

TOWN MEETING OF FEBRUARY 9, 1999

AGENDA

7:30 P.M.

Public Hearings: Ordinance 99-1  
Ordinance 99-2  
Bond Refinancing Ordinance

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Water System Loan - Refinancing
12. Lighting of Flagpole at Stone Wharf
13. New Millennium Celebration
14. Calvert Street lot - Charlestown Fire Co.
15. Hot Spots Program
16. TCI - Franchise Renewal
17. Copier Agreement
18. Colonial Charlestown - 107 House Utility Bill
19. MML - Book on Municipal Governments
20. Y2K Compliance

21. LGIT Grants
22. Maryland Emergency Management Grant Funds
23. Planning and Zoning Appointment

NEW BUSINESS

24. Semi-annual Property Taxes
25. Collection of Business Taxes
26. Cross-Country Garden Club - Reservation of Pavilion
27. Post Office - Repairs
28. TCI - Cable Upgrade
29. Board of Appeals Opening
30. MML - Request for Contribution on Municipal Book
31. Cathy Farrell
32. Buildings Permits
33. Accounts Payable

1999 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
99-1	Wade, Tanya, 81 Salvation Circle	36' x 12' deck & 22' x 24'	---	---	---	---	---	---
99-1 Cont	Wade, Tanya, 81 Salvation Circle	attached garage	\$25.00	1/7/99	Yes	F5597	N/A	01/27/99
99-2	Breslin, Charles 325 & 327 Caroline St	Replace window 325, for	---	---	---	---	---	---
99-2 Cont	Breslin, Charles 325 & 327 Caroline St	info 327 see permit	N/C	2/9/99	Yes		N/A	

Presented at 11/9/2001 meeting

2000 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
00-34	Gemcraft Homes, 312 Manor Avenue	house w/10'x12' deck	\$25.00	08/17/00	Yes	F8835	LDA	09/15/00
00-35	Wright, Ruth, 234 Caroline Street	12'x16' pre-fab wood shed	\$5.00	08/17/00	Yes	F8841	LDA	08/24/00
00-36	Roman, Elizabeth, 316 Baltimore Street	Remove sliding glass doors	.....	.....	.....	.....	.....	.....
00-36	Roman, Elizabeth, 316 Baltimore Street	2nd floor in back. New back	.....	.....	.....	.....	.....	.....
00-36	Roman, Elizabeth, 316 Baltimore Street	roof. Replaced sliding glass	.....	.....	.....	.....	.....	.....
00-36	Roman, Elizabeth, 316 Baltimore Street	doors with window.	\$25.00		Yes		IDA	
00-37	Whitby, Richard, 306 Baltimore Street	Remove diseased tree, fence.	.....	.....	.....	.....	.....	.....
00-37	Whitby, Richard, 306 Baltimore Street	move shed pad, add landing	.....	.....	.....	.....	.....	.....
00-37	Whitby, Richard, 306 Baltimore Street	6'x4', add 10'x6' porch	\$5.00	08/22/00	No	....	IDA	09/07/00
00-38	Wright, Ruth, 234 Caroline Street	Remove existing bathroom	.....	.....	.....	.....	.....	.....
00-38	Wright, Ruth, 234 Caroline Street	window & install to replace	.....	.....	.....	.....	.....	.....
00-38	Wright, Ruth, 234 Caroline Street	existing garage door.	.....	.....	.....	.....	.....	.....
00-38	Wright, Ruth, 234 Caroline Street	Shutters to be installed with	.....	.....	.....	.....	.....	.....
00-38	Wright, Ruth, 234 Caroline Street	window.	\$5.00	09/07/00	No	....	LDA	09/07/00
00-39	Bouchelle, Lisa, 1595 W. Old Phil. Rd.	garage	\$25.00	10/10/00	Yes	F9151	N/A	11/19/00
00-40	Charlestown Fire Co., 307 Market St.	renovate existing fire station	N/C	denied	....	....	....	....
00-41	Janinko, Carolyn, 239 Market St.	remove tree	\$5.00	09/26/00	No	....	IDA	09/26/00
00-42	St. John's UMC, 226 Market St.	replace sign w/ new sign	\$5.00	09/27/00	Yes	F9191	IDA	12/14/00
00-43	McMullen, Terr, lot 3 Duck Hollow II	2 story ranch w/ 2 car garage	\$25.00	10/10/00	Yes	F9122	N/A	11/02/00
00-44	Tiffin Developers, 311 Manor Ave.	1 story house, porch & 2 car gar	\$25.00	10/09/00	Yes	F9135	LDA	10/31/00
00-45	Whitby, Richard, 306 Baltimore Street	put dirt in low spots around hse	\$5.00		No	....	IDA	
00-46	Harris, Harold, 420 Charlestown Pl.	install fence	\$5.00	10/19/00	No	....	IDA	10/19/00
00-47	Falcone, Frank, lot 4 & 5 Chesapeake Rd.	build house	\$25.00	10/10/00	Yes		IDA	
00-48	MacMillan, Don, 385 Chesapeake Rd.	raise roof, new shingles &	.....	.....	.....	.....	.....	.....
00-48Cont	MacMillan, Don, 385 Chesapeake Rd.	siding, new doors & windows	\$25.00	10/10/00	No	.....	IDA	10/12/00
00-49	Lee's Marina, 726 Water St.	repair 50' of bulkhead	\$5.00	10/19/00	No	.....	IDA	10/19/00
00-50	Coble, Mitchell, 537 Calvert St.	8x8 shed without flooring	\$5.00		Yes		IDA	
00-51	Adkins, John, 253 Black Ave.	remove 1 tree	\$5.00	denied	No	.....	IDA	denied
00-52	Tiffin Developers, 309 Manor Ave.	1-story house, porch & deck	.....	.....	.....	.....	.....	.....
00-52Cont	Tiffin Developers, 309 Manor Ave.	w/ 2-car garage	\$25.00	12/07/00	Yes	F9344	LDA	12/28/00
00-53	Hartnett, Richard, 424 Water St.	build 2-car garage	\$25.00	dead issue	Yes	dead issue	IDA	dead issue
00-54	McIntyre, Thomas, 241 Conestoga St.	convert porch to mud room	\$25.00	11/09/00	Yes	F9263	IDA	11/21/00
00-55	Tiffin Developers, 310 Manor Ave.	build ranch-style house	\$25.00	12/28/00	Yes		LDA	
00-56	Kraft, Hilda, 414 Water St.	install new garage roof.	.....	.....	.....	.....	.....	.....
00-56Cont	Kraft, Hilda, 414 Water St.	convert from 2-dr to 1-dr gar.	\$25.00	12/07/00	Yes		IDA	
00-57	Lubking, Meredith, 612 Calvert St.	install 8x10 shed	\$5.00	12/05/00	Yes	F9326	IDA	12/08/00
00-58	Town of Charlestown, 483 Frederick St.	build 26x60 pole barn	N/C	12/07/00	Yes		N/A	
00-59	Gell, Robert, 316 Market St.	remove tree	\$5.00	12/19/00	No	.....	LDA	12/19/00
00-60	Thompson, Andrew, 701 Caroline St.	remove tree stump & trim 2 trees	\$5.00	12/28/00	No	....	N/A	12/28/00



**TOWN MEETING OF FEBRUARY 23, 1999**

**AGENDA**

7:30 P.M.

1. David Howell - North East Little League - Ballfield
2. Allen McDaniel - TCI Franchise Agreement
3. Rebecca Phillips - New Millennium Celebration

**OLD BUSINESS**

4. Minutes

**PENDING BUSINESS**

5. Charlestown Marina
6. Fireboat Pier
7. Program Open Space
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Codification
11. Ethics Ordinance
12. Water System Loan - Refinancing
13. Lighting of Flagpole
14. Calvert Street lot - Charlestown Fire Co.
15. Hot Spots Program
16. Copier Agreement
17. MML - Book on Municipal Governments
18. Y2K Compliance
19. LGIT Grants
20. Maryland Emergency Management Grant Funds
21. Collection of Business Taxes
22. Post Office - Repairs

*the meeting*

Town Meeting of February 23, 1999  
Agenda (cont'd.)  
Page 2 of 2

23. Board of Appeals Opening

24. Cathy Farrell

NEW BUSINESS

25. Maryland Rural Water Association - 9th Annual Conference

26. People to People Student Ambassador Program - Request for  
Contribution

27. Loose Dogs

28. Stop Signs

29. Police

30. Accounts Payable

TOWN MEETING OF MARCH 9, 1999

AGENDA

7:30 P.M.

