/14/98 TIME: 7:30 PM

Rodney C. Good

George A. Smith

Bilton D. Morgan Sheriff Office

Val Hahn

Rosalyn Bott -

04/14/98

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 - Inv #6392244613	6440.1 - Telephone	10.64-
Maryland Association of Histor...	Annual Membership Dues	6610.1 - Administration	35.00-
Fedex	Acct #1877-2739-1 Inv #4-479-19381 - mail tax bill cy t...	6220.1 - Office Supplies	15.50-
Chesapeake Publishing Corp.	Acct #ELN1180 - 1998-1999 semi annual tax bill notice	6210.1 - General Govern...	302.40-
BFI	Inv #980300-0115246 - March trash collection	6651.1 - Trash Collection	3,044.51-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	98.95-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.52-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	14.40-
Woodward-Clyde Consult.	Inv #209822 - review Westwood subdivision	6610.1 - Administration	70.00-
Baynes, Keith A.	March statement - review Bell Atlantic lease; modify Fir...	-SPLIT-	380.00-
Alarm Systems Co. of Maryland	Acct #0142A Inv #0012700	6460.1 - Alarms	54.00-
Allstate Sign & Plaque Corp.	Inv #24849 - remainder for street signs & brackets	6950.1 - President's Disc...	1,149.63-
American Home & Hardware	Acct #685600 - Inv #478414 - mesh for pilings; Inv #47...	-SPLIT-	19.78-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #243233; #243661; #244429; #244479	-SPLIT-	123.13-
Staples	Acct #7972 3200 0002 7426	-SPLIT-	213.34-
Rogers Home and Hardware	Inv #227967; 228020; 228110	-SPLIT-	64.10-
Total 1010.1 - Cash-General Checking			5,601.90-
Total 1000.1 - General Fund Cash Accounts			5,601.90-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10059830 - water op charges - May '98	7120.2 - Contract Operat...	1,625.00-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	243.74-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	7.82-
U.S. Filter/Waterpro	Acct # 48592 Inv #381178 - (12) water meters; Inv #38...	-SPLIT-	1,075.35-
Total 1010.2 - Cash - Utility Checking			2,951.91-
Total 1000.2 - Utility Fund Cash Accounts			2,951.91-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Allstate Sign & Plaque Corp.	Inv #24849 - street signs & brackets	6410.3 - Road Signs	2,095.00-
American Home & Hardware	Acct #685600 - Inv #482160 - strainer for sink at shop	6420.3 - General Mainte...	5.21-
Benjamin Lumber Co., Inc.	Cust #1186 - Inv #243474 - lumber & caulking for shop...	-SPLIT-	36.47-
Rogers Home and Hardware	Inv #227335; 227593; 227840; 228110	-SPLIT-	97.96-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	617.32-

04/14/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Mac's Shacks	Acct #110342 - Inv #13275 - (1) portable toilet for shop...	6420.3 · General Mainte...	110.00-
Total 1005.3 · New-Checking-Special (Special checking County)			2,961.96-
Total 1000.3 · Special Fund Cash Accounts			2,961.96-
TOTAL			11,515.77-

TOWN MEETING OF FEBRUARY 24, 1998

MINUTES

The February 24, 1998 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 Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Edgar Insley/Boy Scouts - Cemetery Fence - President Vandervort stated the Board had talked about painting the cemetery fence and Edgar McMullen, the cemetery caretaker, mentioned the Boy Scouts had painted the fence in the past. He also stated he talked to Mr. Insley, the scoutmaster, who will try to organize the Scouts to paint the fence for the Town as a community project.

OLD BUSINESS

Approval of Minutes - Commissioner Phillips stated Beth Hamilton, rather than George Smith, of Miller Environmental, presented their monthly report at the town meeting on February 10, 1998. After brief discussion, a motion was made by Commissioner Phillips to approve the minutes of the February 10, 1998 meeting with that change, seconded by Commissioner D. Letts. The motion passed 3-0.

PENDING BUSINESS

Brochure - President Vandervort stated he found a State Highway map which could be used for the brochure. He stated the Town would need to get permission from the State Highway Administration to copy it but, if sized down, it could be used for the brochure.

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated he talked with Ken Unger, of Bell Atlantic, on Friday regarding the comments Keith Baynes, the Town's attorney, had on the lease and they resolved all but three issues. After discussing the three issues, President Vandervort stated he asked Mr. Unger to contact Mr. Baynes regarding those matters but hasn't heard back from either Mr. Unger or Mr. Baynes yet.

Charlestown Marina - President Vandervort stated there was nothing new on Charlestown Marina.

Ethics Ordinance - After brief discussion, the Board decided to table this matter to the next meeting when Commissioner J. Letts would be able to attend.

Fireboat Pier - President Vandervort stated Mr. Hearne has been working on a R.F.P. for bidding the engineering and inspection of the fireboat pier project. Mr. Hearne stated he sent it to Ken Ropp, of the Maryland Department of Natural Resources, for his comments and Mr. Ropp was also supposed to supply a list of

potential contractors but Mr. Ropp has not replied yet. President Vandervort stated he attended a meeting Saturday at the Perryville Fire Hall where both Senator Fry and Delegate Rudolph were in attendance and talked to them both regarding their search for additional funding for the fireboat pier. He stated Delegate Rudolph requested information from the Town regarding the amount of grant money the Town has, the estimated cost of the fireboat pier, and what the shortfall would be.

Program Open Space - Fair Green Park - President Vandervort stated he contacted Leathers & Associates, the company which built Brookside Park. He further stated he has received a brochure from them and has requested their video/slide presentation. After further discussion, President Vandervort stated the video presentation should be available by the next meeting.

Boat Trailer Parking Permits - Mr. Hearne stated he received a copy of Perryville's ordinance and rules and regulations for their ramp. President Vandervort stated he was interested to see if they used a certain formula for determining how many seasonal permits to issue. Mr. Hearne stated they did not use any formula. After more discussion, the Board decided to table the matter until the next meeting.

Charlestown Fire Company - 50th Anniversary - Commissioner Phillips stated information should be coming back from the fire company on the date of the anniversary. Rosalyn Bott, a member of the audience, stated the banquet for the charter members is being held on March 30 but the regular awards banquet would be in April. Valerie Hahn, another member of the audience, stated she would find out the date of the awards banquet.

Codification - After brief discussion, President Vandervort and Commissioner Phillips requested a copy of the comments from the last meeting between the Town and representatives of General Code Publishers regarding codification.

NEW BUSINESS

Semi-annual Tax Payment Advertisement - Service Charge FY99 Tax Bills - Mr. Hearne stated the Town needs to advertise the availability of the semi-annual tax payment option. After brief discussion, a motion was made by Commissioner Phillips to advertise the notice of the semi-annual tax payment option, seconded by Commissioner D. Letts. The motion passed 3-0. Mr. Hearne stated there is a provision for the Town to recover the lost interest through the use of a service charge to be paid by those property owners who opt for the semi-annual payment plan. After much

discussion, President Vandervort asked Mr. Hearne to check with the State to find out why they stated the administrative fee could be 25% of the lost interest on the example sheet but stated it could only be 10% of the lost interest in their letter. After more discussion, a motion was made by Commissioner Phillips to approve the form for the service charge on semi-annual property tax payments for the lost interest and administrative expenses that's been paid on the second installment, seconded by Commissioner D. Letts. The motion passed 3-0.

Ed & Geraldine Barr, Earl & Jean MacMullan & Mary Ann Schmidt - Crusher run side of street - President Vandervort stated the Town received letters from Mr. & Mrs. Barr, Mr. & Mrs. MacMullan and Ms. Schmidt to put crusher run along the side of the town street. After much discussion, the Board decided they wanted to look at the areas before deciding.

Charlestown Elementary School - Yearbook Ad - President Vandervort stated the Town received a letter from Gerri Barr, chairperson of the Yearbook committee for Charlestown Elementary School, asking the Town to buy an ad in the yearbook. He further stated it would cost \$35.00 for a business card size ad. After some discussion, a motion was made by Commissioner Phillips to spend \$35.00 for an ad in the Charlestown Elementary School yearbook, seconded by Commissioner D. Letts. The motion passed 3-0. Commissioner Phillips stated she would check with Mrs. Morgan regarding the ad placed last year.

President Vandervort asked the Board about whether holiday pay should be given to Harley Adkins, who is one of the town maintenance workers and who is currently on unpaid sick leave, and Hershel Armour, working temporarily as a town maintenance worker while Mr. Adkins is on sick leave. After much discussion, the Board decided holiday paid would not be paid to Mr. Adkins as he is on unpaid sick leave and is not drawing a pay check and holiday pay would not be paid to Mr. Armour as he is a temporary employee.

President Vandervort stated he discussed the problem of moving Tasker Lane from its current location to the correct location with Mr. Baynes on Friday and he suggested the Town contact the company which owns the poles for their comments regarding the situation and suggested having a survey done to see where the street should actually go. After some discussion, the Board requested Mr. Hearne contact the company which owns the poles and the Board would discuss whether to have it surveyed at a later meeting.

President Vandervort asked if there was anything further on the Webb property and the problem at the Wellwood Club. Mr. Hearne

stated the County sent a letter on February 12, 1998 to the property owners giving them 45 days from the date of the letter to do something with the buildings or take them down.

President Vandervort stated the Town received a letter from Cpl. Morgan, of the Cecil County Sheriff's Office, responding to a complaint made by Commissioner D. Letts at a previous meeting. After more discussion, Commissioner D. Letts stated she would take the matter up with the Sheriff. The Board discussing setting specific guidelines and asked if Mr. Hearne had gotten a copy of Chesapeake City's guidelines. Mr. Hearne stated he received a copy of their agreement with the Sheriff's Office but it only refers back to the Sheriff's Office's rules and regulations.

Rosalyn Bott stated people have been happy with the clean up of Black Avenue but are complaining about dogs on Market Street and Louisa Lane and suggested contacting the SPCA. She also stated, during Monday's trash pick up, the trash men were throwing the trash cans all over with some cans ending up in the street. She also asked when the Town would be redoing the playground. President Vandervort stated he hoped the Town would be able to do it this spring or summer. Mrs. Bott also stated people were complaining because Town Hall was closed on Monday and asked, if a Commissioner wasn't available to do it, if they would contact her and she would put a note on the door that it was closed. She also stated Mr. Racine has been moving a lot of dirt and asked if he should have a silt fence up. President Vandervort stated it was a Planning & Zoning matter but he knew it had been brought to their attention. Mr. Hearne stated he would check to see if he needs to put up a silt fence. President Vandervort stated he talked to Mr. Racine who stated he did get a permit for the work. Mrs. Bott also informed the Board someone has installed a latrine at the shop. After much discussion, the Board stated the latrine would be taken down and a motion was made by Commissioner Phillips to get a portable toilet for the shop, seconded by Commissioner D. Letts. The motion passed 3-0.

Valerie Hahn thanked the Board for having the railing installed on the footbridge stating the maintenance workers did a good job.

President Vandervort stated there may not be enough room at the spoils site for the dredged material from the fireboat pier. The dredged material up there from building the boat ramp and the town pier is now considered dirt and can be removed. He stated he asked Mr. Hearne to contact Critical Areas about using some of it at Veterans Park to fill in low spots and Mr. Hearne stated he sent a letter to Mary Ann Skilling but has not received a response yet. President Vandervort discussed with the Board about letting people

Town Meeting of February 24, 1998
Minutes (cont'd.)
Page 5 of 5

who want to to get dirt from there. After more discussion, Mr. Hearne stated Tatman & Lee Associates, the Town's engineers, estimated the Town needs to remove 260 cubic yards of dirt. The Board requested Mr. Hearne contact the Department of Natural Resources to make sure it was all right to remove the dirt from the spoils site.


Mr. Hearne stated a notice needed to be given for people to remove Christmas decorations and flowers from the Town cemetery by March 16. After some discussion, the Board decided to place the ad in the Cecil Whig.

Mr. Hearne stated the fire company has indicated they do not want the old copier and asked what the Town wanted to do with it. After some discussion, the Board will check with others to see if they want it.

Accounts Payable - A motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner D. Letts. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:48 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF FEBRUARY 24, 1998

AGENDA

7:30 P.M.

1. Edgar Insley Boy Scouts - Cemetery Fence

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Brochure
4. Bell Atlantic/NYNEX - Antennas on water tower
5. Charlestown Marina
6. Ethics Ordinance
7. Fireboat Pier
8. Program Open Space - Fair Green Park
9. Boat Trailer Parking Permits
10. Charlestown Fire Company - 50th Anniversary
11. Codification

NEW BUSINESS

12. Semi-Annual Tax Payment Advertisement
Service Charge FY99 Tax Bills
13. Ed & Geraldine Barr, Earl & Jean MacMullan & Mary Ann Schmidt
Crusher run side of street
14. Charlestown Elementary School - Yearbook Ad
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/24/98 TIME: 7:30 P.M.

Rosalee Bort
Val Hahn

TO PROTECT



AND SERVE

WILLIAM J. KILLOUGH
SHERIFF


Sheriff's Office

CECIL COUNTY, MARYLAND
500 LANDING LANE
ELKTON, MD 21921

410-996-5500
410-658-5581

DATE: February 23, 1998

TO: President of Charlestown Board of Commissioner

FROM: Cpl. Bilton Morgan 
Charlestown Coordinator

REF: Complaint made by Commissioner Diane Letts at last Town Meeting.

On February 10, 1998 while attending the town meeting Commissioner Letts made the complaint regarding Sgt. Irwin taking an hour and 20 minutes on January 16, 1998 to respond to a call they received at the Letts residence, and also complaining that her husband finally had to handle the complaint. As this complaint was made in the public forum I am answering it in the same way and requesting you read the following into the minutes at the Town Meeting on February 24, 1998.

I checked with the dispatcher who worked the night of the 16th. of January in regards to the complaint of Disorderlies. She advised a complaint was not made to the Sheriff's Office via the telephone. She also advised she had no idea what Sgt. Letts was doing and she didn't open a complaint control card. He came on the radio, asked who was working Charlestown, and when she responded Sgt. Irwin, he then advised her he was enroute to a call for some disorderlies. She advised he never requested the car working Charlestown Patrol to respond, he just went there and after that left the scene.

I then talked to Sgt. Irwin about this incident also. Sgt. Irwin advised he followed a large truck out of Charlestown that night and when he noticed there was no taillights he activated his emergency lights and tried to stop the vehicle, which did not stop until it got to Wells Camp Road, and Rt. 40. He advised that as he was questioning the driver and explaining why he stopped him, he heard Sgt. Letts ask who was working Charlestown and so he gave the driver his license and registration back, cleared the traffic stop and responded to the area where Sgt. Letts advised he was. Sgt. Irwin advised Sgt. Letts cleared while he was enroute and that he got there after Sgt. Letts got back home, and stayed in the area to make sure there were no other problems.

I also checked the radio log in reference to the stop and it took a total of 4 minutes for Sgt. Irwin to initiate the stop and then clear. Sgt. Letts was on the scene according to the radio log a total of 3 minutes.

When a complaint is called in to either the town hall or to one of the Commissioners residences, they either need to tell the caller to call the Sheriff's Office or call teh Sherriff's office for them. We cannot respond in a timely manner or at all if we are not notified there is a problem.

Instead of waiting until the town meeting to question the response to a call, I suggest calling me, if there is a problem with one of our Deputies, that needs to be addressed, either at the time the incident happens or the next available work day. My number is on file at the Sheriff's Office. I will look into them accordingly. I am devoted to giving the town of Charlestown the best service as possible. If it is a problem I cannot handle at my level I will not hesitate to take it to the administration in order for it to be resolved. Also there is a Sgt. or Cpl. working the desk at the Sheriff's Office an they are responsible for the Deputy working Charlestown and can handle any complaint in regards to the Deputy working at the time. I am sure there will be problems that need to be resolved from time to time. I am available to you whenever you need me.

I am giving you my home number so you can reach me in the future. Whether I'm on or off duty. (410)378-3095, I do have an answering machine and calls will be returned promptly.

02/24/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Garden's Reproductive Arts Inc.	order 2 copies of tax parcel map #500	6220.1 · Office Supplies	15.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	105.97-
AT&T	Acct #8014-058-9492 - Inv #6392230607	6440.1 · Telephone	10.01-
Maryland Materials Inc.	Acct #80502 Inv #120603 - 3.63 tons crusher run for p...	6740.1 · P&R Miscellaneous...	24.87-
American Service Center	Invoice 18217 Chain & file for chain saw	6740.1 · P&R Miscellaneous...	22.58-
Total 1010.1 · Cash-General Checking			178.43-
Total 1000.1 · General Fund Cash Accounts			178.43-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	24.36-
Catholic Protection Services	catholic protection plan c - System #18442 water tower	7120.2 · Contract Operat...	275.00-
Total 1010.2 · Cash - Utility Checking			299.36-
Total 1000.2 · Utility Fund Cash Accounts			299.36-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1310 - January gasoline for town truck	6025.3 · Gasoline	132.84-
Maryland Materials Inc.	Acct #60502 - Inv #120603	6300.3 · Streets	54.32-
Total 1005.3 · New-Checking-Special (Special checking County)			187.16-
Total 1000.3 · Special Fund Cash Accounts			187.16-
TOTAL			664.95-

TOWN MEETING OF FEBRUARY 10, 1998

MINUTES

The Town Meeting of February 10, 1998 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, Commissioner Wilbur D. Pumpaly and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Francisca Kan, of the Cecil County Arts Council, discussed with the Board holding the 2nd annual "Paint Cecil County" in Charlestown this year on June 6 and 7, 1998 (rain date would be June 20 and 21, 1998). She explained there would be approximately twenty people participating who would be identified by hats issued to them when they register. She further explained they would like the art created to be exhibited daily for two weeks in Charlestown. After some discussion, the Board asked Ms. Kan to contact some of the local businesses to see if they would be willing to exhibit the artwork as the Town does not have the facilities to. After more discussion, the Board decided to advertise the event in the next quarter's utility billing.