Presentation of Plaques - Diane Letts  
Russell Farrell

1. Miller Environmental - Monthly Report  
Consumer Confidence Report
2. CCSO Liaison - Monthly Report
3. David Howell - North East Little League - Ballfield
4. Allen McDaniel - TCI Franchise Agreement
5. Rebecca Phillips - New Millennium Celebration

OLD BUSINESS

6. Minutes

PENDING BUSINESS

7. Charlestown Marina
8. Fireboat Pier
9. Program Open Space
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Codification
13. Ethics Ordinance
14. Water System Loan - Refinancing
15. Lighting of Flagpole
16. Calvert Street lot - Charlestown Fire Co.
17. Hot Spots Program
18. Copier Agreement
19. MML - Book on Municipal Governments
20. Y2K Compliance

Town Meeting of March 9, 1999  
Agenda (cont'd.)  
Page 2 of 2

21. LGIT Grants
22. Maryland Emergency Management Grant Funds
23. Collection of Business Taxes
24. Post Office - Repairs
25. Board of Appeals Opening
26. Cathy Farrell

NEW BUSINESS

27. Maryland Rural Water Association - 9th Annual Conference
28. People to People Student Ambassador Program - Request for Contribution
29. Loose Dogs
30. Stop Signs
31. Police
32. County Commissioners' Meetings - May 11, 1999
33. Cathotic Protection Agreement
34. Building Permits
35. Accounts Payable

1999 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
99-1	Wade, Tanya, 81 Salvation Circle	36' x 12' deck & 22' x 24'	---	---	---	---	---	---
99-1 Cont	Wade, Tanya, 81 Salvation Circle	attached garage	\$25.00	1/7/99	Yes	F5597	N/A	01/27/99
99-2	Breslin, Charles 325 & 327 Caroline St	Replace window 325, for	---	---	---	---	---	---
99-2 Cont	Breslin, Charles 325 & 327 Caroline St	info 327 see permit	N/C	2/9/99	Yes		N/A	
99-3	Lundquist, Victor, 422 Calvert St.	Remove dead tree; install	---	---	---	---	---	---
99-3 Cont	Lundquist, Victor, 422 Calvert St.	fence; replace carport w/	---	---	---	---	---	---
99-3 Cont	Lundquist, Victor, 422 Calvert St.	18' x 25' struct; install	---	---	---	---	---	---
99-3 Cont	Lundquist, Victor, 422 Calvert St.	patio; remove 400 sq ft drive; pave	---	---	---	---	---	---
99-3 Cont	Lundquist, Victor, 422 Calvert St.	pave remainder	\$25.00	03/05/99	Yes		IDA	
99-4	Patchell, Helen, 201 Cecil Street	replace fence	\$25.00	02/19/99	No	---	IDA	02/19/99
99-5	Brown, Larry, 619 Bladen Street	put up 24" x 18" sign	\$5.00	02/19/99	No	---	LDA	03/03/99
99-6	Omnipoint Communications, Amtrak	install 2 pcs antennas,	---	---	---	---	---	---
99-6 Cont	Omnipoint Communications, Amtrak	radio equip	\$5.00	03/02/99	No	---	N/A	03/02/99

TOWN MEETING OF MARCH 23, 1999

AGENDA

7:30 P.M.

1. William McMullen/St. John's U.M. Church - Parking

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Charlestown Marina
4. Fireboat Pier
5. Program Open Space
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Codification
9. Ethics Ordinance
10. Lighting of Flagpole
11. Calvert Street lot - Charlestown Fire Company
12. Hot Spots Program
13. MML - Book on Municipal Governments
14. Y2K Compliance
15. Post Office - Repairs
16. Board of Appeals Vacancy

NEW BUSINESS

17. MML Chapter Dinner - 4/22/99 6 & 7 p.m. 4 Points  
Hotel/Sheraton, Aberdeen (RSVP 4/12/99)
18. MML Conference - Registration  
Parade of Flags
19. Cecil County Small Business Center - Financial Support
20. Chamber of Commerce Silent Auction

Town Meeting of March 23, 1999  
Agenda (cont'd.)  
Page 2 of 2

21. Governor's Crime Control Grant - small grant  
Byrne Memorial
22. Robert & Robyn Rowe - Waive Turn Off/On Fees
23. Stone Wharf - Handicapped Access
24. Comfort Station
25. Town House Lease
26. Allen McDaniel - Town Pier
27. Accounts Payable

TOWN MEETING OF APRIL 13, 1999

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report
3. Rebecca Phillips - New Millennium Celebration
4. Larry Metz

OLD BUSINESS

5. Minutes
6. Lighting of Flagpole

PENDING BUSINESS

7. Charlestown Marina
8. Fireboat Pier
9. Program Open Space
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Codification
13. Ethics Ordinance
14. Calvert Street lot - Charlestown Fire Company
15. Hot Spots Program
16. MML - Book on Municipal Governments
17. Y2K Compliance
18. Post Office - Repairs
19. Board of Appeals Vacancy
20. Governor's Crime Control Grants
21. Stone Wharf - Handicapped Access
22. MML Chapter Dinner - 04/22/99



Town Meeting of April 13, 1999  
Agenda (cont'd.)  
Page 2 of 2

- 23. MML Conference - Early Registration 04/16/99
- 24. Town House Lease

NEW BUSINESS

- 25. County Commissioners' Meeting
- 26. Meter Crock - Steven Lewis
- 27. Community Service Work Program
- 28. Sheriff's Office - Contract
- 29. Cecil's Most Beautiful Person
- 30. TCI - Franchise Agreement
- 31. Building Permits
- 32. Town Brochure
- 33. Town Truck
- 34. Accounts Payable

## 1999 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
99-1	Wade, Tanya, 81 Salvation Circle	36' x 12' deck & 22' x 24'	---	---	---	---	---	---
99-1 Cont	Wade, Tanya, 81 Salvation Circle	attached garage	\$25.00	1/7/99	Yes	F5597	N/A	01/27/99
99-2	Breslin, Charles 325 & 327 Caroline St	Replace window 325, for	---	---	---	---	---	---
99-2 Cont	Breslin, Charles 325 & 327 Caroline St	info 327 see permit	N/C	2/9/99	Yes	F5701	N/A	02/12/99
99-3	Lundquist, Victor, 422 Calvert St.	Remove dead tree; install	---	---	---	---	---	---
99-3 Cont	Lundquist, Victor, 422 Calvert St.	fence; replace carport w/	---	---	---	---	---	---
99-3 Cont.	Lundquist, Victor, 422 Calvert St.	18'x25' struct; install patio; remove	---	---	---	---	---	---
99-3 Cont	Lundquist, Victor, 422 Calvert St.	remove 400 sq ft drive; pave remaind	\$25.00	03/05/99	Yes	---	IDA	---
99-4	Patchell, Helen, 201 Cecil St.	replace fence	\$25.00	02/19/99	No	---	IDA	02/19/99
99-5	Brown, Larry, 619 Bladen St.	put up 24" x 18" sign	\$5.00	02/19/99	No	---	LDA	03/03/99
99-6	Omnipoint Communications, Amtrak	install 2 pcs antennas,	---	---	---	---	---	---
99-6 Cont	Omnipoint Communications, Amtrak	radio equipment	\$5.00	03/02/99	No	F5724	N/A	03/02/99
99-7	Salada, William, 7 Credence Ct.	remove trees from backyard	\$5.00	03/12/99	No	---	N/A	03/12/99
99-8	Fockler, Cameron, 481 Frederick St.	build house w/ basement	\$25.00	03/12/99	Yes	---	N/A	---
99-9	Spangler, John, 521 Bladen St.	install washing machines	\$5.00	03/16/99	Yes	Plumbing Permit	IDA	03/18/99
99-10	Market Street Cafe, 315 Market St.	paint outside trim colonial red	\$5.00	03/16/99	No	---	IDA	03/16/99
99-11	Kellum, Theresa, 719 Ogle St.	tear down garage & build house	\$25.00	denied	---	---	---	---
99-12	TCI Cablevision of MD, 110 Frederick St.	bore under rd to install cable	\$5.00	03/26/99	No	---	IDA	03/26/99
99-13	Ely, Richard, 126 Market St.	install deck & shed	\$25.00	---	---	---	---	---
99-14	Joseph Benedict, 563 Baltimore St.	pave gravel driveway	\$5.00	04/02/99	No	---	N/A	04/02/99
99-15	McMullen, William, 317 Tasker Ln.	install 8 X 10 shed	\$5.00	---	---	---	---	---
99-16	Gell, Robert, 316 Market St.	remove 2 trees	\$5.00	04/02/99	No	---	LDA	04/02/99
99-17	Mumpower, Brian, 120 Revelation Rd.	build 2-tier deck	\$25.00	---	---	---	---	---
99-18	McIntyre, Thomas, 241 Conestoga St.	put gravel to create car pad	\$5.00	---	---	---	---	---

TOWN MEETING OF APRIL 27, 1999

AGENDA

7:30 P.M.

1. Market Street Cafe - Memorial Day
2. J.C. Ehrlich Chemical Co.

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Charlestown Marina
6. Fireboat Pier
7. Program Open Space
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Codification
11. Ethics Ordinance
12. Calvert Street lot - Charlestown Fire Company
13. Hot Spots Program
14. MML - Book on Municipal Governments
15. Y2K Compliance
16. Post Office - Repairs
17. Board of Appeals Vacancy
18. Governor's Crime Control Grants
19. Stone Wharf - Handicapped Access
20. Town House Lease
21. Sheriff's Office - Contract
22. TCI - Franchise Agreement

Town Meeting of April 27, 1999  
Agenda (cont'd.)  
Page 2 of 2

23. Town Brochure

24. Town Truck

NEW BUSINESS

25. Trash Agreement

26. Charlestown Yacht Club - 5/2/99 - Use of Town Truck

27. Upper Bay Museum - Ad for 6th Annual Festival Booklet

28. TCI - Revised Pricing Structure & Channel Changes

29. LGIT Grants

30. Mary Carpenter - Tree

31. Gerri Barr - Local Silver Success Award

32. Town Flag

33. Comfort Station

34. Paving - Parking Spaces at Church

35. Tax Rate

36. Tax Billing

37. Accounts Payable

TOWN MEETING OF MAY 25, 1999

AGENDA

7:30 P.M.

1. Pauline Bryant - Animal Control

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. New Millennium Celebration
4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Calvert Street lot
12. MML - Book on Municipal Governments
13. Y2K Compliance
14. Post Office - Repairs
15. Board of Appeals Vacancy
16. Stone Wharf - Handicapped Access
17. Sheriff's Office Contract
18. TCI Franchise Agreement
19. Town Brochure
20. Trash Agreement
21. Comfort Station
22. Paving - Parking Spaces at Church

Town Meeting of May 25, 1999  
Agenda (cont'd.)  
Page 2 of 2

NEW BUSINESS

23. TCI - Channel Availability
24. Volunteers - Party to Celebrate "Cecil's Most Beautiful  
Person"
25. FY2001 Waterway Improvement Projects
26. Accounts Payable

TOWN MEETING OF JUNE 8, 1999

AGENDA

7:30 P.M.

1. Miller Enviromental - Monthly Report  
Consumer Confidence Report Draft
2. CCSO Liaison - Monthly Report

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Charlestown Marina
6. Program Open Space
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Calvert Street lot
12. Y2K Compliance
13. Post Office - Repairs
14. Stone Wharf - Handicapped Access
15. Sheriff's Office Contract
16. TCI Franchise Agreement
17. Town Brochure
18. Trash Agreement
19. Comfort Station
20. Paving

NEW BUSINESS

21. Building Permits
22. MML Chapter Dinner - Bel Air, July 15
23. Budget
24. Accounts Payable





**PUBLIC HEARING - RESOLUTION NO. 98-2**

At 7:30 p.m., a public hearing was held by the Town Commissioners of Charlestown on Resolution No. 98-2 - Water System User Fees Resolution. The resolution had been introduced and read at the October 13, 1998 Town Meeting. As there was no public comment, either verbal or written, President Vandervort closed the public hearing.

**TOWN MEETING OF OCTOBER 27, 1998**

**MINUTES**

The October 27, 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 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.

Resolution No. 98-2 - Water System User Fees - A motion was made by Commissioner D. Letts to pass Resolution No. 98-2, seconded by Commissioner Pumpaly. The motion passed 4-0.

**OLD BUSINESS**

Approval of Minutes - After a short discussion, a motion was made by Commissioner Phillips to approve the minutes of the October 13, 1998 Town Meeting after changing "Cecilton" to "Chesapeake City" in the paragraph regarding Miller Environmental's monthly report. The motion was seconded by Commissioner D. Letts. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

**PENDING BUSINESS**

Charlestown Marina - President Vandervort stated he had nothing new to report. Mr. Hearne stated Mrs. Morgan had talked to Sharon, the secretary at the town's attorney's, Keith Bayne's, office. She stated she hadn't seen a letter from Mr. Price's attorney.

Fireboat Pier - Mr. Hearne stated the Maryland Department of Natural Resources (DNR) sent the Town a letter with comments on the design for the fireboat pier. He stated the most important item was if the town had any restrictions on when construction could be done during the day. He further stated the Town received a letter from Century Engineering regarding potential additional charges for changing the design for a fiberglass pier. Mr. Hearne stated he needed the approval of the Board for \$247.50 for bid document forms. After much discussion regarding the additional design costs Century Engineering was requesting the Town pay, the Board agreed construction be limited to the hours of 7 a.m. to 7 p.m. weekdays and 9 a.m. to 7 p.m. on weekends. A motion was made by Commissioner Phillips to allow President Vandervort to negotiate

with Century Engineering on the bill for their additional design to a maximum of \$1500 and to approve \$247.50 to purchase the bid document forms, seconded by Commissioner Pumpaly. The motion passed 4-0. Mr. Hearne stated Century Engineering should be submitting a final set of drawings shortly which would need to be reviewed by the Soil Conservation District and he would try to have them expedite their review. After some discussion, Mr. Hearne stated he would go to Baltimore to get the bid forms and deliver them to Century Engineering.

Program Open Space - Fair Green Park - President Vandervort stated there was nothing new.

Sidewalk Retrofit Program - Mr. Hearne stated he tried to contact Mr. Yingling but he was not in. President Vandervort asked if the contractor was still working. Mr. Hearne stated yes but he doubted they would be here before winter.

Tasker Lane - Mr. Hearne stated Mrs. Morgan contacted Keith Baynes' office and Sharon, of his office, stated a representative of Bell Atlantic called and asked if the Town had any plans to show where the poles should go. President Vandervort asked to have Mr. Baynes contacted regarding this.

Dock Ladders - President Vandervort stated William Algard and Hershel Armour, the Town's maintenance workers, have approximately a third of the dock ladders already installed on the pier. Meredith Lubking, a member of the audience, asked what if the slip holder didn't want a ladder for their slip. After some discussion, the Board decided if a slip holder didn't want a ladder, the ladder would be removed and stored in the garage and if the slip holder gave up the slip, the ladder would be reinstalled.

Codification - Mr. Hearne stated there was nothing new.

Ethics Ordinance - Mr. Hearne stated he checked with an attorney for the State Ethics Commission who basically said they did not have to review it but recommended that they did. After much discussion, the Board agreed to send the ethics ordinance with the proposed amendment to the State Ethics Commission for their comments. President Vandervort asked Stan to draft a letter for his signature.

Water System Loan - Refinancing - Mr. Hearne stated the Town was waiting for the financial audit from Friedman and Fuller. Mrs. Morgan stated she had everything ready once the audit was received to get it mailed out but was concerned they send it to the Town at the last minute before the deadline the Town needs to submit it to

the State. After some discussion of including a deadline in the next contract with a penalty for missing the deadline, the Board moved on to the next item on the agenda.

Lighting of Flagpole at Stone Wharf - President Vandervort stated he hadn't been able to contact William McMullen of Delmarva regarding where the line will go.

New Millennium Celebration - Commissioner D. Letts stated there hadn't been any decision made by another organization that's she heard.

Calvert Street lot - Charlestown Fire Co. - President Vandervort asked if Mr. Hearne had checked with Mr. Dehart of Program Open Space regarding a letter of concurrence. Mr. Hearne stated he called Sandy Trent but hadn't heard back from her and also stated Mr. Dehart was out until Monday.

Hot Spots Program - President Vandervort stated there was nothing new.