Cpl. Bilton Morgan, of the Cecil County Sheriff's Office, presented the October, November and December 1997 and the January 1998 monthly reports on the Charlestown Patrol. After some discussion regarding deputies leaving town to answer a call without closing cards, Cpl. Morgan suggested setting down criteria on how the patrol should be run, similar to what Chesapeake City has adopted. The Board asked to get a copy of what Chesapeake City uses. Also Commissioner D. Letts complained about an incident where the deputy on patrol was not in town for a call which was answered by Commissioner J. Letts. Cpl. Morgan stated he would look into the matter and provide an answer at the next meeting.

Beth Hamilton, of Miller Environmental Inc., presented the January 1998 monthly water operations report. He stated Beth Hamilton, of Miller Environmental, has the hydrant at Route 7 and Trinity Woods back in service but it is not draining properly and she will continue to work on that problem but the hydrant can be used. He further stated the fire company had also been notified the hydrant was back in service.

Mrs. Morgan stated an Alan Rash is asking permission from the Town to metal detect on town property. After some discussion, the Board decided Mr. Rash could metal detect in the town parks provided he fills in any holes he may make and anything of historical significance found is to be turned over to the Town. The Board also requested having someone from the Town show him where the Town parks are.

Edgar McMullen asked the Board if Conestoga Street between Calvert and Water Streets could be widened as there is not sufficient room

for two cars to pass each other. He stated there should be room on the one side that could be used to widen the street. He also asked if anything could be done about the Webb property on Market Street. Mr. Hearne stated Ms. Davis of the Cecil County Health Department had looked at the property yesterday and is supposed to be sending a letter to the property owner to see if they would clean it up. If not, then the Town would have to decide what action to take. Mr. McMullen also asked if the Town would move Tasker Lane from off his son's property to where it really belongs. After some discussion, the Board noted the electric poles would have to be moved because if left where they are they would be in the middle of the road if the road was moved.

President Vandervort told Mr. McMullen, who is the caretaker for the Town's cemetery, that William Algard and Hershel Armour, the Town's maintenance workers, will be painting the posts and fence at the cemetery. Mr. McMullen suggested contacting the Scouts as they have painted the fence in the past as a project. Mrs. Morgan stated Mr. Algard told her some of the posts needed to be replaced. After some discussion, the Board asked Mr. McMullen to contact the Scouts to see if they would paint the fence and get back to the Board.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the January 27, 1998 meeting, seconded by Commissioner D. Letts. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

PENDING BUSINESS

Brochure - President Vandervort stated he was not yet done with the map.

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated he talked with Ken Unger, of Bell Atlantic/NYNEX, regarding the comments Keith Baynes, the Town's attorney, had regarding the proposed lease and Mr. Unger asked to have the comments sent to him but deleting the paragraph Mr. Baynes had regarding a lease being considered by Chesapeake City. He further stated a Michael Peterson will be here tomorrow at 10 a.m. to inspect the water tower site for Bell Atlantic.

Charlestown Marina - President Vandervort stated there was nothing new.

Ethics Ordinance - After some discussion, the Board decided to table this matter until the next meeting.

Fireboat Pier - Mr. Hearne stated he had not heard anything back from Delegate Rudolph. He discussed with the Board his report regarding grant monies available and estimated cost for the pier and dredging. After some discussion, the Board decided to have the engineering and inspection bid out for this project and requested Mr. Hearne to develop a R.F.P.

Program Open Space - Fair Green Park - President Vandervort stated Leathers and Associates were the architects who designed Brookside Park and he has tried to contact them.

Boat Trailer Parking Permits - After some discussion, the Board requested Mr. Hearne contact Mr. Barkley, of the Town of Perryville, to see what their policy was regarding their permits and how they determined how many permits to issue.

NEW BUSINESS

Charlestown Fire Company - 50th Anniversary - Mrs. Morgan stated the fire company's 50th anniversary was this year and wanted to know if the Board wished to do anything to recognize the fire company. After some discussion, the Board decided to contact the fire company regarding the anniversary date.

President Vandervort stated the materials at the spoils site at the water tower are no longer considered spoils so would like to use the dirt to fill in the low spots at Veterans Park. After some discussion, the Board decided to check with Mary Ann Skilling to see if this would be allowed in that area.

Codification - Mr. Hearne stated a past board signed a contract with General Code and some of the work was done and paid for. If the Board wants to proceed, the contract may have to be changed as it was for only for legislation passed before January 1990. Mr. Hearne further stated General Code may want to hold another meeting with the Board regarding this. He will leave out the folder on codification for the commissioners to look at.

New Sewer & Water Permit Forms - Mr. Hearne stated there are only a few sewer and water connection permit forms left and would like to reorder new ones but with the updated connection fee amounts. After some discussion, the Board requested Mr. Hearne to reorder the forms if the cost was under \$300 but if the cost would exceed \$300 to bring the matter back to the Board.

Building Permits - Mr. Hearne discussed with the Board the building permits approved by the Planning & Zoning Commission.

Subdivision - Mr. Hearne mentioned to the Board Planning & Zoning has a 6-lot subdivision on Frederick Street which has gone through the preliminary plat stage. He also stated they received a tentative sketch on a 72-lot subdivision on the Scott property on Route 7. After some discussion, the Board requested Mr. Hearne to ask for the County's assistance on tentative sketches rather than sending them to the Town's engineers as no fees have been paid yet and to have Tatman & Lee Associates review them would cost the Town money.

Weed-eaters - Mrs. Morgan stated William Algard, one of the Town's maintenance workers, has gotten prices for new weed-eaters as the old ones are no longer reliable. Mrs. Morgan stated she was unsure whether Mr. Algard was requesting the purchase of one or two new ones. The quotes were as follows: from American Service Center for a Hosqvarna 122L weed-eater for \$279.97 and from Cooper's Lawn & Home Center for a Stihl FS80R weed-eater for \$239.00. Mrs. Morgan stated Mr. Algard selected these as being comparable models he felt would be capable of handling the work. After some discussion, a motion was made by Commissioner Phillips to purchase the Stihl FS80R weed-eater from Cooper for \$239.00, seconded by Commissioner D. Letts. The motion passed 4-0. The Board stated, if another weed-eater needed to be purchased, to put another request before the Board.

Old fax machine - Mrs. Morgan asked the Board what to do with the old fax machine. After some discussion, the Board decided to store it as a backup in case the new fax machine went down.

President Vandervort stated the posts for the street signs were in but not the street signs themselves. After some discussion, the Board asked to have 4 "no parking loading zone" signs down at the staging area and to order the signs if the Town doesn't have any at the garage. After more discussion, the Board decided to order 2 "no watercraft beyond this point" and 5 "danger - rocks" signs ordered for Louisa Lane and Veterans Park. President Vandervort also asked to have the town maintenance workers straighten and somehow secure the Colonial Charlestown sign at Baltimore Street and Carpenters Point Road.

Mr. Hearne mentioned there is a Legislative Update Breakfast scheduled for 8-9:30 a.m. on February 20, 1998 at the Country Pride Restaurant, Elkton. He further stated the cost was \$7.00 per person and reservations should be made through the Cecil County Chamber of Commerce.

Town Meeting of February 10, 1998
Minutes (cont'd.)
Page 5 of 5

Commissioner D. Letts discussed with the Board the proposed menus and workshops for the MML Conference in Ocean City.

Accounts Payable - A motion was made by Commissioner Phillips to approve the bills as listed, seconded by Commissioner Pumpaly. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lisa C. Morgan".

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF FEBRUARY 10, 1998

AGENDA

7:30 P.M.

1. Cecil County Arts Council (Francisca Kan) - "Paint Cecil Co."
2. Cecil County Sheriff's Office - Liaison
3. Miller Environmental Inc. - Monthly Report
4. Alan Rash - Request to metal detect on town property
5. Edgar McMullen - Tasker Lane

OLD BUSINESS

6. Approval of Minutes

PENDING BUSINESS

7. Brochure
8. Bell Atlantic/NYNEX - Antennas on water tower
9. Charlestown Marina
10. Ethics Ordinance
11. Fireboat Pier
12. Program Open Space - Fair Green Park
13. Boat Trailer Parking Permits

NEW BUSINESS

14. Charlestown Fire Co. - 50th Anniversary
15. Codification
16. New Sewer & Water permit forms
17. Building Permits
18. Subdivision
19. Weed-eaters
20. Old fax machine
21. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/10/98 TIME: 7:30 PM

Rebecca Phillips

Francisco Kan - Arts Council

Beth Hamill

Bill Morgan Sheriff Officer

Val Hahn

Edgar M. Miller

02/10/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
American Home & Hardware	Acct #685600 - Inv #465271 - faucet unit for town house	6410.1 - Repairs	53.99-
Rogers Home and Hardware	Inv #227065; #227118	-SPLIT-	14.07-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	106.89-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	16.98-
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	26.01-
Baynes, Keith A.	January statement - Charlestown Marina corresponde...	-SPLIT-	120.00-
BFI	Inv #980100-0115246 - January trash collection	6651.1 - Trash Collection	3,044.51-
Radio Shack	Inv #241950 - (4) 5-pack cassette tapes	6220.1 - Office Supplies	35.07-
Total 1010.1 - Cash-General Checking			3,424.02-
Total 1000.1 - General Fund Cash Accounts			3,424.02-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Dept. of Public Works	3rd & 4th qtr '97 county sewer billing	-SPLIT-	34,172.24-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	167.82-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	77.24-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	7.60-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	54.36-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	147.82-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	263.36-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	496.22-
Miller Environmental, Inc.	Inv #10039827 - water operations agreement - Mar '98	7120.2 - Contract Operat...	1,625.00-
Total 1010.2 - Cash - Utility Checking			37,011.66-
Total 1000.2 - Utility Fund Cash Accounts			37,011.66-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Lowe's Home Centers Inc.	Account # 002237, Inv 91528	6420.3 - General Mainte...	27.75-
Benjamin Lumber Co., Inc.	Cust #1186	-SPLIT-	73.09-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	625.72-
W.N. Cooper & Sons Inc.	Cust #29843 - Inv #18244	6022.3 - Equipment Repair	277.86-
Wal-Mart	Acct #2634 - January statement	-SPLIT-	68.83-
Chesapeake Service Center	Inv #997 - replace rotor & distorfor cap on truck; towing	6024.3 - Truck Repair	129.79-

02/10/98

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
Total 1005.3 · New-Checking-Special (Special checking County)			1,203.04-
Total 1000.3 · Special Fund Cash Accounts			1,203.04-
TOTAL			41,638.72-

TOWN MEETING OF MARCH 24, 1998

MINUTES

The March 24, 1998 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:35 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Steven W. Vandervort presented a plaque to John W. Gilley in appreciation for serving as a member of the Charlestown Planning & Zoning Commission.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the February 24, 1998 minutes, seconded by Commissioner D. Letts. The motion passed 3-0-1 (Commissioner J. Letts abstained). After brief discussion, Commissioner Phillips made a motion to approve the minutes of the March 10, 1998 meeting, seconded by Commissioner J. Letts. The motion passed 4-0.

PENDING BUSINESS

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated he was not satisfied with the language regarding termination of the lease and asked Keith Baynes, the Town's attorney, for suggestions. He further stated he received a draft from Mr. Baynes and he will discuss it with Mr. Baynes before sending it to Ken Unger, of Bell Atlantic/NYNEX.

Charlestown Marina - President Vandervort stated there is nothing new.

Ethics Ordinance - President Vandervort stated he has not had an opportunity to talk to Dr. Gell, chairman of the Charlestown Ethics Commission, regarding the ordinance. Commissioner J. Letts gave President Vandervort a copy of the meeting tape of when the ordinance was being written. Commissioner J. Letts stated he would like to meet with Dr. Gell with President Vandervort. Mr. Hearne stated at the last meeting Commissioner Phillips had asked about copies of ethics ordinances from other towns and he has obtained some but not all. Commissioner Phillips stated she would like to see them when we get them.

Fireboat Pier - President Vandervort stated the Town received a letter from David Decker, of the Department of Natural Resources, asking for more information from Tatman & Lee Associates, the Town's engineers, and stated Mr. Hearne has been working on a R.F.P. Commissioner J. Letts asked if the Board hadn't decided to bid it out. President Vandervort stated yes but that wasn't mentioned. He also stated he would talk to C. Thomas DeLorimier, of Tatman & Lee, to let him know we would be sending a R.F.P. to them. Mr. Hearne stated there's increased cost for the floating pier as the size of it needed to be increased. President

Vandervort stated he expected the R.F.P. to go out to bid in the next few weeks. Mr. Hearne mentioned Mr. Decker would send some scopes of work to supplement the R.F.P. if we wanted them.

Program Open Space - Fair Green Park - President Vandervort stated he received the video but did not have time to bring the video equipment and would bring it to the next meeting. He further stated he would ask for volunteers for a core committee on the park and once the committee is established, Leathers & Associates would meet with everyone.

Codification - President Vandervort stated he has not read the information from the last meeting held between the Town and General Code Publishers and the matter was tabled until the next meeting.

Sidewalk Retrofit Program - President Vandervort stated Mr. Hearne met with the State regarding a new sidewalk to continue out to the bridge. Mr. Hearne stated the engineer he met with last Thursday is not looking at moving the sidewalk to the other side of the street as there would be a utility pole in the way and believed it could be designed to run on the same side as the existing sidewalk. After some discussion, Commissioner J. Letts stated he would be concerned about a sidewalk going around the curve. After more discussion, President Vandervort stated the monies the Town has for this year would be used to fix existing sidewalks. After some discussion about sections of sidewalk to fix, President Vandervort asked Mr. Hearne to contact a few contractors and find out what they would charge per square foot in comparison with the State's contractor's cost.

Tasker Lane - President Vandervort asked if Mr. Hearne was able to get any more information regarding the utility poles. Mr. Hearne stated the individual he talked to at Bell Atlantic was supposed to be sending a letter but he hadn't received it yet.

County Sewer Billing - President Vandervort stated he met with Joseph Mahoney, an attorney, regarding the county sewer billing and provided him with a copy of the agreement and all the correspondence regarding it. He stated Mr. Mahoney suggested the next step would be meeting with the County Commissioners that he would be in attendance and, if the matter could not be resolved then, the Town could request arbitration under the agreement. President Vandervort stated Mr. Mahoney also suggested Mr. DeLorimier attend the meeting as he was involved with the contract when it was originally done.

Tax Billing - President Vandervort asked Mrs. Morgan if she had gotten any information. Mrs. Morgan stated she contacted ACI and had received a quote from them but the quote was for 450 bills and last year we had 540. She stated she contacted Sue Benitez, of ACI, for a revised quote but hadn't received it yet. She further

stated she contacted James Morris, of Moore Business Communications Services, and, after sending him a copy of the town tax bill, he told her it would cost approximately \$6/bill to have them done by them. Mrs. Morgan stated she had briefly talked to Anne Barker at the Town Hall in North East, regarding the program they were using to print their bills in-house and Ms. Barker told her they had been working for approximately a year in setting the software and hardware up. After much discussion, the Board asked Mrs. Morgan to continue getting further information.

NEW BUSINESS

MML Convention - Registration - Mrs. Morgan stated she had received registration forms from Commissioner J. Letts and Commissioner D. Letts. Commissioner Phillips gave her registration form to Mrs. Morgan. Mr. Hearne stated Maryland Rural Development Corp. (MRDC) would pay for his registration fee but would not pay for the seafood buffet and asked if the Town would agree to pay for it. A motion was made by Commissioner Phillips to reimburse MRDC for the cost of Mr. Hearne attending the seafood buffet, seconded by Commissioner J. Letts. The motion passed 4-0.

MML Chapter Dinner - President Vandervort stated the next MML Chapter Dinner was being held at the Aft Deck Restaurant in North East on April 16, 1998 with social hour starting at 6 p.m. and the buffet at 7 p.m. He further stated reservations would need to be sent in by April 10, 1998. Mrs. Morgan stated Commissioner J. Letts and Commissioner D. Letts had indicated they would be attending. Commissioner Phillips and President Vandervort stated they both would have two people attending and Mr. Hearne stated he would be attending.