C.O.L.A. - Employees - After some discussion, Commissioner Phillips stated the increases would be retroactive to July 1, 1998. After much more discussion, a motion was made by Commissioner Pumpaly to give a 4.5% across-the-board raise to the employees, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner D. Letts abstained).

Zoning Ordinance - proposed change - Mr. Hearne stated he had nothing to present at this time.

#### NEW BUSINESS

Commission Appointments - President Vandervort stated the Commissioners did not reappoint Ruth Lewis to the Election Board at the last meeting. A motion was made by Commissioner Phillips to reappoint Ruth Lewis to the Board of Elections, seconded by Commissioner Pumpaly. The motion passed 4-0. Mr. Hearne stated Resa Laird's term on the Planning & Zoning Commission was to expire at the end of November and she was interested in continuing on the commission. A motion was made by Commissioner Pumpaly to reappoint Resa Laird to the Planning and Zoning Commission, seconded by Commissioner Phillips. The motion passed 4-0. Mr. Hearne also stated Elizabeth Henry and Charles Murphy were due for reappointment as their terms would end in December. Mrs. Morgan stated she left a message for Rebecca Phillips, chairman of the Historic District Commission, regarding these reappointments but hadn't heard back. The Board decided to wait on these

reappointments until the next meeting.

Quit Claim Deed - Carolyn Riley - Mr. Hearne stated Carolyn Riley was asking the Town for a quit claim deed for the portion of Conestoga Street which was effected by the 1952 Price and Price survey. After much discussion by the Board to clarify whether there was enough square footage for two buildable lots, a motion was made by Commissioner Phillips to give a quit claim deed to Michael and Carolyn Riley, seconded by Commissioner D. Letts. The motion passed 4-0.

Chainsaw - Mr. Hearne stated Mr. Algard was requesting to purchase a Stihl Model O-21 chainsaw from Cooper's at the price of \$219.95. Mr. Pumpaly stated he had talked to Mr. Algard regarding the purchase. After some discussion, a motion was made by Commissioner Phillips to approve the purchase of the Stihl Model O-21 chainsaw for \$219.95 from Cooper's, seconded by Commissioner Pumpaly. The motion passed 4-0.

Mr. Hearne reminded President Vandervort a new printer was still needed. After some discussion, President Vandervort stated he would pick one up as soon as possible.

Voter List - Purge - President Vandervort stated the Board of Elections had sent a letter with a list of names to be purged from the voter registration list as the individuals had either moved or were deceased. After much discussion, a motion was made by Commissioner Phillips to approve the purge list, seconded by Commissioner Pumpaly. The motion passed 4-0.

Mrs. Morgan checked the Town charter and stated the chairman of the Board of Elections was decided among the members of the commission.

Acknowledge Boy Scouts - Cemetery Fence - President Vandervort stated the Town should recognize the Boy Scouts for painting the fence. After some discussion, President Vandervort stated the Boy Scouts painted the posts and Mr. Algard and Mr. Armour painted the railings. After more discussion, President Vandervort asked for a letter to be written thanking the Boy Scouts.

Commissioner Pumpaly asked about the Airstream trailers on the Barr property and mentioned one seemed to be connected to the sewer. After much discussion, the Board asked Mr. Hearne to send a letter to the Barrs regarding the matter and moved onto the next item on the agenda.

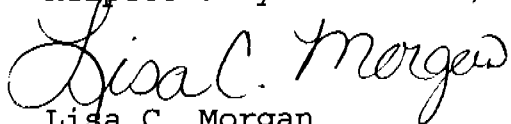
Accounts Payable

Town Meeting of October 27, 1998  
Minutes (cont'd.)  
Page 5 of 5

After some discussion, a motion was made by Commissioner Phillips to approve 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 9:20 p.m.

Respectfully submitted,

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

Lisa C. Morgan  
Assistant Town Administrator

7:30 P.M.

PUBLIC HEARING - RESOLUTION 98-2

TOWN MEETING OF OCTOBER 27, 1998

AGENDA

1. Approval of Minutes

PENDING BUSINESS

2. Resolution 98-2 - Water User Fees
3. Charlestown Marina
4. Fireboat Pier
5. Program Open Space - Fair Green Park
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Dock Ladders
9. Codification
10. Ethics Ordinance
11. Water System Loan - Refinancing
12. Lighting of Flagpole at Stone Wharf
13. New Millennium Celebration
14. Calvert Street lot - Charlestown Fire Co.
15. Louisa Lane - Road Cut
16. Hot Spots Program
17. C.O.L.A. - Employees
18. Zoning Ordinance - proposed change
19. Pavilion

NEW BUSINESS

20. Commission Appointments
21. Quit Claim Deed - Carolyn Riley

Town Meeting of October 27, 1998  
Agenda (cont'd.)  
Page 2 of 2

22. Chainsaw
23. Voter List - Purge
24. Acknowledge Boy Scouts - Cemetery Fence
25. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/27/98 TIME: 7:30 P.M.

Val Hahn

Meredith Lutting

J. Atkinson



# Town of Charlestown

## Accounts Payable Bills

10/27/98

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash - General Checking			
Attorney General's Office	(1) copy of Open Meetings Manual	6210.1 - General Government	7.50-
Woodward - Clyde Consult.	Inv #235718	6610.1 - Administration	227.50-
Loper, Rosay Elizabeth	reimburse H.O. credit (not given until after taxes were paid)	4111.1 - Property Taxes	33.37-
Bell Allentice	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	6440.1 - Telephone	121.01-
Woodward - Clyde Consult.	Inv #236791	6610.1 - Administration	762.75-
Century Engineering Inc.	Inv #10014 - pre-final submittal of design plans - fireboat...	6718.1 - Fireboat pier (gran...	1,716.00-
Hi-Tide Sales	Inv #17851 - (36) 5-step standard dock ladders	6963.1 - Maintenance, Repai...	3,276.00-
Total 1010.1 - Cash - General Checking			6,194.13-
Total 1000.1 - General Fund Cash Accounts			6,194.13-
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	32.39-
Miller Environmental, Inc.	Inv #10119836 - water op charges for Nov '98	7120.2 - Contract Operating	1,690.00-
Total 1010.2 - Cash - Utility Checking			1,722.39-
Total 1000.2 - Utility Fund Cash Accounts			1,722.39-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #180 - September gasoline	6025.3 - Gasoline	107.12-
Algard, William	reimburse for purchase of gasoline for town truck (sta whe...	6025.3 - Gasoline	35.00-
Maryland Materials Inc.	Acct #60502 - Inv #125410	6300.3 - Streets	22.42-
Total 1005.3 - New-Checking-Special (Special checking County)			164.54-
Total 1000.3 - Special Fund Cash Accounts			164.54-
<b>TOTAL</b>			8,021.06-

TOWN MEETING OF OCTOBER 13, 1998

MINUTES

The October 13, 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 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 September monthly water operations report to the Board. He also presented copies of the proposed amendment to the agreement between Miller Environmental and the Town. After some discussion, President Vandervort asked to have the amendment forwarded to Keith Baynes, the Town's attorney, to review and comment on before the next meeting. Mr. Smith also explained about the funding for the Town's I&I problem and that if the Town agreed to delay the date to proceed the Town's application should be near the top of the list for funding consideration in FY2000 by the State. The Board agreed this seemed to be the best way to go.

At 7:42 p.m. Commissioner J. Letts arrived at the meeting.

President Vandervort introduced and read Resolution 98-2 to reduce the debt service portion of the water user fees for both residential and commercial users. After some discussion, the Board decided to proceed with a public hearing on the resolution, to be scheduled on the same day as the next town meeting. The Board asked to have the public hearing advertised and posted in accordance with the water ordinance.

Mr. Smith stated he had discussed with President Vandervort the matter of people having sump pumps and downspouts connected to the sewer system. President Vandervort stated the Town still needed to notify people of the problem and have them correct them. He also stated he was under the impression when the smoke test was done, the county had smoke tested the entire town but he had heard now that was not so. Commissioner J. Letts stated that may need to be determined. Mr. Smith stated he had some form letters he had used for the same situation in Chesapeake City that he could forward to the Town but would like a copy of the sewer ordinance. Mrs. Morgan stated she would get him a copy of the sewer ordinance.

CCSO Liaison - Monthly Report - Deputy Eddie McCall, CCSO liaison, presented the September 1998 report to the Board. After some discussion, President Vandervort stated he received a complaint from a resident who had called the Sheriff's Office about a picnic table being put in the roadway and the Sheriff's Office didn't send anyone to look into the complaint. After more discussion, Deputy McCall suggested a meeting to discuss next month's schedule so patrol hours could be set to deal with the vandalism. President

Vandervort asked him to contact Mrs. Morgan to schedule the meeting.