Cathy Farrell discussed the matter of Mr. Swan cutting her driveway with the Board. After much discussion, Commissioner J. Letts stated Mr. Swan had now destroyed something that was on town property and he'd gone too far. The Board discussed the wording of a letter to be sent to Mr. Swan. A motion was made by Commissioner J. Letts to send a letter to Mr. Swan, with copies to Catherine Farrell and the Sheriff's Office, advising him the Board had considered Miss Farrell's driveway, that the Board does not have a problem with the driveway being where it is, that the Town would be repairing the damage Mr. Swan did and would be billing him for it, and that Mr. Swan would, henceforth, put his trash in front of his house which is on the other side of the street. The motion was seconded by Commissioner Phillips. The motion passed 4-0.

President Vandervort stated he was contacted by George Smith, of Miller Environmental, regarding the Town's water system being nominated by them for the Maryland Rural Water Association's award for best rural water system by Miller Environmental and asked if the Town would consider sending a representative to the awards

luncheon during their annual conference on Monday, April 27, 1998. President Vandervort stated he would like to attend and asked if anyone else wanted to attend. A motion was made by Commissioner Phillips to pay the cost for President Vandervort to attend the awards luncheon at the MRWA Conference on Monday, April 27, 1998, seconded by Commissioner J. Letts. The motion passed 4-0.

Mr. Hearne asked the Board if they would be getting a plaque for the Charlestown Fire Company's 50th anniversary as the fire company's awards banquet would be April 18, 1998. After brief discussion, the Board agreed to get a plaque done. Commissioner J. Letts stated he would take care of the wording for the plaque.

Mr. Hearne mentioned to the Board the town house lease was due to expire May 31, 1998. After brief discussion, a motion was made by Commissioner Phillips to increase the monthly rent to \$775.00 a month, seconded by Commissioner J. Letts. The motion passed 4-0. The Board asked Mr. Hearne to send a letter to the current tenants regarding a new lease with the rent increase.

Mr. Hearne asked the Board about arranging an auditor to do the annual audit. The Board asked Mr. Hearne to contact James Brandon, who did the audit last year, about providing a quote for the audit this year.

Mr. Hearne mentioned Mrs. Morgan had drafted an application form for the seasonal boat trailer parking permits and the Board requested it be put on the agenda for the next meeting.

Accounts Payable - Commissioner J. Letts made a motion to pay the bills, seconded by Commissioner Phillips. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:00 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MARCH 24, 1998

AGENDA

7:30 P.M.

1. John Gilley - Presentation

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Bell Atlantic/NYNEX - Antennas on water tower
4. Charlestown Marina
5. Ethics Ordinance
6. Fireboat Pier
7. Program Open Space - Fair Green Park
8. Codification
9. Sidewalk Retrofit Program
10. Tasker Lane
11. County Sewer Billing
12. Tax Billing

NEW BUSINESS

13. MML Convention - registration
14. MML Chapter Dinner - 04/16/98 Aft Deck Rest. (RSVP 4/10/98)
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/24/98 TIME: 7:30 PM

Val Hahn

Catherine A. Darrell

Rosalyn BON

03/23/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	102.24-
Maryland Rural Water Associ...	M/RWA Conference daily registration - Mon. 04/27/98 o...	6210.1 · General Govern...	70.00-
Maryland Office of Planning	Inv #2722 - (2) copies of Article 66B	6610.1 · Administration	4.00-
Garden's Reproductive Arts Inc.	order 2 copies of Tax Parcel Map. #31	6220.1 · Office Supplies	15.00-
AT&T	Acct #8014-058-9492 - Inv #6392236609	6440.1 · Telephone	15.45-
Total 1010.1 · Cash-General Checking			206.69-
Total 1000.1 · General Fund Cash Accounts			206.69-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	23.85-
Miller Environmental, Inc.	Inv #10039829 - pass through expenses for Dec '97 - J...	7120.2 · Contract Operat...	679.03-
Farmers Home Administration...	91-01 loan semi-annual payment	7110.2 · Original Constru...	31,072.00-
Total 1010.2 · Cash - Utility Checking			31,774.88-
Total 1000.2 · Utility Fund Cash Accounts			31,774.88-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #1349 - February gasoline for town truck	6025.3 · Gasoline	100.52-
Total 1005.3 · New-Checking-Special (Special checking County)			100.52-
Total 1000.3 · Special Fund Cash Accounts			100.52-
TOTAL			32,082.09-

TOWN MEETING OF MARCH 10, 1998

MINUTES

The March 10, 1998 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, Commissioner Wilbur D. Pumpaly, 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 February water operations report to the Board. He stated the fire hydrant on Route 7 at Trinity Woods is back in service. Commissioner Pumpaly asked what caused the delay in getting the hydrant repaired. Mr. Smith stated they had a problem obtaining the correct parts and finally had to take the old parts to the parts supplier to get the correct replacements.

Rodney Good stated he requested several times for the trees in the street right-of-way be trimmed as they are a hazard, hitting the school bus or scraping cars. He also asked if the Town could see that the weeds around the fire hydrant at the corner are cut on a regular basis as a neighbor had been doing it in the past because the Town was not. He also stated the pipe which was installed under the driveway at the house under construction next door has been bent shut and there is dirt in the ditch where they installed the water meter and the water cannot get through. Mr. Hearne stated the contractor was notified and the occupancy permit would be held up until it's done correctly. He also stated there has been nothing done about the water run-off from the state highway bridge where the water is running down that slope, across Mr. Connor's property and onto his. He would also like to see the State replace the "no parking signs" which had been placed at the emergency entrance to the railroad tracks. He also asked that the part of Ordinance 93-5 about vehicles being required to park with the flow of traffic be enforced. He also asked why the Town doesn't utilize workers from the Susquehanna Region Privacy Council program. He stated in Rising Sun they paint hydrants, etc. David Hutchison, of 103 Edgewater Avenue, and Walter Hutchison, of 111 Edgewater Avenue, also talked to the Board about the water run-off from the state highway bridge coming across the street onto their property. Walter Hutchison also stated he has made numerous complaints about the erosion of the creek bank behind his garage and asked if the Town was going to do anything about it. President Vandervort stated James Martin owns the creek and he had arranged for several people, one being the Critical Areas circuit rider, to meet one day with Mr. Hutchison, the date being coordinated with Mr. Hutchison and Mr. Hutchison was not there. President Vandervort stated with anything done to the creek, cooperation from Mr. Martin would be needed. After more discussion, William Algard, one of the Town's maintenance workers, stated he could trim the trees Mr. Good was complaining about tomorrow. Mr. Hearne stated Karen Kennan, of the County Department of Public Works, has tried to contact the contractor regarding the pipe under the driveway at the house under construction but has had a problem getting them to

respond. He also reiterated the occupancy permit would not be signed off on until the problem was resolved. President Vandervort also asked Mr. Algard to meet with either Mr. Hutchison or Mr. Good tomorrow at 10:30 a.m. about putting a ditch along Mr. Hutchison's side of Edgewater Avenue. Mr. Hutchison stated he would not be available at that time but Mr. Good stated he would be able to be there. Mr. Good also asked what the regulations were regarding burning. Ronald Daniels, chief of the Charlestown Fire Company who was a member of the audience, stated a person would need to get a burning permit from Environmental Health and complaints about unauthorized burning should be made to them also.

Ronald Daniels, chief of the Charlestown Fire Company, stated the fire company would like to remove the fence on town property they lease which is between the fire house and Market Street Cafe but, in order to do so, the Town would have to agree to remove the special condition in the lease. He stated the fire department doesn't use the area for parking but would like to retain control of it in case they added more bays and needed it as a driveway. He further stated they would like to allow Market Street Cafe to use it to park vehicles as vehicles parking out in front of their business reduce visibility on that curve and create a hazard. Commissioner Letts agreed there is a problem there and he has had to ask Market Street Cafe to have some vehicles moved within the last month or so. After some discussion, Commissioner D. Letts asked if the fire company would be charging Market Street anything to allow them to park. Mr. Daniels stated the fire company would be asking them to pay for the cost of insurance. After more discussion regarding the subletting section of the lease, Commissioner Phillips asked what would happen if the fire company later decided to use it. Mr. Daniels stated Market Street is aware that the fire company may decide later on to use it for a different purpose. Commissioner Phillips stated the parking in front should be eliminated and anyone using the proposed parking area to park should go into the area off of Rte. 267 and come out of the area behind the fire house onto Bladen Street. After more discussion, Commissioner Pumpaly stated he was concerned with allowing the fire company to let a commercial establishment use it as a parking lot. After more discussion, Commissioner J. Letts made a motion to suspend the special condition in regard to the fence that was on town property between the fire department and Market Street Cafe and, once removed, area is used for parking and no parking will be allowed across the sidewalk in front of the Spangler property known as the Market Street Cafe. Commissioner Phillips asked to have the condition that the fire company maintain the insurance on the property be made part of the motion. After some discussion, Commissioner J. Letts suggested doing this in two motions, one to suspend the special condition first and then make a separate motion regarding the parking. Commissioner J. Letts then amended his motion to to suspend the special condition requiring the fire department to maintain the fence and to use the property for the

exclusive use of the fire department with the condition that the Town would retain the right to reinstate the special condition if the Town felt the situation was not working out. The motion was seconded by Commissioner Phillips. The motion passed 5-0. President Vandervort stated Keith Baynes, the town's attorney, would draw up an agreement which would be an amendment to the lease and will contact Mr. Daniels to have him sign. Commissioner J. Letts made a motion that if the fence is removed and parking is allowed on that town property, the Town will regain control of the sidewalk in front of the Market Street Cafe and, no matter what happens with that property, there will not be any more parking in front of the Market Street Cafe itself. After more discussion about whether the Town could do anything about the area in front where vehicles are not parking across the sidewalk, Commissioner J. Letts amended his motion so no parking will be allowed across the sidewalk in front of Market Street Cafe. The motion was seconded by Commissioner Phillips. The motion passed 5-0.

Kermit Doss discussed with the Board the possibility of obtaining town water and sewer service to 9 Sunday Drive, an out-of-town property which he is interested in purchasing. President Vandervort stated the problems would be locating the existing water and sewer mains in relation to the property and finding out, first, if the mains could handle the extra service and, second, the cost they would have to pay to extend the main to their property, and, if it couldn't be extended directly to their property, they would have to look at getting easements from the owners of properties they may have to cross and they might have to install a pumping station. He further stated they would have to pay out-of-town connection fees for water and sewer. Mr. Hearne stated the connection fee for water would be \$1450 and for sewer would be \$2500. After more discussion, Mr. Doss believed it would not be feasible.

Edgar McMullen discussed with the Board the problem when an individual who has purchased a lot in the town cemetery sells the lot to another individual and the Town is not aware of it. After some discussion, Rosalyn Bott, a member of the audience, stated she thought people had to sell the lot back to the Town. Mr. McMullen stated Ordinance 93-2 states that but it would not apply to lots sold prior to that ordinance. After more discussion, President Vandervort suggested he draft a letter, to be approved by the Board, to send to the people who have purchased lots stating that if the lot was purchased prior to 1993, they need to notify the Town if they sell the lot, when they sold it and the name and address of the purchaser or if the lot was purchased after 1993, making those people aware they can only sell the lot back to the Town as per Ordinance 93-2 which would be enclosed with the letter.

Rens Swan discussed with the Board about his on-going dispute with Cathy Farrell regarding her moving his trash and the flaring out of

her driveway onto the right-of-way in front of his property which he uses as a garden. After much discussion, President Vandervort stated he would again talk to Ms. Farrell regarding the matter but the Town really could not get involved in a neighbor dispute.

OLD BUSINESS

Approval of Minutes - President Vandervort stated the minutes of the February 24, 1998 are not done and would be presented at the next meeting.

Rebecca Phillips discussed with the Board the building permit submitted by Steve Lewis to install an elevator at St. John's United Methodist Church. President Vandervort stated he had been present at that Planning and Zoning meeting and he believed the commission members just wanted some more information before approving the permit. After much discussion, President Vandervort suggested Mrs. Phillips attend the next Planning and Zoning meeting on March 18, 1998 so she can answer any questions the commission members may have regarding the plans for the elevator.

PENDING BUSINESS

Brochure - President Vandervort stated there was nothing new.

Commissioner J. Letts stated he was taking exception to the letter sent to the Town by Deputy Morgan. He stated he has shown Cpl. Morgan documentation that refutes the statements made in his letter but, as it's privileged information and he could not get permission, he cannot show the documents to the Board. He stated he also talked with Cpl. Morgan several times about deputies either not being in town when they were supposed to or not staying in town. He further stated he talked to Cpl. Morgan about sending another letter. He also asked about who is doing the police schedules. President Vandervort stated he makes up the police schedule and Cpl. Morgan has advised me about certain times the Town may want to have deputies in town. He further stated he increased the number of hours the deputies are patrolling by 50% over what was scheduled for the previous year. After more discussion, the Board moved on to the next item.

Bell Atlantic/NYNEX - Antennas on water tower - President Vandervort stated the Town received a revised lease from Bell Atlantic which was faxed to Mr. Baynes today. Commissioner J. Letts asked if they made the changes. President Vandervort stated they agreed to take out certain items as we requested but the one issue causing a problem is the right of renewal. He further stated Bell Atlantic wants a 25 year lease in which every 5 years they have the right to renew or not renew but the Town would not have the same right. After some discussion, President Vandervort stated they have changed the clause so the Town would have the right to

renew or not renew after 15 years. Mr. Hearne stated, if the Town decides to enter into a lease, the Town would need to do a resolution and pass it. After more discussion, the Board moved on to the next item.

Charlestown Marina - President Vandervort stated there was nothing new.

Ethics Ordinance - President Vandervort asked if the Commissioners have read the ordinance. Commissioner J. Letts stated the Town doesn't have to have one if we don't want one but believed we should have one. Commissioner J. Letts stated there were some changes which were to have been done before the ethics ordinance was approved and stated he has the tapes for the commissioners to listen to. After more discussion, President Vandervort stated he would like to talk to Dr. Gell but when he read it himself, he felt the ordinance was a pretty good document. After more discussion, Commissioner Phillips suggested contacting the other towns in the county for a copy of their ordinances to see if they have different wording which would be more appropriate.

Fireboat Pier - Mr. Hearne stated each Commissioner has a copy of the information sent to Delegate Rudolph regarding the amount of grant money the Town has secured, the estimated costs and what the shortfall would be. He further stated the shortfall is \$31,000. He also stated he has not received a response back from Delegate Rudolph. President Vandervort stated Mr. Hearne has done a R.F.P. for the engineering and has sent it to the State and, besides reviewing that, they're supposed to send a list of contractors they would recommend. Mr. Hearne stated he has not received anything back yet but would re-contact them. President Vandervort suggested that while the Town is working on obtaining additional grant money, the Town also should send out the R.F.P. and get bids on the engineering as we have enough money for the engineering, get bids on the engineering, take the best bid and get the engineering done. He further stated, once we have the design done, we can bid out for the construction and then we'll have a really good idea on whether we have enough grant money or need to secure more. After some discussion, the Board moved on to the next item.

Program Open Space - Fair Green Park - President Vandervort stated he received the video presentation from the company which built Brookside Park and was going to play the video tonight but would table that until the next meeting.

Boat Trailer Parking Permits - President Vandervort stated he talked to Ceal Metz and she told him she does intend to park trailers. He further stated the Board needs to decide on the number of seasonal permits to sell and for how much. After a brief discussion, President Vandervort stated the purchaser would have to fill out an application and we would check to make sure there are

no outstanding parking tickets for the person before issuing a seasonal permit. After more discussion, Commissioner Phillips asked what the cost had been set for seasonal permits. President Vandervort stated it was set at \$60 but believes it needs to be increased. Commissioner Pumpaly asked what Perryville charges and Commissioner Phillips stated \$30 for in-state and \$125 for out-of-state but they charge town people too. President Vandervort stated Charlestown residents/property owners would not be charged for permits. After more discussion, Commissioner Phillips made a motion the Town issue 25 seasonal boat trailer parking permits for the fee of \$75.00, seconded by Commissioner Pumpaly. The motion passed 5-0. After a brief discussion, President Vandervort stated new signs have been ordered regarding the parking of boat trailers. He also stated he may start putting a flyer on vehicles that starting April 1 parking tickets will be issued.

Codification - The Board agreed to table this matter until the next meeting.

Ed & Gerri Barr, Earl & Jean MacMullan & Mary Ann Schmidt - Crusher run side of street - President Vandervort stated he looked at the areas and all three requests were to put crusher run down on a 12 ft.x 50 ft. area. After some discussion, the Board decided to deny all three requests. President Vandervort also stated Edgar McMullen had requested the Board to consider widening Conestoga Street between Calvert and Water Street as it is narrow and it does get narrower there. The Board discussed seeing where the town may be able to widen it.

Sidewalk Retrofit Program - President Vandervort stated he met with Mr. Yingling from the State Highway Administration and the way this program was being administered has changed because it was not working. The program, which was being administered by each county is now being administered by the State directly to the towns. He further stated they are using a formula based on population and other factors, further funding may be available next fiscal year but that's not guaranteed but, as of now, the Town has \$5,700 available from the State to use either for new sidewalks or repair of existing sidewalks. After some discussion, President Vandervort stated the State will provide engineering at no cost to the Town and suggested having the engineering done to extend the sidewalk from Caroline Street out towards the bridge. He further stated the State has a pre-approved contractor who would charge \$3.50 per sq. ft. or we can do it ourselves and bill them but if we do ourselves, it can't cost more than \$3.50 per sq. ft. He suggested the Board assess what needs to be done and get started as the State wants the funding used by July 1. After some discussion, President Vandervort stated he would have Mr. Algard and Mr. Armour assess the existing sidewalks. Commissioner J. Letts stated the contractor would be able to do it faster, would know the State's requirements, and we are getting into the grass cutting season.

After a brief discussion, the Board decided to make a decision at the next meeting. Mr. Hearne informed the Board the State Highway Administration has tentatively scheduled the design engineer to be in town a week from Thursday to look at the area going out of town. President Vandervort asked to be reminded about that meeting closer to the date so he would be present.

Cecil County Arts Council - "Paint Cecil County" - Mr. Hearne stated Linda from the Cecil County Arts Council confirmed they are definitely planning on holding "Paint Cecil County" in Charlestown this year but they still have not determined an exhibition site.

NEW BUSINESS

Tasker Lane - President Vandervort stated he talked to Mr. Baynes about moving Tasker Lane and he suggested contacting the utility company to inform them we need to move the road, where it needed to go, the problem with the poles in the way, and their comments about moving the poles. He further stated once we resolve that issue, the Town will probably need to have a survey done to see where the right-of-way is. Commissioner J. Letts stated he heard the stone had been moved and asked if anybody else knew. President Vandervort asked if the stone was the surveyor's stone. Commissioner J. Letts stated the stone which marked where the original road was. Mr. Hearne stated he went and looked at the poles on Tasker Lane which were not marked as to who owned them but found out they are owned by Bell Atlantic. He also stated he called Bell Atlantic and he got the indication that the Town would have to pay to have them moved. Commissioner J. Letts stated he thought it should be Bell Atlantic as the town is putting a street in. Mr. Hearne asked if President Vandervort had discussed this with Mr. Baynes and President Vandervort said he did but Mr. Baynes did not know who would be responsible which is why he suggested calling the utility company for their response. President Vandervort stated the Town may have to send a letter to an individual in higher authority at Bell Atlantic, see what their response to that is and, if we don't agree, maybe Mr. Baynes can do something. Mr. Hearne stated he would contact Bell Atlantic again.

Semi-annual Tax Bill Payments - President Vandervort asked if this was about the letter from Data Services. Mr. Hearne stated this is on the letter from the State regarding the maximum we could charge for the administrative fee where their letter stated 10% but their example showed 25%. He further stated the example was incorrect and the maximum is 10% as mandated by State law. President Vandervort asked if the motion made on the administrative fee was to charge whatever the maximum was. Commissioner Phillips stated that was the way the motion was made. Mr. Hearne stated the Town also needed to determine the interest rate to use for the lost interest. President Vandervort stated the letter gives instructions on how to determine it based on the interest rate the

Town had been getting on their money for the past month or some specific period of time but it's in the letter.

Tax Billing - President Vandervort stated the Town received a letter from Data Services informing us the company would no longer be doing tax billing and suggested we contact the county to see if they would do them. He further stated the county was contacted and they are not going to do them and are even thinking about out-sourcing their billing but they could recommend some other companies who may be able to provide the service to us. President Vandervort also said contact was made with the other towns in the county which do their own tax billing regarding the programs they use. He stated it may come down to the cost. After more discussion, President Vandervort stated more information will be gotten for the next meeting.

County Sewer Billing - President Vandervort stated the Town received a letter from the County Commissioners in which they are offering two options to the Town. One option, he stated, was to pay the County based on the readings from the sewer meter which registers a lot more flow than the actual sewage. He stated he doesn't like that option for the reason that the County didn't maintain the system, let the infiltration become a problem, kept it from the Town by falsifying the bills they sent us as they did not show the real readings from the meter so we had no way of knowing there was a problem. He stated the other option would be the County would bill our customers directly based on the water meter readings but at the county rate. He further stated they seem to want to do away with the current contract and he doesn't feel we should as the Town doesn't want to be part of the county sewer system because, any improvements they made, for example the pipeline, the cost would be spread out among the system's users and our sewer charges would increase but the Town would still be paying the electric bills for the pumping stations and repairs for those, etc. After much discussion, President Vandervort stated he has had discussions with the County but as he felt they are determined to get out of this contract and that this was an extremely important issue which would effect everybody in Charlestown, he would like to have an attorney working with him on this and asked for permission from the Board to consult with Joseph Mahoney. After some discussion, Mrs. Bott stated Mr. Mahoney wrote the contract so he is familiar with it but would have to be made aware of the current situation and, perhaps if the Town did not want to use him per se, he might be able to recommend another attorney. After more discussion, a motion was made by Commissioner Phillips to approve President Vandervort consulting Mr. Mahoney or another attorney regarding this matter while keeping the Board informed on the matter, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner J. Letts abstained).


Building Permits - Mr. Hearne stated most of the permits approved

were minors but there were a few majors. President Vandervort stated he has gotten the attendance records of the Planning & Zoning members and based on that, if it doesn't change, we may have to remove someone from that commission. Commissioner J. Letts stated he was ready to do that tonight. President Vandervort reminded the Board a public hearing would have to be held in order to remove someone from the commission. Commissioner J. Letts stated he couldn't see anything in Article 66B that states we can't override what that commission does. After more discussion regarding the permits, Mr. Hearne stated Commissioner J. Letts has requested another copy of Article 66B. After some discussion, Mr. Hearne mentioned the new ones will come out in May. The Board decided to order a couple of Article 66B now and then order new ones later, one for each member of the Planning & Zoning Commission and several copies for the Town.

Accounts Payable - Commissioner Phillips made a motion to pay the bills, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner J. Letts abstained).

As there was no further business to be discussed, President Vandervort adjourned the meeting at 11:29 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa C. Morgan".

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MARCH 10, 1998

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. Rod Good
3. Ronald Daniels
4. Kermit Doss - 9 Sunday Dr. - Request for water/sewer connection
5. Edgar McMullen - Cemetery Recommendation

OLD BUSINESS

6. Approval of Minutes

PENDING BUSINESS

7. Brochure
8. Bell Atlantic/NYNEX - Antennas on water tower
9. Charlestown Marina
10. Ethics Ordinance
11. Fireboat Pier
12. Program Open Space - Fair Green Park
13. Boat Trailer Parking Permits
14. Codification
15. Ed & Geraldine Barr, Earle & Jean MacMullan & Mary Ann Schmidt - Crusher run side of street
16. Sidewalk Retrofit Program
17. Cecil County Arts Council - "Paint Cecil County"

NEW BUSINESS

18. Tasker Lane
19. Semi-annual tax payments
20. Tax Billing
21. County Sewer Billing
22. Building Permits
23. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/10/98 TIME: 7:30 PM

Rod Goel

Hermit F. Jones

Walter H. Jones

David H. Jones

Theresa H. Jones

Theresa H. Jones

Ben Childs

George Smith - MSI

George Smith

William Adams

William Adams

03/10/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Baynes, Keith A.	February statement - Bell Atlantic lease/opinion on De...	-SPLIT-	280.00-
Sheriff's Patrol	Gasoline - January patrol	6920.1 · Police Protection	107.27-
Sheriff's Patrol	Inv #97-012 - January Charlestown Patrol	6920.1 · Police Protection	2,125.72-
Ace Printing	300 "An Early Hx of Charlestown MD" booklets	6210.1 · General Govern...	555.00-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	104.60-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 · Electric	18.40-
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	23.62-
Chesapeake Rent All	Cust #1816 - Contract #187801 - post hole digger for p...	6740.1 · P&R Miscellane...	32.00-
American Home & Hardware	Acct #685600 - Inv #476152 - cable & hdwe for chain a...	-SPLIT-	136.76-
BFI	Inv #980200-0115246 - February trash collection	6651.1 · Trash Collection	3,044.51-
Woodward-Clyde Consult.	Inv #205677 - review plans - Westwood Development	6610.1 · Administration	347.50-
Maryland Materials Inc.	Acct #60502 Inv #120853 - crusher run - see del'y tickets	6740.1 · P&R Miscellane...	74.73-
Cecil County Landfill	1043	2005.1 · Accounts Payable	24.70-
American Home & Hardware	Acct #1186 - Inv #242350; 242533; 242559; 242560; 2...	-SPLIT-	501.53-
Total 1010.1 · Cash-General Checking			7,382.84-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 · Station #1	230.17-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 · Station #3	83.02-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	8.25-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 · Station RT. #7	46.94-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 · Electric	166.45-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 · Electric	446.17-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 · Electric	291.59-
Miller Environmental, Inc.	Inv #10049828 - water operations agreements - April '98	7120.2 · Contract Operat...	1,625.00-
Total 1010.2 · Cash - Utility Checking			2,897.59-
Total 1000.2 · Utility Fund Cash Accounts			2,897.59-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Home & Hardware	Acct #685600 - Inv #476881 - trashcans & nails for shop	6420.3 · General Mainte...	32.21-
W.N. Cooper & Sons Inc.	Cust #29843 - Inv #55613 - Stihl weed eater; #18469 - ...	-SPLIT-	285.06-
	Pag		

03/10/98

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
Lowe's Home Centers Inc.	Account # 002237, Inv 92054; Inv #92546	-SPLIT-	46.62-
Vulcan Signs	Cust #20192 - Inv #3031125 - (28) 10' 2 3/8" OD galv ...	6410.3 - Road Signs	417.03-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	625.72-
Wal-Mart	Acct #2634 - February statement	6420.3 - General Mainte...	6.58-
American Home & Hardware	Acct #685600 - Inv #242400; 242401; 243060; 243081; ...	-SPLIT-	316.08-
Total 1005.3 - New-Checking-Special (Special checking County)			1,729.30-
Total 1000.3 - Special Fund Cash Accounts			1,729.30-
TOTAL			<u>12,009.73-</u>

TOWN MEETING OF MAY 26, 1998

MINUTES

The May 26, 1998 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., Commissioner Wilbur D. Pumpaly and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner D. Letts to approve the minutes of the May 12, 1998 meeting, seconded by Commissioner Pumpaly. The motion passed 3-0-1 (Commissioner J. Letts abstained).

PENDING BUSINESS

Bell Atlantic - President Vandervort stated the Town received copies of the final version of the lease and Keith Baynes, the Town's attorney, had reviewed it and had no problem with it. After some discussion, President Vandervort stated he would be signing the lease shortly. He also asked Mr. Hearne if Bell Atlantic had applied for a building permit yet. Mr. Hearne stated they requested some information but haven't submitted a permit yet.

Charlestown Marina - President Vandervort stated he had spoken with Mr. Baynes regarding the unpaid county & state taxes on the property and Mr. Baynes advised him not to do anything until after May 29, 1998 which is the end of the 30-day appeal period on the lawsuit. He further stated Mr. Baynes said he would continue to look into the matter. President Vandervort said he would contact Mr. Baynes again.

Ethics Ordinance - Commissioner J. Letts asked if President Vandervort had listened to the tape and he stated he had and heard basically what Commissioner J. Letts had stated previously. He further stated he hadn't received a copy of the subsequent tape to listen to it. Commissioner J. Letts stated he wouldn't hear anything on it as the ordinance was not discussed on tape, just acted on. After much discussion, Commissioner Pumpaly suggested setting a meeting to discuss the problems with the ethics ordinance as it cannot be done during a town meeting. After more discussion, President Vandervort stated the Board would decide at the next meeting on a date for a discussion on the ethics ordinance.

Fireboat Pier - President Vandervort stated the RFP for the engineering is done and should be mailed out next week and the advertisement should be in the paper next week. After much discussion regarding when the proposals would be due, the Board decided to schedule the pre-proposal meeting for June 12 with the bids due on June 26. Mr. Hearne stated he would contact David

Decker, of the Maryland Dept. of Natural Resources, to make sure the pre-proposal date would not be a problem for him.

Program Open Space - Fair Green Park - President Vandervort stated he talked to Mr. Schmoke, principal of Charlestown Elementary School, about scheduling a design day for a designer from Leathers & Associates, to meet with the children before the end of the school year. He also mentioned twelve people have volunteered for the core committee. President Vandervort stated he would get the design day scheduled as soon as possible. Mr. Hearne asked the Board if it had any requests for FY2000 Program Open Space funding. President Vandervort stated he couldn't think of anything except that the funding for the playground may have to be split between FY99 and FY2000. Mr. Hearne stated he had already sent a letter regarding that. President Vandervort stated the Town had received a letter stating that due to the large number of requests for FY99 funding, there would not be enough funding available to do everything requested and asked the Town to prioritize its requests. President Vandervort further stated, since the Town had only requested funding for the playground and a minor amount for picnic tables and benches, he felt he couldn't eliminate either from our funding request.

Sidewalk Retrofit Program - President Vandervort asked if another meeting has been scheduled. Mr. Hearne stated Don Yengling would be able to attend a meeting on Tuesday, June 2 at 10 a.m. Commissioner J. Letts stated the sidewalks will need to be remarked before then. President Vandervort stated he wanted to look at all the areas recommended.

Tasker Lane - President Vandervort explained to Mildred Cooper, a member of the audience, the Town had received a request from Edgar McMullen, Jr. to move the road as the road is on his property. After some discussion, Mrs. Cooper asked what was being done about the vandalism down there and mentioned people were launching their boats there and parking their trailers there. After more discussion, President Vandervort stated the Town will have a survey done to determine exactly where the road should be and would move it but first the poles need to be moved and was still talking to Bell Atlantic about that problem. After some discussion, Mrs. Cooper requested permission to close the gate to keep people out and President Vandervort stated she couldn't do that as it is against town ordinance to close off a street. Commissioner J. Letts asked if Mrs. Cooper was repeating what someone else told her about the boat trailers or if she had actually seen them. Mrs. Cooper stated there were two trailers there when she left to come to this meeting. Commissioner J. Letts asked the meeting be suspended. President Vandervort suspended the meeting at 9:00 p.m.

and Commissioners J. Letts and Pumpaly left. At 9:15 p.m., Commissioners J. Letts and Pumpaly returned and President Vandervort reconvened the meeting. Commissioner J. Letts repeated there are two trailers down there but they are parked on the street, not on her property. After more discussion, Commissioner D. Letts stated if they are blocking a driveway, then the police need to be called. The Board decided to make the Sheriff's Office aware of the vandalism problem and to keep on eye on the boat trailers being parked there.

Audit - President Vandervort stated Friedman & Fuller, whom Mr. Brandon is now employed with, have sent a proposal of \$2,850 plus expenses to do the FY98 audit. He further stated Mr. Brandon sent a fax explaining expenses would be meals, tolls, mileage, etc. and the amount would not be more than \$150.00. President Vandervort asked if the Board wanted to go with this proposal or put it out for bid. Commissioner J. Letts asked if \$2500 was the limit anyway for bidding out. President Vandervort stated auditing and accounting services do not have to bid as they are professional services but the Board can bid it out if it wants to. Mr. Hearne stated the last time auditing was bid out was before the Town started using QuickBooks and the Town received bids from Mr. Baxter, Mr. Brandon, and Mr. Crouch for \$4,500, \$3000, and \$4650, the last one valid only if the contract would be for a 3-year period. President Vandervort stated he didn't feel the Town would get a better price if bid out. After some discussion, Commissioner J. Letts moved to accept the proposal from Friedman & Fuller to do the FY98 audit for \$2850 plus expenses, such expenses not to exceed \$150.00 as stated in the letter from Mr. Brandon, seconded by Commissioner Pumpaly. The motion passed 4-0.

Planning & Zoning Commission - Appointment - President Vandervort asked Mr. Hearne if Allen McDaniel submitted a letter of interest. Mr. Hearne stated he did and that was the only one received. After some discussion, Commissioner J. Letts made a motion to appoint Allen McDaniel to the vacancy on the Planning & Zoning Commission. After more discussion, Commissioner J. Letts stated the deadline for letters of interest was today and there was a motion on the floor and either it's seconded or it dies. After more discussion, Commissioner Pumpaly seconded the motion. The motion passed 4-0.

Maintenance Worker - President Vandervort stated the ad was in the newspaper and had received some responses. Commissioner J. Letts asked when Mr. Armour was leaving and Mr. Hearne stated June 1. President Vandervort stated Mr. Armour was willing to work until the Town found someone but not as many hours as he has been. After more discussion, Commissioner Pumpaly suggested scheduling a day to hold interviews with 2 or 3 Commissioners and they would then make

a recommendation to the Board at the next meeting. After more discussion, the Board decided to hold interviews for all 6 applicants starting at 4:30 p.m., Monday, June 1, 1998, fifteen minute interviews with a five minute interval in between each.

Entrance "Slow - Children at Play" Signs - President Vandervort stated these haven't been ordered yet. Commissioner Pumpaly stated there were stop signs that needed to be ordered and President Vandervort stated they would be ordered along with the others.