Commissioner J. Letts stated he and Commissioner D. Letts had attended a conference last Tuesday on the Hot Spots Program. He stated the Town may qualify for the program but they would have to check further as the Town contracts police services with the Sheriff's Office. He further stated the first step the Town needed to do was to identify the problems to demonstrate the need. Commissioner J. Letts stated the upcoming election may change things. He stated he discussed the matter with Sgt. Jeffrey MacKenzie at the Sheriff's Office who mentioned the Town may want to consider a resident deputy. After some discussion on the cost of a resident deputy, the Board decided to move onto the next item of business.

At 8:25 p.m., Commissioner J. Letts left the meeting.

#### OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the September 22, 1998 town meeting, seconded by Commissioner D. Letts. The motion passed 2-0-1 (President Vandervort abstained).

#### PENDING BUSINESS

Charlestown Marina - President Vandervort stated Mr. Baynes had contact with the new attorney for Mr. Price and he had stated a letter was being sent along with payment. He further stated Mr. Baynes had been ready to file supplementary proceedings in the case but he did not know if Mr. Baynes was continuing with that while awaiting the letter and payment. The Board asked to have Mr. Baynes contacted regarding this.

Fireboat Pier - Mr. Hearne stated the Town received the second design phase drawings from Century Engineering. He also stated Ronald Daniels, chief of the Charlestown Fire Company, had already picked up a copy at the Town Hall. President Vandervort stated he requested Century Engineering work closely with the fire department on the design of the pier but there was apparently a lack of communication with their company when the original project manager left. Mr. Hearne stated the estimated cost was still more than what the Town had applied for in grant monies and in talking to Ken Ropp, of the Maryland Department of Natural Resources (DNR), he indicated the Town may have to put in the money. He further stated the Town received draft bidding documents which he was still reviewing.

Program Open Space - President Vandervort stated the pavilion had been ordered and should be in by the next meeting. He further stated it was a 12x20 deluxe oval gazebo with cupola, railings, seating, and a ramp. He further stated the price was \$4195 and the Town put \$695 down as a deposit with the remaining \$3500 balance due on delivery. President Vandervort stated the Town would be paying 25% of the cost under a grant.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing new.

Tasker Lane - President Vandervort stated Mr. Baynes had sent a letter to Bell Atlantic to move the telephone poles. He asked Mr. Hearne if the Town had received a copy of that letter. Mr. Hearne stated the Town had not and would contact Mr. Baynes' office to get a copy.

Dock Ladders - Mrs. Morgan stated the dock ladders had been ordered and should be delivered in 3-4 weeks.

Codification - Mrs. Morgan stated she had not copied the requested resolutions and ordinances to be forwarded to General Code Publishers but would work on that this week.

Ethics Ordinance - President Vandervort stated the Town received a letter from the Charlestown Ethics Commission and they were in agreement with the changes made to the ordinance. After some discussion on whether the State Ethics Commission needed to review the ordinance before it was adopted, the Board decided to check on that and tabled this matter until the next meeting.

Water System Loan - Refinancing - Mr. Hearne stated there wouldn't be anything further until the Town received its FY98 financial audit. Mrs. Morgan stated she talked to Mark Cerullo, of Friedman and Fuller, the auditors, and he had a few items they still needed to complete the audit and she had been working on that.

Lighting of Flagpole at Stone Wharf - President Vandervort stated he and William McMullen, of Delmarva Power, looked at the site and he suggested putting the meter pedestal near the holly tree and fire plug which is located near the property line between the Town property and the Clements' property. The Board agreed to have the pedestal put in that general area.

Facilities for Non-trailerable Recreational Boats - Grant Monies - Mr. Hearne stated the Town applied for a grant as the Town may be able to get monies for improvements made without adding slips to the town pier.

New Millennium Celebration - Commissioner D. Letts stated she had no further response regarding this. Mr. Hearne stated he talked to Lou George, administrator for the Town of Elkton, who stated he thought their fireworks were \$14000 but would check on it and get back to him.

Calvert Street lot - Charlestown Fire Company - Mr. Hearne stated he contacted Ed Slicer, of County Parks and Recreation, at the suggestion of Sandy Trent, of Program Open Space. He stated Mr. Slicer told him there was not sufficient monies available in the budget to purchase the property. President Vandervort stated that when he had talked to Grant Dehart, head of Program Open Space, at the MML Conference, he indicated that land purchase was a priority and the Town could seek a letter of concurrence which would obligate Program Open Space to buy for the purchase regardless of monies available in the local budget. Mr. Hearne stated the Town should contact Mr. DeHart.

Louisa Lane - Road Cut - Mr. Hearne stated he believed today was the last day for Mr. Justice to have the road cut repaired. President Vandervort stated the Town should bill him for the crusher run and materials used so far and perhaps that would prompt Mr. Justice to fix the cut.

C.O.L.A. - Employees - The Board decided to table this matter until the next meeting.

Commission Appointments - President Vandervort stated Robert Phillips had submitted his resignation from the Charlestown Board of Elections. A motion was made by Commissioner Phillips to accept Mr. Phillips' resignation, seconded by Commissioner D. Letts. The motion passed 3-0. The Board asked to have a letter sent to Mr. Phillips and a plaque ordered. He further stated there was another vacancy on the Election Board due to the death of Esther Heisler. President Vandervort stated the Town received letters of interest from Meredith Lubking and Joan Upperco to serve on the Board of Elections. Mrs. Morgan stated Ruth Lewis was interested in continuing to serve on the Board of Elections. After some discussion, a motion was made by Commissioner Phillips to appoint Meredith Lubking and Joan Upperco to the Board of Elections, seconded by Commissioner D. Letts. The motion passed 3-0. Commissioner D. Letts asked whether the Town Commissioners appointed the chairman of the Election Board or did they vote amongst themselves. After some discussion, the Board asked to have the matter researched by checking the charter and let the Board know by the next meeting. After some discussion, a motion was made by Commissioner D. Letts to reappoint Edgar McMullen, Jr. to the Board of Appeals, seconded by Commissioner Phillips. The motion

passed 3-0. President Vandervort stated Kim Reisinger, Michael Doss and John Magness had all said they were still interested in serving on the Planning and Zoning Commission. He further stated there were two vacancies to fill due to the resignations of Allen McDaniel and Betty MacNamara. After some discussion, as a result of a ballot taken by the Board, Michael Doss and John Magness were appointed to the Planning and Zoning Commission.

#### NEW BUSINESS

Zoning Ordinance - proposed change - Mr. Hearne stated the current Zoning ordinance specifies subdivision plats be signed by the chairman and secretary of the Planning and Zoning Commission. He further stated this had been a problem due to the turnover on that commission. He suggested amending the ordinance so an alternative would be to have the zoning administrator could sign off on plats with the approval of a quorum of the Planning and Zoning Commission. Mr. Hearne also stated the Planning and Zoning Commission had decided to require major building permits be submitted two weeks prior to their meetings so the permits could be reviewed prior to the meetings. After some discussion, the Board decided to wait on making a change to the zoning ordinance until the best alternate way to having plats signed is determined.

1999 Cecil County Calendar of Events - Mr. Hearne stated Mrs. Morgan asked to have this mentioned due to the Board discussing the organization of a new millennium celebration but as the information needed to be submitted by November 1, 1998, it was a moot point.

Benches at Ballfield - Mrs. Morgan stated the benches at the ballfield needed to be replaced. After some discussion about how much the ballfield was being used, a motion was made by Commissioner Phillips to have William Algard and Hershel Armour, the Town's maintenance workers, replace the 2 16' benches at the ballfield, seconded by Commissioner D. Letts. The motion passed 3-0.

MML Chapter Dinner - Oct 22, 1998 Tome's Landing Rest., Port Deposit - Mrs. Morgan stated the reservations for the dinner had been made and the check in payment had been sent.

Mrs. Morgan stated the Town had finally received reimbursement from the Princess Bayside Hotel for the one night's deposit sent for Mr. Pumpaly's reservation which was cancelled. She stated the monies would be deposited tomorrow.

Building Permits - Mr. Hearne stated the Commissioners each had a copy of the current permits receiving preliminary or final

approval. The Board discussed Mr. Palmer's application which had been denied due to being a non-conforming lot.