Abandoned Boat - President Vandervort stated he looked at the boat and it is not worth salvaging. Valerie Hahn asked if Mrs. Morgan was supposed to contact the owner. Commissioner Pumpaly suggesting sending a letter certified mail to the owner giving them fifteen days to remove the boat or the Town would get rid of it. After some discussion, the Board agreed to Commissioner Pumpaly's suggestion.

Tax Rate - President Vandervort stated the Department of Assessments & Taxation needed to know the FY99 tax rate for the Town by tomorrow. He further stated the current tax rate is \$0.80 per \$100 of assessed value. After a brief discussion, a motion was made by Commissioner J. Letts to leave the tax rate at \$0.80 per \$100 of assessed value, seconded by Commissioner Pumpaly. The motion passed 4-0.

Budget - President Vandervort asked Commissioner J. Letts if he had a copy of the proposed FY99 budget. Commissioner J. Letts stated Commissioner D. Letts gave him one. President Vandervort stated there was a typographical error on one figure, it needed to be changed from \$150,000 to \$15,000. After a brief discussion, President Vandervort stated the Board would be approving the FY99 budget at the first meeting in June.

NEW BUSINESS

Veterans Park - Reservation Request - President Vandervort stated the Town received another request to reserve Veterans Park, this one on Tuesday, June 9. After brief discussion, Commissioner J. Letts made a motion to send a letter to the Cross Country Garden Club giving them permission to use Veterans Park on a non-exclusive basis on Tuesday, June 9, 1998 from 11:30 a.m. - 3 p.m., provided there were no alcoholic beverages and the park was vacated at dark, seconded by Commissioner Pumpaly. The motion passed 4-0.

President Vandervort stated Mrs. Morgan is on vacation this week. He further stated monies were allocated for temporary services in the budget and asked, if Mr. Hearne was willing to work the 1 1/2

Town Meeting of May 26, 1998
Minutes (cont'd.)
Page 5 of 5

days, to compensate him at his \$15.65 hourly rate from the monies for temporary services. Commissioner J. Letts so moved, seconded by Commissioner Pumpaly. The motion passed 4-0.

Accounts Payable - Commissioner J. Letts moved to pay the bills, seconded by Commissioner D. Letts. The motion passed 4-0.

As there was no further business, President Vandervort adjourned the meeting at p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lisa C. Morgan".

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MAY 26, 1998

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes

PENDING BUSINESS

2. Bell Atlantic/NYNEX - Antennas on water tower
3. Charlestown Marina
4. Ethics Ordinance
5. Fireboat Pier
6. Program Open Space - Fair Green Park
7. Codification
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Audit
11. Planning & Zoning Commission - Appointment
12. Maintenance Worker
13. Entrance "Slow-Children at Play" Signs
14. Abandoned Boat
15. Tax Rate
16. Budget

NEW BUSINESS

17. Veterans Park - Reservation Request
18. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/26/98 TIME: 7:30 PM

Val Hahn
Mildred Cooper
Karen Schroder
Joan Atkinson

05/22/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	98.62-
Ulrich, John	# 6964507 testimony at hearing regarding Charlestown...	6210.1 · General Govern...	200.00-
AT&T	Acct #8014-058-9492 - Inv #6392250678	6440.1 · Telephone	8.76-
Alger Oil, Inc.	Acct #667541-18 Inv #998040; 998191 - service maint...	-SPLT-	258.00-
Woodward-Clyde Consult.	Inv #214567 - review of Trinity Woods Phase II	6610.1 · Administration	87.73-
Total 1010.1 · Cash-General Checking			653.11-
Total 1000.1 · General Fund Cash Accounts			
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	32.72-
Newark Kubota	100 hourservice to Kubota tractor Inv #R5-6656	6022.3 · Equipment Repair	331.00-
Woodward-Clyde Consult.	Inv #214533 - attend mtg w/ Co. re: sewer agreement	6550.2 · County Regiona...	360.00-
Total 1010.2 · Cash - Utility Checking			723.72-
Total 1000.2 · Utility Fund Cash Accounts			
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Chesapeake Service Center	Inv #377 - tune-up & alignment - town truck	6024.3 · Truck Repair	238.05-
Sonshine Motor & Tire	Inv #7138 - 1 new tire; mount & balance for front r-side...	6024.3 · Truck Repair	110.40-
Chesapeake Rent All	Cust #1816 - Contract #188437 - week rental on auger...	6410.3 · Road Signs	144.00-
Gilbert Enterprises Inc.	Inv #122 - April gasoline - town truck & mowers	6025.3 · Gasoline	200.80-
Total 1005.3 · New-Checking-Special (Special checking County)			693.25-
Total 1000.3 · Special Fund Cash Accounts			
TOTAL			2,070.08-

TOWN MEETING OF MAY 12, 1998

MINUTES

The May 12, 1998 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:33 p.m. Other Commissioners present were Commissioner Wilbur D. Pumpaly 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 April 1998 monthly operations report. He also provided a report on the semi-annual hydrant flushing which occurred on April 24, 1998. President Vandervort stated the Town received one complaint about the water quality following the hydrant flushing. Mrs. Morgan stated that Rodney Good, of 108 Edgewater Avenue, faxed a complaint about the water quality when he had returned from vacation on April 27, 1998. She stated she explained to Mr. Good the cloudiness of the water was due to the hydrant flushing and asked Mr. Good if the water had cleared after it had run for a couple of minutes and he had told her it had.

Cpl. Bilton D. Morgan, of the Cecil County Sheriff's Office, presented the April 1998 statistics for Charlestown Patrol. He discussed with the Board the increased complaints against juveniles in the Town and the Town's curfew ordinance. After some discussion, Mr. Hearne stated he had received some model ordinances for curfews for the commissioners to look at. After more discussion, Cpl. Morgan asked for a copy of the current ordinance. Mrs. Morgan stated she would send him a copy.

William McMullen discussed with the Board about St. John's United Methodist Church holding a outside evening musical on Saturday, June 6, 1998 at 7 p.m. and the event would last for approximately 1-2 hours. He also stated, if the event was well-received, the church may like to hold one once a month during the summer. After some discussion, the Board decided they didn't have a problem with them doing so.

OLD BUSINESS

A motion was made by Commissioner D. Letts to approve the minutes of the April 28, 1998 town meeting, seconded by Commissioner Pumpaly. The motion passed 3-0.

PENDING BUSINESS

Bell Atlantic/NYNEX - Antennas on the water tower - President Vandervort stated the Board approved signing the lease at the last meeting with the changes Keith Baynes, the Town's attorney, had suggested and he further stated he talked to Mr. Unger who was supposed to have a revised lease done but the Town has not received it yet. President Vandervort also stated the engineer who will be

doing the design drawing for Bell Atlantic had contacted the Town and Mr. Hearne was supposed to call him. Mr. Hearne stated he called but Doug Smith, the engineer, was not in.

Charlestown Marina - President Vandervort stated Phillip Price has not paid the county tax bill for the property. As the property is owned by the Town but leased to Mr. Price, President Vandervort didn't know how the situation should be handled. After some discussion, a motion was made by Commissioner Pumpaly to authorize President Vandervort to consult with Mr. Baynes as to what action the Town can take to prevent tax sale and to take the suggested action, up to and including the Town paying the taxes if so advised by Mr. Baynes, seconded by Commissioner D. Letts. The motion passed 3-0.

Ethics Ordinance - President Vandervort tabled this matter until Commissioner J. Letts could attend.

Fireboat Pier - President Vandervort stated the R.F.P. is ready and has been approved by the State but he hasn't reviewed it yet. He also stated the State has provided a list of prospective contractors. After some discussion, President Vandervort asked Mr. Hearne to contact David Wilson, of the Maryland Eastern Shore RC&D Council, who may have a list of contractors.

Program Open Space - Fair Green Park - President Vandervort stated he was almost ready to arrange the first meeting of the core committee. Mrs. Morgan stated there are 11 volunteers so far for the committee. After some discussion, Mrs. Morgan reminded President Vandervort she still needed the letter and address for Leathers & Associates to send the retainer check for the design day.

Codification - President Vandervort tabled this matter until the next meeting.

Sidewalk Retrofit Program - Mr. Hearne stated Doug Yengling, of the Maryland State Highway Administration, measured the sidewalk areas to be repaired and was working on calculating the quantities but did not measure Baltimore Street. Mr. Hearne stated William Algard and Hershel Armour, the Town's maintenance workers, have since marked the areas on Baltimore Street. He also stated Mr. Yengling would like to meet with the Commissioners and would be willing to attend a night meeting. After some discussion, the Board asked that a day-time meeting be scheduled so they could see the areas of sidewalk to be repaired. The Board also requested to have the sidewalks remarked since the rain may have washed away the markings and, also, to have each Commissioner notified of the meeting when

scheduled.

Tasker Lane - President Vandervort stated he had asked Mr. Unger about the matter and who the Town should contact. He hasn't heard from Mr. Unger but he was sure Mr. Unger would have something when he provided the revised lease for the water tower.

Audit - President Vandervort stated James Brandon, who has audited the Town's financial records for the past two years, now works for Friedman and Fuller and has provided a proposal for this year's audit at \$2850.00 plus expenses. Mrs. Morgan stated she called and left messages twice on Mr. Brandon's voice mail but he hasn't returned her calls. After some discussion, President Vandervort asked to have Mr. Brager, of Friedman and Fuller, contacted to ascertain what is meant by "expenses" so the Board could discuss the matter at the next meeting.

P&Z Commission - Appointment - President Vandervort asked if the opening had been advertised. Mrs. Morgan stated the notice has been placed in the Cecil Whig for May 13 and May 20, 1998 and copies of the notice were placed in the Town Hall, in the notice box, and over at the post office. President Vandervort stated Allen McDaniel, of 222 Conestoga Street, has expressed interest and should be sending a letter of interest.

Maintenance Worker - President Vandervort asked if the advertisement had been placed. Mrs. Morgan stated the advertisement should begin tomorrow in the Cecil Whig and appear until Friday next week. She also stated copies of the notice would be posted tomorrow in the Town Hall, in the notice box, and over at the post office. Commissioner Pumpaly asked how the advertisement was worded and Mrs. Morgan, explaining the ad was reviewed by President Vandervort before it was submitted to the newspaper, read the ad to the Board.

Entrance "Slow-Children at Play" signs - Mrs. Morgan stated she hadn't looked into this yet. Commissioner Pumpaly asked what was being done about putting up the stop sign at Calvert and Caroline Streets. Mrs. Morgan stated Mr. Algard told her they didn't have any more stop signs. She further stated Mr. Algard and Mr. Armour were asking for ten more stop signs beside the one which needed to be ordered for that intersection, for posts for those signs, 4 more round posts, and a street sign for Louisa Lane Extended. After some discussion, President Vandervort stated he would discuss the matter with Mr. Algard to see exactly how many were needed.

Abandoned Boat - Mrs. Morgan stated Mr. Barr had retrieved a boat from the water and currently it is in front of Mr. Muller-Thym's

property. She stated she checked with the Sheriff's Office and they don't have a lost or stolen report on it. She further said the Maryland Department of Natural Resources stated the boat is registered to a Gerald Grisemer, 10 Seminary Lane, Elkton MD 21921. After some discussion, Commissioner Pumpaly asked why the maintenance workers couldn't move it and put it up at the town garage. Mrs. Morgan stated Mr. Algard told her they would have to break it up in order to do so. After more discussion, President Vandervort and Commissioner Pumpaly stated they would look at the boat.

Mr. McMullen asked the Board if the Town has any say as to where people moor their boats. After some discussion, the Board asked to have the Maryland Department of Natural Resources contacted regarding this.

MML Request - Letter to Governor to Veto Personal Property Tax Legislation - President Vandervort stated the Town received a letter from the Maryland Municipal League requesting the Town to write a letter to Governor Glendening asking him to veto the legislation making a lien to collect personal property taxes subordinate to other liens. After some discussion, a motion was made by Commissioner Pumpaly to authorize President Vandervort to sign document supporting the veto of the legislation, seconded by Commissioner D. Letts. The motion passed 3-0.

LGIT - Board nominations - President Vandervort stated the Local Government Insurance Trust sent a letter requesting the Town to vote for the individuals they wanted on that board. After some discussion, President Vandervort stated it seemed there wasn't much choice as it looked like there were three seats and only three nominees. The Board agreed to vote for each nominee and asked that the ballot be so marked and returned to LGIT.

Veterans Park - Reservation Request - President Vandervort stated the Town received a request to reserve Veterans Park on Wednesday, June 3, 1998 from Fred Frey, of the Miles River Power Squadron Inc. After some discussion, the Board agreed a letter was to be sent to Mr. Fry stating the group could use the park but it would not be exclusively reserved for them, no alcoholic beverages would be permitted, and the park was only open until dusk.

Salute to Cecil County Veterans - Donation Request - President Vandervort stated the Town received a request for a donation from a Mr. Garzia, chairman of the Salute to Cecil County Veterans committee, for their fireworks display on July 3, 1998. After much discussion, the Board declined to make a contribution and asked that a letter stating that be sent to Mr. Garzia.

TCI - Remote Service - President Vandervort stated the Town received a letter from Allen McDaniel, general manager of TCI Cablevision Inc., regarding service to the Magness, Burton and Collins residences. He stated Mr. McDaniel's letter states the homes are currently in non-serviceable locations and they would need to extend the cable plant for service and provided a cost estimate for each residence. After some discussion, President Vandervort asked if the contract the Town has with TCI would cover this. Mrs. Morgan stated the contract does not state anything. The Board discussed suggesting to Mr. McDaniel about contacting other residences in the area that may not have cable service and see if they would be interested in cable and in light of that, TCI may decide it would extend cable without charging the residences.

Building Permits - Mr. Hearne stated there were four permits. After some discussion, Commissioner Pumpaly asked about the pile of crusher run in front of Mr. Barr's property. President Vandervort stated at the last meeting they decided to allow them to put down an 8 foot wide strip of crusher run along the street and asked if Mr. Hearne had sent them a letter. Mr. Hearne stated he did not as President Vandervort indicated he would talk to Mr. Barr himself about it. President Vandervort asked why the Cupeto residence was listed. Mr. Hearne stated he just wanted to mention it as they would be repairing the damage caused by the fire but they would not need a permit to do so. He further stated he was still waiting for more information from the insurance adjuster. Commissioner D. Letts asked about the stone Mr. Swan had put down on his property right next to where Mrs. Newsome would go into her garage. After some discussion, President Vandervort stated he would look at it.

Tax Rate - President Vandervort asked Mr. Hearne when would the tax rate need to be set. Mrs. Morgan stated the tax rate needed to be reported to the State by May 27, 1998.

Budget - President Vandervort presented a draft of the FY99 budget to the Board. Each commissioner received a copy. After brief discussion, President Vandervort stated he would be working on further figures. Robert Phillips, a member of the audience, asked if the budget included monies to pave Canvasback Lane. After some discussion, President Vandervort stated he included \$10,000 for paving. Mrs. Morgan stated Mr. Algard and Mr. Armour are requesting 10 more stop signs plus the one the Board decided to place at the intersection of Calvert and Caroline Streets and the posts for them. She stated they also requested the Town order one street sign for Louisa Lane Ext. and 4 more round posts. After some discussion, President Vandervort stated he would get with Mr. Algard regarding the signs and the Board decided to order signs if needed. President Vandervort stated the tax rate would need to be

set by the next town meeting.

President Vandervort stated Ed Insley, scout master for the Boy Scouts, told him the Scouts would be ready to paint the fence once the weather clears up and requested the maintenance workers get the needed materials for painting the fence.

Mrs. Morgan stated Mr. Algard was requesting a tune-up on the town truck. She stated she called and got two quotes: \$205.96 from Chesapeake Service Center and \$213.05 from Foster's. She further stated Mr. Algard had made arrangements for Chesapeake Service Center to do the front end alignment on the truck Thursday and they would be able to do the tune-up at the same time. After brief discussion, a motion was made by Commissioner Pumpaly to have the tune-up done at Chesapeake Service Center for \$205.96, seconded by Commissioner D. Letts. The motion passed 3-0.

Mrs. Morgan stated Mr. Sleutaris, one of the town house renters, came in yesterday and asked to have the hot water heater looked at as it was leaking water. She stated Mr. Algard and Mr. Armour looked at it and said it was in dire need of replacement. A motion was made by Commission D. Letts to replace the hot water heater with a new one with the same capacity, seconded by Commissioner Pumpaly. The motion passed 3-0. President Vandervort stated he would get the tank.

Accounts Payable - A motion was made by Commissioner D. Letts to pay the bills, seconded by Commissioner Pumpaly. The motion passed 3-0.

Commissioner Pumpaly asked when boat trailer parking stickers would go into effect. President Vandervort stated they should be now and Mr. Hearne stated people have been purchasing permits at the Town Hall. President Vandervort stated he would check with the marinas.

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 Clerk

TOWN MEETING OF MAY 12, 1998

AGENDA

7:30 P.M.

1. Miller Environmental - monthly report
2. Sheriff's Office Liaison

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Bell Atlantic/NYNEX - Antennas on water tower
5. Charlestown Marina
6. Ethics Ordinance
7. Fireboat Pier
8. Program Open Space - Fair Green Park
9. Codification
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Audit
13. P&Z Commission - Appointment
14. Maintenance Worker
15. Entrance "Slow-Children at Play" Signs

NEW BUSINESS

16. Abandoned Boat
17. MML Request - Letter to Governor to Veto Personal Prop. Tax Legislation
18. LGIT - Board nominations
19. Veterans Park - Reservation request
20. Salute to Cecil County Veterans - Donation request
21. TCI - Remote service
22. Building Permits
23. Tax Rate
24. Budget
25. Accounts Payable

05/12/98

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
BFI	Inv #980400-0115246 - April trash collection	6651.1 - Trash Collection	3,044.51-
Maryland Materials Inc.	Acct #60502 Inv #122076 - crusher run for stone wharf	6714.1 - Reimbursable g...	13.04-
Wal-Mart	Account 2634 April statement	-SPLIT-	24.24-
Memories Made	plaque for Charlestown Fire Co.'s 50th Anniversary	6210.1 - General Govern...	46.94-
Baynes, Keith A.	April statement - review Bell At lease; prep lease add. ...	-SPLIT-	220.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #x44786 - finish nails & spray paint for...	6720.1 - Parking	9.17-
Staples	Acct #7972 3200 0002 7426	-SPLIT-	95.03-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	96.25-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	32.86-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.39-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.83-
Radio Shack	Inv #249486 - (4) 5-pack cassette tapes	6220.1 - Office Supplies	31.96-
Total 1010.1 - Cash-General Checking			3,627.22-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10069831 - water op charges - June '98	7120.2 - Contract Operat...	1,625.00-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	273.85-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	469.04-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	695.09-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	149.52-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	194.85-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	8.23-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	68.37-
Total 1010.2 - Cash - Utility Checking			3,483.95-
Total 1000.2 - Utility Fund Cash Accounts			3,483.95-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Wal-Mart	Acct #2634 - April statement	-SPLIT-	23.92-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	616.72-
W.N. Cooper & Sons Inc.	Acct #29843 - mower blades & string for weedeater; ite...	-SPLIT-	393.29-
Total 1005.3 - New-Checking-Special (Special checking County)			1,033.93-

05/12/98

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
Total 1000.3 - Special Fund Cash Accounts			1,033.93-
TOTAL			<u>8,145.10-</u>

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/12/98 TIME: 7:30 P.M.

George H. Smith - MEI

Memorich Tuckering

Bilton MORGAN - CCSO

Robert Phillips

Val Hahn

TOWN MEETING OF AUGUST 26, 1997

MINUTES

The August 26, 1997 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:33 p.m. Other Commissioners present were 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.

Smoke Test Report - County Department of Public Works

President Vandervort stated that due to the infiltration problem the Town has with the sewer system, the County Department of Public Works (DPW) had conducted smoke testing. David Hollenbaugh, of DPW, stated approximately 80% of the problems/leaks the Town was responsible for have been fixed. The last of the work involves 3 severe manhole problems in low-lying wet areas which would have to be done by a contractor. Jeff Coale, of DPW, stated there is one up by the elementary school, one on Chesapeake Road and one down by Frederick Street. Mr. Hollenbaugh stated DPW will have contractors look at these sites, suggest solutions and prices. This information would be passed on to the Town. After some discussion, Mr. Coale and Mr. Hollenbaugh reviewed the problems found on private properties during the smoke testing and the Board discussed how to notify the property owners.

Rogers Clements/Dwight Thomey - Quit Claim Deed

Rogers and Patricia Clements, the buyers of 115 Conestoga Street, and their attorney, Dwight Thomey, requested a quit claim deed from the Town for the property as it had been effected by the narrowing of the Town's streets and the 1952 Price & Price survey. After some discussion, Mr. Hearne stated Keith Baynes, the Town's attorney, had reviewed the deed and had some minor changes made to it. President Vandervort stated if Mr. Baynes charges for reviewing the deed, the expense would be billed to Mr. and Mrs. Clements. Mr. Thomey asked if the Town would provide a list of outstanding bills for the property owed to the Town. Mrs. Morgan stated she would provide Mr. Thomey with the information tomorrow by the end of the day. The Board, the Clements and Mr. Thomey discussed how to handle the water connection as the Town has not allowed deeds to be stamped unless the property being transferred has been hooked in the Town's system. A motion was made by Commissioner D. Letts to have President Vandervort sign the quit claim deed, seconded by Commissioner J. Letts. The motion passed 4-0. After further discussion regarding the water connection, a motion was made by Commissioner Phillips to accept \$1200 as a performance bond to be held in escrow until the water connection is made to 115 Conestoga St., seconded by Commissioner J. Letts. The motion passed 4-0. At this time, Mr. Clements gave the Town a check for \$1200.00.

Historic District Commission - Appointment

President Vandervort stated letters were sent to the five people suggested to fill the vacancy on the Historic District Commission and three of the five people, Darlene McCall, Nancy Bowles, and Paul Phillips, have said they were not interested. He further stated Ed Insley was present and Nicholas Hayes sent a letter of interest. After some discussion, Mr. Insley spoke briefly to the Board and Rebecca Phillips, of the Historic District Commission, explained to the Board how the Commission made their recommendation. Commissioner D. Letts requested several letters be included in the minutes of this meeting. After more discussion, the Board held a secret ballot among themselves. President Vandervort, after reviewing the ballots, stated Nicholas Hayes has been appointed to the Historic District Commission. The Board stated, as there were two other terms on that commission to expire this year, Mr. Insley would be considered for them. The Board stated a letter would be sent to Mr. Hayes appointing him to the Commission with a copy to Mrs. Phillips and another letter would be sent confirming Mrs. Phillips as chairman of the Historic District Commission.

At this time, Commissioner J. Letts had to leave the meeting.

David & Jann Bish

President Vandervort stated Mr. Baynes has not found a procedure to change an annexation and suggested meeting with the Bishes to see if a mutual solution could be arrived at. President Vandervort stated he would contact the Bishes regarding a meeting.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the July 22, 1997 meeting, seconded by Commissioner D. Letts. The motion passed 3-0. The minutes of the June 12, 1997 were not approved as there was not a quorum of Commissioners present who attended that meeting. These minutes will be submitted for approval at the next meeting.

Hickory tree with cable @ town house - President Vandervort stated the cable has been removed. The Board suggested a letter be sent to Charlestown Marina to thank them for their quick attention to the problem.

PENDING BUSINESS

Veterans Park - President Vandervort stated the contractor is

supposed to begin work next week and a pre-construction meeting has been scheduled for Tuesday, September 2, 1997 at 9:30 a.m.

Brochure - Mrs. Morgan stated the layout has been changed to landscape on standard size paper but hasn't finished putting it in page order. She also stated she would contact Mr. DeCoursey about the cover.

Light sticks - Halloween - Mrs. Morgan stated, in contacting three vendors, Ultra Lights had the lowest price of \$.60/stick for a quantity of 100 with approximately \$4 shipping and handling. After some discussion about how many to purchase, a motion was made by Commissioner Phillips to purchase 300 light sticks from Ultra Lights at \$.60 each, seconded by Commissioner D. Letts. The motion passed 3-0.

Mrs. Morgan asked when the Board wanted the two portable toilets removed. After some discussion, the Board requested Mac's Shacks be contacted to remove them at the end of September.

BFI - New rate & consolidation - Mr. Hearne stated Mr. Baynes reviewed the consent form from BFI regarding their consolidation and he had no problem with it. Mr. Hearne also discussed with the Board the problem with establishing a new rate per unit with BFI. President Vandervort stated he would try to have a meeting with BFI before the next town meeting. After more discussion, a motion was made by Commissioner D. Letts to have President Vandervort sign the consent form to transfer the Town's contract from BFI to BFI Waste Systems of North America, Inc. after it has been signed by BFI, seconded by Commissioner Phillips. The motion passed 3-0.

Pavilion - Mr. Hearne stated Mrs. Morgan has contacted several places for prices. He also thought the Town had requested \$3750 in Program Open Space monies and the Town had set aside \$1,250 for a total of \$5,000 for this project but he stated he would have to check his records.

Ditch Work - President Vandervort stated there is nothing new regarding the ditch work. He stated he had talked to William Algard, one of the town's maintenance workers, to have a list of the potholes in town and for them to be repaired before the asphalt plants close. President Vandervort mentioned Harley Adkins, the other maintenance worker, is out sick and would not be back until after Labor Day.

Repairs to water tower - President Vandervort stated the contractor will be freezing the main line at the water tower tonight starting at 12 midnight to replace the galvanized nipples

which are corroding.

Mrs. Morgan stated Beth Hamilton, of Miller Environmental, stated the crock at the elementary school has been replaced.

NEW BUSINESS

Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave - A letter was received from Mr. & Mrs. Ruhl on August 14, 1997 requesting the Town discontinue billing for water and sewer to 232 Black Avenue as the house has been razed. After some discussion, a motion was made by Commissioner Phillips to discontinue utility billing to 232 Black Avenue as long as the water and sewer lines have been disconnected properly, seconded by Commissioner D. Letts. The motion passed 3-0. The Board asked to have Mr. O'Neal, the County plumbing inspector, contacted about the disconnection before a letter is sent to the Ruhls.

Bell Atlantic/NYNEX - Antennas on water tower - Mr. Hearne stated Ken Unger of Bell Atlantic/NYNEX contacted the Town to see if the Town was interested in leasing space on top of the water tower for the placement of antennas. After a brief discussion, the Board decided to contact Mr. Unger for more information.

MML Legislative Conference - President Vandervort stated the MML Legislative Conference is to be held October 16-18, 1997 in Solomons, Maryland. Mrs. Morgan stated, since the registration deadline is September 5, 1997 before the next town meeting, if the Board would consider making a motion to pay hotel and registration expenses for any Commissioner who wishes to attend so the Town could take advantage of the discounted rates. A motion was made by Commissioner Phillips to pay the expenses of any Commissioner who attends the MML Legislative Conference to be held on October 16-18, 1997, seconded by Commissioner D. Letts. The motion passed 3-0.

Electric restructuring conference - Mrs. Morgan stated the one-day conference would be held September 25, 1997 from 8:30 a.m. to 4:30 p.m. at the Holiday Inn, College Park, Maryland and the cost would be \$15.

Marjorie Patchell - Old town well - Mr. Hearne stated Mrs. Patchell had contacted the Town regarding an old well located on or near her property which is sinking in and she believes it's an old town well. After a brief discussion, the Board requested Mr. Hearne to locate the site of the well and, also, to contact the Historic District Commission to see if they have any information which may help determine if it is a town well.

Town Meeting of August 26, 1997
Minutes (cont'd.)
Page 5 of 5

Town truck - Clutch - President Vandervort stated the clutch in the town truck needs to be repaired and said three quotes have been obtained: Parts Plus - \$433.76; Chesapeake Service Ctr - \$437.40; Foster's - \$460.00. After a brief discussion, a motion was made by Commissioner Phillips to have the clutch on the town truck repaired at Chesapeake Service Center for \$437.40, seconded by Commissioner D. Letts. The motion passed 3-0.


President Vandervort stated the Town received a copy of letter from the Health Department sent to Pat's Marina regarding water quality and a possible cross-connection. He stated Mr. Hearne was to schedule a meeting. Mr. Hearne stated he scheduled a meeting with June Hill of the Health Department for Thursday, August 28, 1997 at 1:30 p.m. at Town Hall.

President Vandervort stated there is a RC&D meeting to be held at the North East pavilion on Thursday, August 28, 1997 between 11:30-1:30. Commissioner Phillips stated she doesn't like the fact the rock sills at Louisa Lane are underwater so much because boaters cannot see them. President Vandervort stated he had talked to Dave Wilson and additional rock cannot just be added because each rock is supposedly individually placed. He said signs are going to be posted and they should be delivered Thursday.

Accounts Payable - A motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner D. Letts. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:57 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF AUGUST 26, 1997

AGENDA

7:30 P.M.

1. Smoke Test Report - County Dept. of Public Works
2. Rogers Clements/Dwight Thomey - Quit claim deed
3. David & Jann Bish

OLD BUSINESS

4. Approval of Minutes
5. Hickory tree with cable @ town house

PENDING BUSINESS

6. Veterans Park
7. Brochure
8. Light sticks - Halloween
9. Historic District Commission - Appointment
10. BFI - New rate & consolidation
11. Pavilion
12. Ditch work
13. Repairs to water tower

NEW BUSINESS

14. Elmer & Charlotte Ruhl - water/sewer service @ 232 Black Ave.
15. Bell Atlantic/NYNEX - antennas on water tower
16. MML Legislative Conference - Solomons MD 10/16-18/97
(registration deadline: 9/5/97)
17. Electric restructuring conference - Holiday Inn, College Park
9/25/97 from 8:30-4:30 p.m.
18. Marjorie Patchell - old town well
19. Town truck - clutch
20. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/26/97 TIME: 7:30 P.M.

Rebecca Phillips

Robert Phillips

Elizabeth Neway

Patricia P. Clements

Val Holm

Dwight Thomas

Ed. Truitt

David Holm

Jeff Case

Roger Christ

08/26/97

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 - Inv #6392185024	6440.1 · Telephone	17.27-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	100.78-
Mac's Shacks	Acct #00110342 Inv #12471	6730.1 · Contract Mainte...	120.00-
Total 1010.1 · Cash-General Checking			238.05-
Total 1000.1 · General Fund Cash Accounts			238.05-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10099719 - September Contract Operations	7120.2 · Contract Operat...	1,625.00-
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	28.54-
Total 1010.2 · Cash - Utility Checking			1,653.54-
Total 1000.2 · Utility Fund Cash Accounts			1,653.54-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Western Auto Asso. Store	Inv #1490; 1267	-SPLIT-	45.46-
Gilbert Enterprises Inc.	Inv #1072 - July Gasoline for Town Truck	6025.3 · Gasoline	135.37-
Total 1005.3 · New-Checking-Special (Special checking County)			180.83-
Total 1000.3 · Special Fund Cash Accounts			180.83-
TOTAL			2,072.42-

TOWN MEETING OF AUGUST 12, 1997

MINUTES

The Town Meeting of August 12, 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 and Treasurer Christine L. Phillips. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental - Monthly Report - George Smith, of Miller Environmental, presented the monthly water system operations report for July 1997. He stated the ten water samples collected for lead and copper testing all passed and that information will appear on the next monthly report. Mr. Smith stated he received quotes from two companies which can freeze the lines at the water tower to replace the galvanized pipe nipples which are corroding: Freeze Seal, Inc. quoted \$1,875.00 and Freeze Service, Inc. quoted \$2,200.00. After some discussion, a motion was made by Commissioner Phillips to have the work done by Freeze Seal, Inc. for \$1,875.00, seconded by Commissioner Pumpaly. The motion passed 3-0. Mr. Smith said the work would be done late at night when there is minimum water demand. After more discussion, the Board requested Miller Environmental to schedule the work to be done at their convenience and to coordinate notification of the fire company and Emergency Management/Civil Defense. The Board then considered the purchasing of the soda ash pumps and chlorine residual analytical meter. Mr. Smith provided a quote from Dennis Chlorination Service, Inc. for the 2 soda ash pumps of \$984.60 each and a quote from Hack Co. for the meter of \$295.00. A motion was made by Commissioner Phillips to purchase the two pumps and the meter from Dennis. After some more discussion, Commissioner Phillips amended her motion to purchase the two pumps from Hack and the meter from Dennis, then amended the motion again to purchase the two pumps from Dennis for \$1969.20 and the meter for \$295.00 from Hack, seconded by Commissioner Pumpaly. The motion passed 3-0.

OLD BUSINESS

Approval of Minutes - As there was not a quorum of Commissioners present who attended the July 22, 1997 meeting, the minutes of that meeting could not be approved.

Dead Pine Tree at Comfort Station - President Vandervort asked if Davis Tree Service had cut down the tree. Mrs. Morgan stated the tree has been removed, Mr. Algard, one of the town maintenance workers looked at the stump and said they would be able to mow over it, and the bill from Davis Tree Service is on the accounts payable.

PENDING BUSINESS

Veterans Park Shoreline Erosion Project - President Vandervort informed the Board the bids for construction came in way over the estimated cost. He stated the Maryland Department of Environment (MDE) is looking into additional funding. After some discussion, he stated MDE said they may be able to come up with the last \$5,000.00 to cover the increased cost. After more discussion, a motion was made by Commissioner Phillips to approve an additional \$5,000.00 for the construction of the project to cover the increased cost, seconded by Commissioner Pumpaly. The motion passed 3-0.

Brochure - Mrs. Morgan stated she has received some comments and changes for the brochure and will have an updated one for the next meeting. She stated Commissioner Letts had said, at the last meeting, he would try to contact Jim DeCourcey to see if he could do a cover for the brochure. Commissioner Phillips suggested the drawing of the Town Hall Mr. DeCourcey did for the Charlestown P.T.O. postcards.

Street & Stop Signs - The Board discussed the stop signs and street signs in Town. Mrs. Morgan stated she checked with Jack Shegena, of the Chesapeake City Historic District Commission, about the street signs they had put up in their town. She stated they had made the signs themselves. After more discussion, the Board decided to obtain sign literature from different companies to see what is available.