MML Administrative Proxy - Mr. Hearne stated the Maryland Municipal League (MML) would be considering four pieces of legislation at their legislative conference. He further stated he was attending the conference and asked if the Town wanted him to carry their proxy. The Board agreed to have Mr. Hearne carry the Town's proxy and President Vandervort signed the proxy form. Mr. Hearne stated he was contacting the other towns to see if they wanted him to carry their proxies if they didn't have anyone attending the conference.

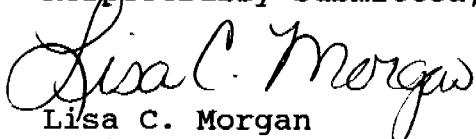
Trick-or-Treat Hours - Mrs. Morgan stated the County Commissioners had set the county's trick or treat hours for 6-8 p.m. on Saturday, October 31, 1998. A motion was made by Commissioner Phillips to set the Town's trick or treat hours for 6-8 p.m. on Saturday, October 31, 1998, seconded by Commissioner D. Letts. The motion passed 3-0. The Board asked to have the fire company contacted to request the whistle be blown at the beginning and ending of trick or treat hours. Mr. Hearne asked Commissioner D. Letts if she would give the Town a copy of the Halloween flier she had done for last year and she said she would.

Portable toilets - Mrs. Morgan asked the Board if the Town wanted the portable toilets from behind Town Hall and the athletic complex removed before Halloween. A motion was made by Commissioner Phillips to remove the portable toilets for the season, seconded by Commissioner D. Letts. The motion passed 3-0.

Accounts Payable - President Vandervort asked what the bill was for QuickBooks. Mrs. Morgan stated that would be for the update on the payroll tax tables. After some discussion, a motion was made by Commissioner Phillips to approve the bills except for the bill for QuickBooks which was not to be paid, 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 9:58 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF OCTOBER 13, 1998

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space - Fair Green Park
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Dock Ladders
10. Codification
11. Ethics Ordinance
12. Water System Loan - Refinancing
13. Lighting of Flagpole at Stone Wharf
14. Facilities for Non-trailerable Recreational Boats - Grant Monies
15. New Millennium Celebration
16. Calvert Street lot - Charlestown Fire Co.
17. Louisa Lane - Road Cut
18. Hot Spots Program
19. C.O.L.A. - Employees
20. Commission Appointments

NEW BUSINESS

21. Zoning Ordinance - proposed change



TOWN MEETING OF OCTOBER 13, 1998  
AGENDA (CONT'D.)  
PAGE 2 OF 2

22. I & I funding
23. 1999 Cecil County Calendar of Events
24. Benches at Ballfield
25. MML Chapter Dinner - Oct 22, 1998 Tome's Landing Rest., Port  
Deposit
26. Building Permits
27. MML Administrative Proxy
28. Pavilion
29. Trick-or-Treat Hours
30. Portable Toilets
31. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10 / 13 / 98 TIME: 7:30 PM

- Meredith Lutting
- Isidore Smith
- George D. Smith - MBT
- Hal Fahn
- Jan Atkinson

# Town of Charlestown

## Accounts Payable Bills

10/13/98

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash - General Checking</b>			
American Home & Hardware	Acct #685600 - Inv #526760 hook eye; loose screws; handle;...	-SPLIT-	154.29-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #251363 - portland cement for pads for ...	-SPLIT-	34.51-
Rogers Home and Hardware	Inv #231033; #230999	-SPLIT-	17.45-
WalMart	Account 2834 Sept statement	-SPLIT-	116.51-
York Building Products	Acct #4568 - Inv #65312		16.15-
Radio Shack	Acct #1903060981 - Inv #261205 - cassette tapes	6740.1 - P&R Miscellaneous	26.95-
AT&T	Acct #8014-056-9492 - Inv #6392284561	6440.1 - Telephone	18.51-
QuickBooks Tax Table Service	tax table update	6250.1 - Office Equipment	69.95-
Injured Workers' Ins. Fund	Policy #2801346-1 installment premium due	6160.1 - Workmen's Compen...	297.00-
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	205.82-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	11.96-
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-
Alarm Systems Co. of Maryland	Acct #0142A Inv #0013851	6460.1 - Alarms	54.00-
NEBS	Cust #861219-139077 - inv #9826801856-5 500 voucher ch...	6220.1 - Office Supplies	89.95-
North East Florist, Inc.	Inv #103746 - funeral arrangement (Heisler)	6210.1 - General Government	46.50-
Partition Plus Inc.	Inv #3146 - toilet paper dispenser for comfort station	6450.1 - Maintenance	17.85-
BFI	Inv #980900-0115246 - September trash collection	6651.1 - Trash Collection	3,181.20-
Mac's Shacks	Acct #110342 - Inv #14094	6730.1 - Contract Maintena...	110.00-
<b>Total 1010.1 - Cash - General Checking</b>			<b>4,481.24-</b>
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	128.64-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	94.60-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	11.41-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	68.51-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	328.31-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	166.42-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	69.93-
Miller Environmental, Inc.	Inv #10099839 - pass through expenses for Sep '98	7120.2 - Contract Operating	297.15-
<b>Total 1010.2 - Cash - Utility Checking</b>			<b>1,164.97-</b>

10/13/98

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			1,164.97-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Home & Hardware	Acct #685600 - Inv #526760 - Jacq handle for shop; Inv #5...	6420.3 · General Maintenance	11.28-
Wal-Mart	Acct #2634 - Sept statement	- SPLIT-	33.40-
Kunkle Service Co.	Acct #36904 - Inv #148431 - antifreeze; thermostat & gask...	6024.3 · Truck Repair	13.25-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	602.29-
Mec's Shacks	Acct #116342 - Inv #14091 - (1) portable toilet for shop - ...	6420.3 · General Maintenance	55.00-
Total 1005.3 · New-Checking-Special (Special checking County)			715.22-
Total 1000.3 · Special Fund Cash Accounts			715.22-
TOTAL			6,361.43-

## TOWN MEETING OF SEPTEMBER 22, 1998

### MINUTES

The September 22, 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 presented a plaque to Meredith Lubking for her past service on the Planning and Zoning Commission. President Vandervort stated there was a plaque for John Spangler, Jr. also for serving on the Planning and Zoning Commission. Mrs. Morgan stated she had Mr. Spangler's address in Pennsylvania and would send the plaque to him.

Robert Matthews, CCSO - Community Service Work Program - Robert Matthews, under contract with the Cecil County Sheriff's Office to administer the Community Service Work Program, stated he had met with Mr. Hearne and Mr. Vandervort last week. He explained to the Board the program would place non-violent adult and 16 year old or older juvenile offenders as workers in the town to earn hours toward court-ordered community service. He further stated he had provided a packet of information on the program. Commissioner D. Letts asked if there would be a problem with liability or workmen's compensation as there had been in the past with similar programs. Mr. Matthews stated the State had resolved this problem. Commissioner J. Letts stated William Algard, the Town's maintenance worker, would be supervising these people and the matter should be discussed with him. After more discussion, Commissioner J. Letts made a motion to apply to the Community Service Work Program, provided the matter was discussed with Mr. Algard, seconded by Commissioner D. Letts. The motion passed 4-0.

CCSO Liaison - Monthly Statistics - President Vandervort stated Deputy McCall, the Cecil County Sheriff's Office liaison, forwarded the statistics for the months of July and August 1998. Commissioner J. Letts stated the statistics were only for calls handled by the deputy who was assigned to work Charlestown and there were calls handled in town when a deputy was not assigned. He further stated the Sheriff's Office was working on a process to make sure those calls will be included.

### OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner J. Letts to approve the minutes of the August 25, 1998 town meeting, seconded by Commissioner D. Letts. The motion passed 4-0. After some discussion, a motion was made by Commissioner D. Letts to approve the minutes of the September 8, 1998 meeting with the deletion of the partial sentence "s the contract was based on a particular water usage". The motion was seconded by Commissioner J. Letts.

The motion passed 3-0-1 (Commissioner Phillips abstained).

PENDING BUSINESS

Bell Atlantic - Antennas on water tower - Mr. Hearne stated he would pick up the county permit tomorrow and will send it to Mr. Unger. He further stated he would also send a detailed accounting of Keith Baynes', the Town's attorney, legal services to Mr. Unger. He stated Mrs. Morgan will have that ready by tomorrow. Mr. Hearne stated Bell Atlantic was suggesting using a different paint manufacturer as Pennsbury Coatings was bought out by M.A.B. Paints. He further stated he tried to contact Thomas DeLorimier, of Tatman and Lee Associates, the Town's engineers, without success regarding this. President Vandervort stated he believed sending the permit to Bell Atlantic starts the contract.