Ditch Work - President Vandervort stated the ditch at the unopened section of Tasker Lane is almost completed except for one small section. He stated the town maintenance workers will be ordering the pipe to replace the pipe down at the boat staging area and will be doing that area next.

Light Sticks - Halloween - Mrs. Morgan called and left a message with Ultra Lights, the company who sold the light sticks during the Salute to Cecil County Veterans event but she hasn't received a call back. Hershel Armour stated he had a catalog which has those in it and would give that information to Mrs. Morgan. Commissioner Pumpaly suggested checking with WalMart.

Smoke Test Report - President Vandervort stated the Town has received the County Dept. of Public Work's smoke test report on the sewer I&I problem. After some discussion, Mrs. Morgan mentioned David Hollenbaugh would be willing to come to a meeting to discuss the problems with the Commissioners. After more discussion, the Board requested Mr. Hollenbaugh be contacted to see if he could attend a town meeting.

Post Office agreement - President Vandervort stated he had questioned the renewal option in the lease agreement with the post office as it contained items other than simply a clause to renew the contract for an additional 5 year period with the rent to be negotiated. He stated Keith Baynes, the Town's attorney, also requested changes be made but, in contacting the Postal Service representative, President Vandervort was told the renewal option could not be changed because it is set by federal law. He stated, according to the postal service representative, the Town could fix the rent for the second 5-year period instead of having that renewal clause. After some discussion, a motion was made by Commissioner Phillips to authorize President Vandervort to sign the lease for a 5-year period with an additional 5-year renewal period with a rent increase of 15% for the renewal period, seconded by Commissioner Pumpaly. The motion passed 3-0.

NEW BUSINESS

Historic District Commission - President Vandervort stated the Town received three letters and a list of people expressing interest in filling the vacancy on this commission. He stated one letter from the Historic District Commission informs the Town Rebecca Phillips was elected the new chairman of that commission. Another letter from them recommended Nicholas Hayes to fill the vacancy on the Commission. One letter was received from Joanne Magness expression her opinion on filling the vacancy. The list of people who contacted the Town expressing interest in the vacancy contained two names: Ed Insley and Nicholas Hayes. After much discussion between the Board and audience members, five individuals were suggested for the vacancy: Ed Insley, Nicholas Hayes, Nancy Bowles, Darlene McCall, and Paul Phillips. After more discussion, the Board decided to table the matter until a letter could be sent to each individual explaining they had been mentioned to fill the vacancy and ask them if they're interested, why and what their qualifications are. President Vandervort stated there were two commission seats with terms that expire by the end of the calendar year.

BFI - New Rate & Consolidation - Mr. Hearne explained to the Board BFI had sent some further information regarding their request to use a different index to calculate the rate which the Town received late yesterday. He stated he had not had a chance to look at it closely. He also stated BFI was consolidating their entire company. As he is not familiar with corporate law, he suggested Mr. Baynes, our attorney, look at this. The Board agreed that Mr. Baynes should be contacted.

Patchells - Water Connection - Mr. Hearne stated the Patchells are

planning to build a house behind Mr. McCann's existing house and to save money, since the water line is on the other side of Route 7, would like to tap into the existing lateral before the meter to run water to the proposed house. President Vandervort asked if Mr. Hearne knew what size line the lateral was. Mr. Hearne stated Miller Environmental had taken a look at it and stated it was either 5/8" or 3/4" line. After more discussion, a motion was made by Commissioner Phillips to deny the water connection as proposed, seconded by Commissioner Pumpaly. The motion passed 3-0.

Pavilion - Mr. Hearne stated the State has set aside \$3,750.00 for the pavilion for Fair Green Park. As the County runs Program Open Space, our project request has to be presented to the Parks Board, then with its approval, to the County Planning & Zoning Board, and finally, to the County Commissioners. Mr. Hearne stated the next Parks Board meeting is September 1, 1997. The Board requested Mr. Hearne attend and make the presentation on behalf of the Town.

Mr. Hearne stated a variance hearing was held at the County for Charlestown Manor. The variance board is comprised of a representative from the Soil Conservation District, the County Public Works director, and a representative from Planning and Zoning, either County or Town depending on where the development is located. Mr. Hearne stated the board did not make a decision but requested the engineer to rework some plans for the wetlands area. He also stated if the developers are not happy with the decision of the variance board, they can appeal to the County Commissioners if they feel the variance board made a material error in logic.

Hickory Tree with Cable @ Town House - President Vandervort stated the Town received a complaint about a cable wrapped around a hickory tree on Town property supporting a telephone pole. He said he looked into the matter and a letter was sent to Charlestown Marina requesting the cable being removed within ten days.

Town entrance signs - Slow for children - President Vandervort stated Edgar McMullen asked if the Town would consider erecting signs at the entrances to Town warning people to slow down due to the children in the area. After much discussion, the Board decided to move on to the next item with no motion made.

Street Right-of-Ways - President Vandervort informed the Board the Town had received complaints involving the use of a street right-of-way. He stated, in talking to both parties involved, the matter seems to have been resolved.

Critical Area agreement - President Vandervort stated the Town had received the FY98 Critical Area agreement from the State. The

State would be giving the Town \$1500.00 for FY98 for administering the Critical Areas program. A motion was made by Commissioner Phillips to have President Vandervort sign the agreement, seconded by Commissioner Pumpaly. The motion passed 3-0.

AT&T/Miss Utility Seminar - President Vandervort stated the Town had been contacted by a AT&T representative to hold a Miss Utility Seminar for town maintenance workers. Mrs. Morgan stated the seminar hasn't been scheduled yet as she is waiting to hear from the County how many of their employees wish to attend.

NaTAT/NCSC Conference - Mrs. Morgan stated this conference is be held September 3-5, 1997 in Washington D.C. She stated an information packet was put in each Commissioner's box July 23, 1997. After some discussion, a motion was made by Commissioner Pumpaly for the Town to reimburse expenses of any Commissioner who wishes to attend, seconded by Commissioner Phillips. The motion passed 3-0.

Ruth Wright asked if the Town would consider having a clean-up day next spring and, also, asked if the weeds at the town point could be mowed.

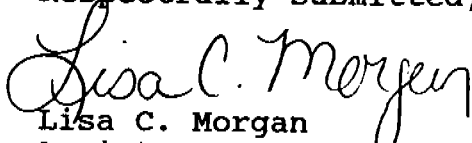
John Magness asked if the Town had received any rent from Charlestown Marina. President Vandervort stated the Town has not received any.

President Vandervort stated the Town received information from the City of Westminster regarding a Forestry Workshop to be held on October 15, 1997. Mrs. Morgan stated each Commissioner should have received a copy of the information.

Accounts Payable - A motion was made by Commissioner Phillips to approve the accounts payable, seconded by Commissioner Pumpaly. The motion passed 3-0.

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 AUGUST 12, 1997

7:30 P.M.

1. Miller Environmental - Monthly Report

OLD BUSINESS

2. Approval of Minutes
3. Dead pine tree @ comfort station

PENDING BUSINESS

4. Veterans Park Shoreline Erosion Project
5. Brochure
6. Street & Stop Signs
7. Soda ash pumps/chlorine meter @ water tower
8. Ditch work
9. Light sticks - Halloween
10. Smoke test report
11. Post Office agreement

NEW BUSINESS

12. Historic District Commission - Appointment
13. BFI - New rate & consolidation
14. Patchells - Water connection
15. Pavilion
16. Hickory tree with cable @ town house
17. Town entrance signs - Slow for children
18. Street right-of-ways
19. Critical Area agreement
20. AT&T/Miss Utility seminar
21. NaTAT/NCSC Conference - 9/3-5/97 Washington DC
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/12/97 TIME: 7:30 PM

John C. Magnus

George Smith - MEI.

Rosalyn R. Bott

Val Hahn

June Wright

Harshel C. Remous

Rosette Uebax

Deborah Schaeffer

08/12/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Staples	Acct #7972 3200 0002 7426		
Treasurer of Cecil County	Gasoline for Charlestown Patrol - 05/24/97 - 6/20/97	6220.1 - Office Supplies	77.79-
Treasurer of Cecil County	Charlestown Patrol - 05/24/97 - 06/20/97	6920.1 - Police Protection	111.98-
Treasurer of Cecil County	Gasoline for Charlestown Patrol - 06/21/97 - 07/18/97	6920.1 - Police Protection	1,966.11-
Treasurer of Cecil County	Charlestown Patrol - 06/21/97 - 07/18/97	6920.1 - Police Protection	107.21-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6920.1 - Police Protection	1,847.91-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6985.1 - Electric	6.50-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	219.74-
Davis Tree Service	Removal of dead pine tree at comfort station	6420.1 - Electric	16.71-
Jones & Walla	Refund overpayment on FY98 property taxes - Genevi...	6730.1 - Contract Mainte...	300.00-
County Banking & Trust Co.	2 rolls postage	4111.1 - Property Taxes	44.68-
U. S. Postmaster	Reimburse Petty Cash - see receipts	-SPLIT-	1,530.66-
Morgan, Lisa C./petty cash	grant reimbursement - fire boat expenses	6220.1 - Office Supplies	64.00-
Charlestown Fire Co.	Inv #970700-0115246 - July trash collection	1005.1 - Petty Cash	43.98-
BFI	Inv #097816 - funeral arrangement - Heis McCall	4730.1 - Miscellaneous	317.51-
North East Florist, Inc.	Garage electric Account # 2-62-35123-2-0	6651.1 - Trash Collection	2,854.82-
Garage electric	Acct # 1186	6210.1 - General Govern...	36.00-
Benjamin Lumber Co., Inc.	08/01/97 - rev Bish annex; rev USPS lease; correspon...	6420.1 - Electric	17.96-
Baynes, Keith A.	1043	-SPLIT-	58.19-
Cecil County Landfill	Acct #ELN1180 - Veterans Park bid ad X 2 weeks	-SPLIT-	380.00-
Chesapeake Publishing Corp.	Account 2634 inv July statement	2005.1 - Accounts Payable	6.50-
Wal*Mart		6712.1 - Veterans Park	183.60-
		-SPLIT-	78.69-
			10,270.54-
Total 1010.1 - Cash-General Checking			
Total 1000.1 - General Fund Cash Accounts			10,270.54-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	13.46-
U.S. Filter/Waterpro	Acct # 48592 Inv #284836; 284275	-SPLIT-	712.50-
Sta 3 electric	Acct #2-62-35062-2-0 Station 3 electric	6532.2 - Station #3	104.24-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	78.18-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	145.94-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	162.67-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	351.99-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	61.10-
Miller Environmental, Inc.	Inv #10079718 - pass through expenses - May '97	-SPLIT-	375.80-

08/12/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			2,005.88-
Total 1000.2 · Utility Fund Cash Accounts			2,005.88-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Service Center	Acct #206 - Inv #14748; 14749	-SPLIT-	10.17-
Delmarva Power	Acct #2-62-00059-9-0 - street lighting	6010.3 · Street Lights	617.59-
W.N. Cooper & Sons Inc.	Cust #29843 - Inv #15233	6420.3 · General Mainte...	10.95-
Total 1005.3 · New-Checking-Special (Special checking County)			638.71-
Total 1000.3 · Special Fund Cash Accounts			638.71-
TOTAL			12,915.13-

TOWN MEETING OF DECEMBER 23, 1997

MINUTES

The December 23, 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 is attached hereto.

Old Business

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the December 9, 1997 town meeting, seconded by Commissioner J. Letts. The motion passed 5-0.

Pending Business

Brochure - Mr. Hearne stated we have a copy of Mr. DeCoursey's drawing and maps of the streets done by the Charlestown Fire Company. After some discussion, President Vandervort stated he would try to put a street map together.

Street Signs - President Vandervort stated he requested from Allstate Signs color samples of the signs which they have sent. After some discussion, a motion was made by Commissioner J. Letts to use the black on white colored signs, seconded by Commissioner Phillips. The motion passed 5-0.

Bell Atlantic/NYNEX - antennas on water tower - President Vandervort stated he submitted the Town's outline to Mr. Unger and we were waiting for a letter from Mr. Unger stating Bell Atlantic/NYNEX would pay for Keith Baynes, the Town's attorney, to review the lease. President Vandervort further stated we have received such letter with some slight changes from the Town's proposal from Mr. Unger on December 16, 1997. After some discussion on the changes, the Board requested a copy of the lease be sent to Mr. Baynes for review.

Charlestown Marina - President Vandervort stated the Town is still waiting for a court date to be set for the hearing.

Ethics Commission - Term Limits - President Vandervort said the Board had decided to look over the Ethics Ordinance and also requested and received an information packet regarding model ethics ordinances from Mr. Peck of the Maryland Municipal League. After some discussion, President Vandervort suggested the matter be tabled until the next meeting for further discussion. Commissioner J. Letts stated there are some tapes of meetings held prior to the current ordinance being passed he wants the board to listen to in which some changes were to be made which were not made to the current ordinance before its approval.

Fireboat Pier - President Vandervort stated the Town has received a proposal for the engineering from Tatman & Lee Associates for the dredging and another for the engineering for the pier and these will be forwarded to the State to see if they are acceptable to them and President Vandervort will inform the Board. He also stated he talked with Delegate Rudolph about the project possibly being short of funding. He stated Delegate Rudolph would like to know as soon as possible if the funding is short and by how much as he might be able to help us secure additional funding.

Tree Removal - President Vandervort stated the Town still needs to determine if the trees are on Town property before removing them. After a brief discussion, President Vandervort stated that whether or not the trees are on town property will be determined before they are removed.

Pager - Mr. Hearne asked the Board if they still wanted to pursue looking into getting a pager for the town's maintenance workers as the Town may be getting cell phones due to the contract with Bell Atlantic. After a brief discussion, the Board decided to remove this from the agenda.

Historical Pamphlets - President Vandervort stated Ace Printing has supplied a price quote for the historical pamphlets as follows: 100 pamphlets - \$2.25; 200 - \$2.05; 300 - \$1.85; 400 - \$1.64 & 500 - \$1.45. After further discussion, a motion was made by Commissioner J. Letts to purchase 300 historical pamphlets from Ace Printing at \$1.85 each and to sell the pamphlets for \$2.00 each, seconded by Commissioner Phillips. The motion passed 5-0.

MML Chapter Dinner - President Vandervort reminded the Board the next MML Chapter Dinner is being held at MacGregor's in Havre de Grace on January 8, 1998 starting at 6 p.m. Mr. Hearne stated he has had responses from all the Commissioners except Commissioner Pumpaly. Commissioner Pumpaly stated he would have to check and get back to him. Mr. Hearne stated Mrs. Morgan would need to know by December 29, 1997 to make the reservations. Mr. Hearne also stated he would not be attending as he would be attending a seminar in Easton on the Wellhead Protection Program on the same day.

Program Open Space - Fair Green Park/Veterans Park/Stone Wharf - Mr. Hearne stated the Commissioners each have a copy of the original letter sent to Ed Slicer, of County Parks and Recreation, for FY99 funding and a letter with attached drawings from Mr. Slicer requesting to know the locations of the proposed benches, picnic tables, and playground equipment. After some discussion, Mr. Hearne stated he didn't know how quickly Mr. Slicer wants this information. After more discussion, President Vandervort stated he

would try to have something to the Board on the playground equipment by the next meeting. After some discussion, the picnic tables at Veterans Park are to replace the ones there. After further discussion, the Board decided the benches at the stone wharf would be placed on the bayside of the wharf and the picnic tables on the riverside of the wharf.

New Business

Planning & Zoning Commission - Appointment - President Vandervort stated John Gilley sent in a letter of resignation from the Planning and Zoning Commission. A motion was made by Commissioner J. Letts to accept the letter of resignation, seconded by Commissioner D. Letts. The motion passed 5-0. Commissioner J. Letts asked if the opening would be advertised the same as other previous commission openings have been. After some discussion, Mr. Hearne stated Mr. Gilley would be willing to attend the January meeting so the commission would likely have a quorum. He further stated he hoped the full commission would be at the next meeting as they needed to discuss Mr. Barr's permit. After a lengthy discussion of Mr. Barr's permit, Mr. Hearne stated the commission would like to consult the town's attorney regarding the matter and the Board said they did not have a problem with the commission consulting Mr. Baynes. After much further discussion, Commissioner Phillips suggested the Board be given a five minute review each month on building permits. After more discussion, President Vandervort stated the commission opening would be advertised but the motion on Mr. Gilley's resignation would need to be changed to accept his resignation effective as of the end of January so he can sit at the January meeting. Commissioner D. Letts made a motion to accept his resignation effective at the end of January, seconded by Commissioner Phillips. Commissioner J. Letts stated he believed since the motion was already passed the Board can't change it unless he withdraws the motion which he does. President Vandervort stated the motion to accept Mr. Gilley's resignation has been withdrawn by Commissioner J. Letts and Commissioner D. Letts has made a motion to accept Mr. Gilley's resignation effective January 31, 1998 and was seconded by Commissioner Phillips and asked for a vote. The motion passed 5-0 and the Board requested the opening on the Planning & Zoning Commission be advertised.

Tatman & Lee Associates - Retainer - President Vandervort stated the Town received a letter from Tatman & Lee Associates regarding their retainer fee for engineering services for 1998. After brief discussion, Commissioner J. Letts made a motion to retain Tatman & Lee Associates as town engineers, seconded by Commissioner Phillips. The motion passed 5-0.

Doris Berry - Sick Leave - President Vandervort stated Doris Berry has requested to be paid for her accumulated sick leave and indicated he didn't know how much time she had but could look it up. After brief discussion, President Vandervort stated the computer shows Mrs. Berry had accumulated 213.5 hours of sick leave which at her rate of pay would be \$2,073.09. After some discussion, President Vandervort stated he did not know what the policy was regarding her sick leave when it was set up. Commissioner J. Letts made a motion to pay Doris Berry for her earned sick leave of 213.5 hours. Commissioner Pumpaly asked if anyone else gets sick leave. President Vandervort stated Mrs. Berry was the only employee getting sick leave. The Board decided this was to be a one-time situation only. Commissioner Pumpaly seconded Commissioner J. Lett's motion. The motion passed 4-0-1 (Commissioner D. Letts abstained). Commissioner Phillips requested this payment be included on the accounts payable at this meeting.

President Vandervort asked Bruce Criscuolo if he had anything to report to Board regarding the hearing about the proposed trailer on Route 7. Mr. Criscuolo stated he attended the County's Planning and Zoning meeting tonight and that board has approved the trailer for 2 years. At the Appeals Board meeting following the Planning & Zoning meeting, both sides testified before the Appeals Board. Mr. Criscuolo stated the Appeals Board has 30 days to make their decision but it appears likely that there will be a trailer on Route 7 for 2 years and after that, the whole process can be gone through again. Mr. Criscuolo thanked the Commissioners for the letter they sent to the County.

Rens Swan discussed his dispute with Cathy Farrell regarding him placing his trash in front of his property. After much discussion, Commissioner Phillips made a motion to write an answer to Ms. Farrell's letter and state the facts as the Board stated them tonight. Commissioner D. Letts asked if Ms. Farrell sent a letter. President Vandervort stated it was a verbal request. Commissioner Phillips' motion died for lack of a second. After more discussion, the Board decided that, if Ms. Farrell asks, to let her know Mr. Swan has the right to put his trash out in front of his property.

President Vandervort stated Howard Hall has requested clarification on the agreement with the Town regarding the grandfathered trailers at the campground. He further stated Mr. Hall wants to know if he can move one grandfathered trailer from one spot to another spot. President Vandervort reviewed the agreement and it states Mr. Hall can't bring any trailers like the grandfathered ones in and if any of the grandfathered trailers are demolished, they can't come back. Howard Hall stated he would inform the Board of the number of the lot the trailer was moved from and the number of the lot the

trailer was moved to. After some discussion, Commissioner J. Letts moved that Howard Hall be permitted to move one of the grandfathered trailers from the lot that it sits on presently to a new lot closer to the river with the understanding that another trailer of the same size not be permitted to move into the lot that's being vacated, seconded by Commissioner Phillips. The motion passed 5-0.


Accounts Payable - Commissioner J. Letts made a motion to pay the bills with the addition of the payment of the accumulated sick leave to Doris Berry, gross amount of \$2,073.09, seconded by Commissioner Pumpaly. The motion passed 5-0.

Mr. Hearne informed the Board there will be a Susquehanna River Basin Commission (SRBC) meeting at 7 p.m. on January 8, 1998 in Perryville regarding the proposed pipeline. He also stated the County's permit will be the SRBC's agenda for action at their January 15, 1998 meeting.

Mr. Hearne stated William Algard, one of the Town's maintenance workers, asked to purchase and install 40 feet of gutter up at the shop to prevent water coming in the shop around the area by the grinder. He stated Mr. Algard told him the cost would be approximately \$75. A motion was made by Commissioner Phillips to have Mr. Algard purchase and install the gutter, seconded by Commissioner J. Letts. The motion passed 5-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at approximately 11:30 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF DECEMBER 23, 1997

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes

PENDING BUSINESS

2. Brochure
3. Street Signs
4. Bell Atlantic/NYNEX - antennas on water tower
5. Charlestown Marina
6. Ethics Commission - Term Limits
7. Fireboat Pier
8. Tree Removal
9. Pager
10. Historical Pamphlets
11. MML Chapter Dinner
12. Program Open Space - Fair Green Park/Veterans Park/Stone Wharf

NEW BUSINESS

13. Planning & Zoning Commission - Appointment
14. Tatman & Lee Associates - Retainer
15. Doris Berry - Sick Leave
16. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/23/97 TIME: 7:30 p.m.

HOWARD HALL

Bruce Guesualdo

12/23/97

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	96.83-
AT&T	Acct #8014-058-9492 - Inv #6392216160	6440.1 · Telephone	12.85-
Keystone Digital Imaging	Cust #DB0423 Inv #41445 - shipping cost for toner	6260.1 · Office Equipme...	7.00-
Maryland Materials Inc.	Acct #60502 Inv #119640 - 2.26 crusher run for boat st...	6717.1 · Boat ramp (Rei...	15.48-
Wal*Mart	Account 2634 November statement	6210.1 · General Govern...	68.42-
Tatman & Lee Associates	retainer fee for 1998	6300.1 · Contract Services	1.00-
Total 1010.1 · Cash-General Checking			201.58-
Total 1000.1 · General Fund Cash Accounts			201.58-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	23.28-
Total 1010.2 · Cash - Utility Checking			23.28-
Total 1000.2 · Utility Fund Cash Accounts			23.28-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #2634 - November statement	6420.3 · General Mainte...	26.22-
Total 1005.3 · New-Checking-Special (Special checking County)			26.22-
Total 1000.3 · Special Fund Cash Accounts			26.22-
TOTAL			251.08-

TOWN MEETING OF DECEMBER 9, 1997

MINUTES

The December 9, 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 and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental - Monthly Report - Beth Hamilton, of Miller Environmental Inc., presented the November 1997 monthly operations and maintenance report on the Town's water system. George Smith, of Miller, discussed the annual distribution valve exercising report with the Board. Ronald Daniels, chief of the Charlestown Fire Company, asked Mr. Smith when the fire hydrant on Route 7 at Trinity Woods would be repaired. Mr. Smith stated they have the parts and would get it repaired as soon as possible.

OLD BUSINESS

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

Veterans Park Shoreline Erosion Project - President Vandervort stated the final inspection has been held and \$10,000 of the grant monies would be coming soon. Mr. Hearne stated David Wilson, of the RC&D Council, should be sending the paperwork to President Vandervort next week. He also stated the next State Board of Public Works meeting is scheduled for December 26, 1997 and the Governor declared that day a state holiday therefore payment may not be approved until January.

PENDING BUSINESS

Brochure - Mrs. Morgan stated she talked to Mr. DeCoursey on December 5, 1997 about using a drawing he had already done and he is supposed to get one to the Town. She also stated Gary Bott, of the Charlestown Fire Co., may be able to help the Town regarding the map.

Street Signs - Mrs. Morgan stated she called Allstate Sign and they do not send samples of embossed signs and the Town would have to order two samples, one in white on blue and one in black on white, to decide which colors they wanted the street signs to be before ordering.

Bell Atlantic/NYNEX - antennas on water tower - President Vandervort stated Ken Unger, of Bell Atlantic, will be sending something based on the Town's proposed outline for Keith Baynes,

the Town's attorney, to review. President Vandervort stated they are also supposed to send a letter stating they would cover Mr. Baynes' fee for reviewing the document.

Charlestown Marina - Mrs. Morgan stated she checked with the Circuit Court on December 5, 1997 and a hearing date has not been set yet. She also checked with Sharon at Mr. Baynes' office who stated this was not unusual.

Ethics Commission - Term Limits - President Vandervort stated he checked with former board members and no one is sure the ordinance was ever reviewed by the State's Ethics Commission. Commissioner J. Letts stated he was told yes but then found out it hadn't by checking with Annapolis. He further stated some changes needed to be made but were not done. After some discussion, President Vandervort suggested each Commissioner be provided with a copy of the ordinance for their review and Commissioner J. Letts suggested contacting Mr. Peck, of the Maryland Municipal League, to get a packet on model ethics ordinances.

Fireboat Pier - President Vandervort stated he contacted D. Thomas DeLorimer, of Tatman & Lee Associates, to talk with Stan and the people with the Department of Natural Resources regarding the grant and to coordinate the design with the Town and Mr. Daniels. Mr. Hearne stated Mr. DeLorimer has about completed the project estimate but needs to talk to David Decker, of the Department of Natural Resources, regarding the dredging first. Mr. Hearne stated he also needs to talk with Ken Ropp, of DNR, about the pier itself. Mr. Hearne stated, if Tatman & Lee could not do the design, he may ask the State to suggest a designer.

Bruce Criscuolo, of 14 Credence Court, discussed with the Board about the matter of a proposed mobile home being placed at 1141 W. Old Philadelphia Road. He stated there were hearings scheduled for County's Planning and Zoning and the County's Board of Appeals. After much discussion, a motion was made by Commissioner J. Letts to send a letter opposing the placing of a mobile home on Route 7 abutting Trinity Woods, seconded by Commissioner Phillips. The motion was passed 5-0. Commissioner D. Letts requested the letter mention other options the property owner may have other than putting a mobile home there.

Board of Appeals - Appointment - Commissioner J. Letts stated Nelson McCall contacted him and told him he was willing to serve another term on the Board of Appeals. President Vandervort stated no one else expressed interest in the appointment. A motion was made by Commissioner D. Letts to reappoint Nelson McCall to another term on the Board of Appeals, seconded by Commissioner J. Letts.

The motion passed 5-0.

NEW BUSINESS

Tree Removal - President Vandervort stated there are four dead trees on Market Street. Mrs. Morgan stated she has received two quotes: one from Cecil Tree Service for \$300 and one from Heartwood Landscaping for \$480. Much discussion followed about determining whether the trees were on town property. A motion was made by Commissioner Phillips that, if after further investigation, the trees are on town property, that the bid to remove the four trees be given to Cecil Tree Service for \$300, seconded by Commissioner J. Letts. The motion passed 5-0.

Pager - Mrs. Morgan stated she has not contacted anyone about the cost of a pager for the town maintenance workers. Commissioner J. Letts stated they need a car phone. President Vandervort stated that in the Bell Atlantic proposal, the Town has proposed Bell Atlantic give the Town three phones along with the monthly service fee but the Town would have to pay for the calls. Mr. Criscuolo mentioned he had some information regarding pagers he could provide to the Town. Much discussion followed.

Historical Pamphlets - Mrs. Morgan stated she contacted Ace Printing and they did print the original pamphlets. She stated they said 100 pamphlets would cost \$225 but the cost would decrease with a larger order. The Board asked to have Ace Printing recontacted for prices for larger orders.

MML Chapter Dinner - MacGregors (HdeG) - 1/8/98 6 & 7 p.m. - RSVP by 12/29/97 - President Vandervort stated the next MML Chapter Dinner will be on January 8, 1998 at MacGregors in Havre de Grace. Mrs. Morgan stated Commissioner D. Letts and Commissioner J. Letts have given her their reservations. Commissioner Phillips stated she and her husband would be going.

President Vandervort stated the FY97 financial audit was completed and available for review. After some discussion, Mr. Hearne asked if Mr. Brandon could be contacted for another copy.

President Vandervort asked the Board if they wished to hold the December 23, 1997 meeting or cancel it. After a brief discussion, the Board decided to hold the meeting as scheduled.

President Vandervort asked the Board about whether Christmas bonuses would be given to the four town employees. He further stated he believed the bonus given last year was \$125. Commissioner J. Letts mentioned three of the employees were given

raises this year. Commissioner Pumpaly asked if the monies had been budgeted for and President Vandervort stated they had. After some discussion, a motion was made by Commissioner Phillips to give Christmas bonuses to the four employees, seconded by Commissioner Pumpaly. The motion passed 3-0-2 (Commissioner J. Letts and Commissioner D. Letts abstained).

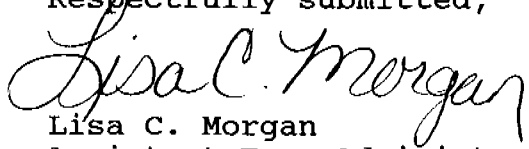
Mr. Hearne stated Delegate Rudolph will try to be here with Senator Fry between 4-6 p.m. on December 19, 1997 at the Town's party so Senator Fry could meet as many commissioners as possible.

Mr. Hearne also stated the Town received a letter from General Code Publishers regarding notice to terminate an agreement dated January 5, 1990 between them and the Town on codifying the Town's ordinances. The Board asked to have General Code Publishers contacted to provide a copy of the contract and to find out from them what work was done.

Accounts Payable - After some discussion, a motion was made by Commissioner Phillips to pay the bills as listed except for the checks for the election judges which are to be put on the accounts payable for the town meeting after the day of election. After more discussion, Commissioner Phillips amended her motion to pay the bills as listed but not to distribute the checks for the election judges until the day of election, seconded by Commissioner Pumpaly. The motion passed 5-0.

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

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF DECEMBER 9, 1997

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report

OLD BUSINESS

2. Approval of Minutes
3. Veterans Park Shoreline Erosion Project

PENDING BUSINESS

4. Brochure
5. Street Signs
6. Bell Atlantic/NYNEX - antennas on water tower
7. Charlestown Marina
8. Ethics Commission - Term Limits
9. Fireboat Pier
10. Board of Appeals - Appointment

NEW BUSINESS

11. Tree Removal
12. Pager
13. Historical Pamphlets
14. MML Chapter Dinner - MacGregors (HdeG) - 1/8/97 6 & 7 p.m.
(RSVP by 12/29/97)
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/9/97 TIME: 7:30 p.m.

Beth Hamilton

Bruce Criscuolo

George A. Smith

Ronnie Daniels

Samuel Stetson

Val Hahn

Town of Charlestown

Accounts Payable Bills

12/09/97

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Alger Oil, Inc.	Acct #667541-18 Ticket #824064	6430.1 - Fuel	223.87-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	95.12-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	16.56-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	9.07-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	7.15-
Staples	Acct #7972 3200 0002 7426	6220.1 - Office Supplies	150.17-
Benjamin Lumber Co., Inc.	Acct # 1186	6740.1 - P&R Miscellaneous...	12.52-
Maryland Eastern Shore RC&...	grass plants - 1/2 for Veterans Park; 1/2 for Louisa Lane	-SPLIT-	399.50-
American Home & Hardware	Acct #685600 - Inv #451285 - screws/nuts/bolts & fram...	-SPLIT-	132.58-
Lowe's Home Centers Inc.	Acct #2237 - Inv #86454 - paint for Veterans Park pavil...	6715.1 - Other	28.12-
Crothers-Littles Ins.	Acct #A CHAT50-4 C1 Inv #2179 - bond - Morgan, Lis...	6520.1 - Fidelity Bonds	100.00-
Phillips, Robert	chief election judge - Town election held on 01/12/98	6240.1 - Election	100.00-
Lewis, Ruth	election judge - Town election held on 1/12/98	6240.1 - Election	75.00-
Heisler, Esther	election judge - Town election held on 1/12/98	6240.1 - Election	75.00-
BFI	Inv #971100-0115246 - November trash collection	6651.1 - Trash Collection	3,008.86-
Norwest Mortgage	reimburse overpaym't on FY98 property taxes - Runk, ...	4111.1 - Property Taxes	66.84-
Chesapeake Publishing Corp.	Acct #ELN1180 - election ad (ran twice in November - ...	6240.1 - Election	74.80-
Chesapeake Rent All	Cust #1816 Contract #187373 - acetylene torch for cut...	6717.1 - Boat ramp (Reli...	25.25-
Total 1010.1 - Cash-General Checking			4,600.41-
Total 1000.1 - General Fund Cash Accounts			4,600.41-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	143.32-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	96.18-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	14.00-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	52.15-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	169.64-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	208.75-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	267.52-
Miller Environmental, Inc.	Inv #10019824- water operations charges - Jan '98	7120.2 - Contract Operat...	1,625.00-
Total 1010.2 - Cash - Utility Checking			2,576.56-
Total 1000.2 - Utility Fund Cash Accounts			2,576.56-
1000.3 - Special Fund Cash Accounts			

Town of Charlestown

Accounts Payable Bills

12/09/97

Name	Memo	Split	Amount
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Cust #1186	-SPLIT-	22.01-
American Home & Hardware	Account # 685600 Inv #451285 - (2) 1/4 in grab hooks;...	-SPLIT-	133.06-
Rogers Home and Hardware	Inv #D226322 - (1) key cut for lock on shop	6420.3 · General Mainte...	1.30-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	617.61-
Gilbert Enterprises Inc.	Inv #1233 - November gasoline	6025.3 · Gasoline	83.47-
Chesapeake Rent All	Cust #1816 Contract #187373 - acetylene torch for cut...	6300.3 · Streets	25.25-
Total 1005.3 · New-Checking-Special (Special checking County)			882.70-
Total 1000.3 · Special Fund Cash Accounts			882.70-
TOTAL			8,059.67-