Charlestown Marina - President Vandervort stated there was nothing new on this matter. Mr. Hearne stated he wanted to contact Mr. Baynes so that the Town would receive a copy of any future correspondence Mr. Baynes has with the new attorney for Mr. Price.

Fireboat Pier - Mr. Hearne stated the Town received comments back from the State on Friday and wrote a letter the same day to Century Engineering forwarding the comments to them. He further stated Century Engineering received the comments yesterday and revised drawings should be received from them by Friday. After some discussion, President Vandervort stated the pier should be the same height as the town pier and that matter needed to be watched closely as construction was being done. Mr. Hearne stated Ronald Daniels, chief of the Charlestown Fire Co., had talked to Century Engineering about running conduit so electric could be installed at a later time, for ice-eaters.

Program Open Space - Fair Green Park - Mr. Hearne stated he had talked to Edward Slicer, of County Parks and Recreation, and the presentation to the Parks Board for the benches and picnic tables for Veterans Park and the stone wharf would be October 5, 1998.

Sidewalk Retrofit Program - Mr. Hearne stated the contractor was still working in Queen Anne's County but Mr. Yingling, of the State Highway Administration, said the contractor would be here before winter. He further stated Mr. Yingling told him the grant monies would still be available even if work was not done before winter.

Tasker Lane - President Vandervort stated he still needed to contact Mr. Baynes regarding this matter.

Dock Ladders - Mr. Hearne stated he checked and all three

businesses manufacture their own ladders. Commissioner J. Letts stated Hi-Tide Sales Inc. seemed to have the lowest price. After some discussion, a motion was made by Commissioner J. Letts to purchase 36 5-step standard dock ladders from Hi-Tide Sales Inc. at \$81 each for a total of \$3276 which included shipping charges, seconded by Commissioners Phillips and D. Letts. The motion passed 4-0.

Codification - Mr. Hearne stated he talked to Donna, at General Code Publishers, who stated they could give a 10-15 minute presentation but to estimate the cost to complete the work, General Code would need the ordinances and resolutions passed by the Town since Ordinance 91-8 and Resolution 91-7. Mr. Hearne asked the Board if they wanted those sent so General Code could do an estimate before scheduling a meeting. After some discussion, the Board decided to have copies of all the requested ordinances and resolutions sent to General Code Publishers before a meeting was scheduled.

Ethics Ordinance - President Vandervort stated Dr. Gell, chairman of the Charlestown Ethics Commission, received the Town's letter regarding the changes to the ethics ordinance. He further stated the Town had not received a response as Dr. Gell had been on vacation.

Water System Loan - Refinancing - President Vandervort stated he and Mr. Hearne met with Richard Hillman, of the Maryland Infrastructure Program, regarding the possible refinancing of the Town's water system loan. He stated Mr. Hillman worked up the most likely scenario for the Town and each Commissioner had a copy of the information. He further stated it looked like the Town would save approximately \$191,322 from the refinancing. After some discussion, Commissioner Phillips made a motion to proceed to refinance the water system loan with an annual payment of \$61,981 at 5.09% or less for 30 years, seconded by Commissioner D. Letts. The motion passed 4-0.

Al Wein - Smart Growth Development Plan - Effect on Charlestown - Mr. Hearne stated he attended the County's Planning and Zoning Commission meeting and the meeting was to get public comment on the proposed amendment and no final decision was made. He further stated the matter would be on the County Commissioners' agenda for their October 6, 1998 and planned to attend that but didn't believe the matter would be acted on.

Lighting of Flagpole at Stone Wharf - Mr. Hearne stated William McMullen, of Delmarva Power, was coming to look at where Delmarva would put the service and line in and would provide a field sketch

to the Town to give to the electricians bidding on the job. He further stated Mr. McMullen needed to take into account the Town was considering widening the road in that area.

Facilities for Non-trailerable Recreational Boats - Grant Monies - President Vandervort stated the State needed to know how many slips the Town proposed to add to the pier. Mr. Hearne asked if dredging would be needed. Commissioner J. Letts stated it sounded like the Town was going into the marina business. After much more discussion, the Board decided to table the matter until the next meeting.

New Millennium Celebration - Commissioner J. Letts stated he talked to Gabe Garcia, a commissioner for the Town of North East, who said the fireworks cost \$12000 and mentioned North East was considering doing something to celebrate also. He further stated he asked Mr. Garcia to have North East coordinate with Charlestown as far as the dates for each celebration. Commissioner J. Letts stated he felt this would be the time of the year to hold the celebration and hold the fair on Friday through Sunday with fireworks on Sunday to close.

TCI Programming Changes - Mr. Hearne stated "Vision Sports" was a motor sports channel, the food channel was moving from channel 49 to channel 54 and the preview channel was moving from channel 54 to channel 55 and would still part of the expanded basic service.

Calvert Street Lot - Charlestown Fire Company - President Vandervort stated the Town received a letter from the fire company offering the lot to the Town for \$170,000 and the offer would be good until the second Monday of September 1999. He further stated the purchase would be pursued through Program Open Space. Mr. Hearne stated Program Open Space would need to know the intended use for the property and have two appraisals of the land. President Vandervort asked if the Town could use the appraisal the fire company had done. Mr. Hearne stated he would have to check with Program Open Space. He further stated if there was more than a 20% difference in the price of the two appraisals, a third appraisal would need to be done. President Vandervort stated the use would be future recreational use. Mr. Hearne stated he would contact Ken Ropp or Sandy Trent at Program Open Space regarding the matter. A motion was made by Commissioner Phillips to proceed with the application to Program Open Space for the purchase of the lot offered by the Charlestown Fire Company, seconded by Commissioner D. Letts. The motion passed 4-0.

C.O.L.A. - Employees - President Vandervort stated the Town received information from the towns in the county regarding



increases given to their employees and salary scales for a maintenance worker. He further stated that in past cost-of-living increases were made retroactive to the beginning of the fiscal year. After some discussion, the Board decided to table this matter until the next meeting.

Commission Appointments - President Vandervort stated the Town received resignations from Betty McNamara and Allen McDaniel of the Planning and Zoning Commission. Commissioner J. Letts made a motion to accept the resignations, seconded by Commissioner D. Letts. The motion passed 4-0. President Vandervort stated there were two openings on the Planning and Zoning Commission, Edgar McMullen, Jr.'s term on the Board of Appeals would expire in October, the terms of Robert Phillips and Ruth Lewis on the Election Board were due to expire in October and, due to the death of Esther Heisler, there was an opening on that board to fill. After some discussion, the Board decided to contact those whose terms were due to expire and ask if they were still interested in serving on their commissions. The Board also decided to contact Michael Doss, Kim Reisinger and John Magness who had expressed interested in serving on the Planning and Zoning Commission when there was an opening the last time to see if they were still interested. President Vandervort stated Meredith Lubking had also expressed interest in serving on that board again. The Board asked to have the opening on the election board advertised and, if the people who had been interested in serving on the Planning and Zoning Commission were not interested now, to advertise those openings as well.

Hot Spots Program - Commissioner J. Letts stated the Town may be able to get funding for a deputy under this program. He further stated the Town would have to demonstrate a need for one and, since the Sheriff's Office had applied for this grant, had asked for a copy of their grant application but hadn't received it yet. After some discussion, Commissioner J. Letts and Commissioner D. Letts stated they would like to attend the conference on this program and asked Mrs. Morgan to fax their registration forms.

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

At 9:15 p.m. President Vandervort turned the chair of the meeting over to Vice-President Joseph Letts and left the meeting.

Toilet Paper Holders - Comfort Station - Mr. Hearne stated one of the toilet paper holders at the comfort station was vandalized and the Town needed to get a replacement. He further stated he called

the supplier and received information and prices on several different models. After some discussion, a motion was made by Commissioner Phillips to order one Model #5224 toilet paper holder for the comfort station, seconded by Commissioner D. Letts. The motion passed 3-0.

Invitations - Vice-President Letts stated there were several invitations the Town had received. After some discussion, the Board decided to have each Commissioner let Mr. Hearne or Mrs. Morgan know if they would be attending any function which needed a reply sent.

Road Cut - Louisa Lane - Vice-President Letts stated the unrepaired road cut on Louisa Lane had been brought to his attention. Mr. Hearne stated he had called Elmer Justice, of Justice Builders and Developers, several times about getting the cut repaired but nothing had been done and had decided to bring it to the Board. Vice-President Letts stated he felt a letter should be sent to him giving him fifteen days from the date of the letter to repair the road cut or the Town would repair it and bill him the expense plus administrative costs. After some discussion, a motion was made by Commissioner Phillips to send a letter to Elmer Justice, Justice Builders and Developers, to repair the road cut on Louisa Lane within fifteen days from the date of the letter or the Town would repair it and bill him the expense with additional administrative costs, seconded by Commissioner D. Letts. The motion passed 3-0.

Cecil County Chamber of Commerce Economic Development Committee - Report - Mr. Hearne stated each commissioner received a copy of their summary of meetings they held with each town and were asking to have a meeting of all the towns, suggesting several times on October 6 or October 8, 1998. After some discussion, Commissioner Phillips stated she would be able to attend on October 6, 1998 at 4 p.m. The Board agreed that would be suitable and Mr. Hearne also suggested checking with President Vandervort.

Maryland Rural Water Association - Request for Research & Education Foundation donation - Mr. Hearne stated the Maryland Rural Water Association (MRWA) was asking for donations toward a research and education foundation. After some discussion, a motion was made by Commissioner D. Letts to give a \$20 donation to the RWA for the research and education foundation, seconded by Commissioner Phillips. The motion passed 3-0.

Larry Metz discussed the problems with juveniles in the town with the Board. He suggested the Town consider a monthly newsletter to let people know what was going on in town and perhaps get people more involved in their town.

Town Meeting of September 22, 1998  
Minutes (Cont'd.)  
Page 7 of 7

Vice-President Letts stated the Town received a letter from the Maryland Department of Transportation regarding requests for FY99 funding from the Recreational Trails Program under TEA-21. Mr. Hearne stated the funding would be for developing walking trails, greenways, etc.

As there was no further business to be discussed, Vice-President Letts adjourned the meeting at 9:55 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF SEPTEMBER 22, 1998

AGENDA

7:30 P.M.

1. Plaque Presentations
2. Robert Matthews, CCSO - Community Service Work Program
3. CCSO Liaison - Monthly Statistics

OLD BUSINESS

4. Approval of Minutes

PENDING BUSINESS

5. Bell Atlantic - Antennas on water tower
6. Charlestown Marina
7. Fireboat Pier
8. Program Open Space - Fair Green Park
9. Sidewalk Retrofit Program
10. Tasker Lane
11. Dock Ladders
12. Codification
13. Ethics Ordinance
14. Water System Loan - Refinancing
15. Al Wein - Smart Growth Development Plan - Effect on Charlestown
16. Lighting of Flagpole at Stone Wharf
17. Facilities for Non-trailerable Recreational Boats - Grant Monies
18. New Millennium Celebration
19. TCI Programming Changes
20. Calvert Street lot - Charlestown Fire Co.
21. C.O.L.A. - Employees

NEW BUSINESS

22. Commission Appointments
23. Hot Spots Program
24. Toilet Paper Holders - Comfort Station
25. Invitations:
  - Dedication of Handicap Ramp & Lift - St. John's U.M. Church
  - Health Problems Plan Meeting - Cecil Co. Health Advisory Comm.
  - New Partner Reception - Family Resource Board of Cecil County
  - Open House - Union Hospital
  - 6th Annual Community Forestry Workshop - City of Westminster
  - "Cecil Co. Most Beautiful Person" Presentation - Cecil Co.  
Tourism
  - Open House - Family Services Association
  - 53rd annual Cooperators Banquet - Cecil Soil Conserv. District
26. Louisa Lane - Road Cut
27. Cecil Co. Chamber of Commerce Economic Develop. Committee - Report
28. Maryland Rural Water Association - Request for Research & Education  
Foundation donation
29. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/22/98 TIME: 7:30 P.M.

Bob Mathews, CSWP Administrator, Sheriff's Office

Meridith Lutting

Val Hahn

Al Atkinson

William C. Alford

W. W. W.

Robert Evans

# Town of Charlestown

## Accounts Payable Bills

09/22/98

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	100.64-
Breslin, Charles	reimburse overpayment of FY99 taxes due to abatement ...	4111.1 - Property Taxes	102.73-
AT&T	Acct #8014-058-9492 - Inv #63922762	6440.1 - Telephone	13.31-
Woodward-Clyde Consult.	Inv #231193 - inspected concrete sidewalks - Phase IIA	2055.1 - Security Dep-Tri...	260.00-
Woodward-Clyde Consult.	Inv #231082 - final review on Westwood subdivision	6610.1 - Administration	105.00-
Baynes, Keith A.	August statement - letter to H. Walsh, atty for Price; re...	-SPLIT-	100.00-
BFI	Inv #980800-0115246 - August trash collection	6651.1 - Trash Collection	3,181.20-
Alger Oil, Inc.	Inv #484 - under paid on ticket for last oil delivery on 9/...	-SPLIT-	15.84-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #250620 - pins; hitch & washers for pl...	-SPLIT-	14.01-
Century Engineering Inc.	Inv #99824 - preliminary submittal of design plans for d...	6718.1 - Fireboat pier (gr...	3,432.00-
Wal*Mart	Account 2634 Aug statement	-SPLIT-	42.90-
Maryland Rural Water Associ...	Ref #V333 - membership dues	6210.1 - General Govern...	150.00-
Total 1010.1 - Cash-General Checking			7,517.63-
<b>Total 1000.1 - General Fund Cash Accounts</b>			
Total 1000.1 - General Fund Cash Accounts			7,517.63-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	33.61-
Miller Environmental, Inc.	Inv #10109835; 10099838; 10089836; 10089837	-SPLIT-	4,452.69-
Farmers Home Administration...	91-01 loan semi-annual payment	7110.2 - Original Constru...	31,072.00-
U.S. Filter/Waterpro	Acct #48592 Inv #563557; #450657	7740.2 - Other	575.50-
Total 1010.2 - Cash - Utility Checking			36,133.80-
<b>Total 1000.2 - Utility Fund Cash Accounts</b>			
Total 1000.2 - Utility Fund Cash Accounts			36,133.80-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
American Service Center	Acct #206 - Inv #25654 - clutch for chainsaw (prev one...	6022.3 - Equipment Repair	39.32-
Gilbert Enterprises Inc.	Inv #0136 - August gasoline	6025.3 - Gasoline	89.92-
Benjamin Lumber Co., Inc.	Cust #1186 Inv #250620 - rebar tie wire for shop; Inv #...	-SPLIT-	8.44-
Wal*Mart	Acct #2634 - Aug statement	-SPLIT-	68.34-
Total 1005.3 - New-Checking-Special (Special checking County)			206.02-
<b>Total 1000.3 - Special Fund Cash Accounts</b>			
Total 1000.3 - Special Fund Cash Accounts			206.02-

**Town of Charlestown**  
**Accounts Payable Bills**

09/22/98

Name	Memo	Split	Amount
<b>TOTAL</b>			<u><b>43,857.45-</b></u>



TOWN MEETING OF SEPTEMBER 8, 1998

MINUTES

The September 8, 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., Commissioner Wilbur D. Pumpaly 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 August 1998 monthly water system operations report to the Board. She further reported the lead and copper sampling for Charlestown passed and since the Town had passed for three consecutive years, the State would probably decide to just have tri-annual testing done. President Vandervort stated the Town's water usage had gone up significantly in the past few years because of the new houses added to the system and, due to this, a larger quantity of chemicals, specifically soda ash, had been needed. He stated George Smith, of Miller Environmental, Inc., discussed the situation with him and asked the Town to reimburse Miller for the additional soda ash used for the past two years, a total of \$1800. President Vandervort stated there was a clause in the original contract to reimburse for additional chemicals if water usage increased significantly above the amount the contract was based on. He further stated that clause was unintentionally left out in the revised contract. He stated the Town could leave them with the extra cost but believed it would be fair to reimburse them. Commissioner J. Letts asked what the amount of soda ash cost they'd asked to be reimbursed. President Vandervort stated it was \$1800 for the last two years. Commissioner Pumpaly asked what the length of the contract was. President Vandervort stated it was for five years, renewable every year. Commissioner Pumpaly asked when the contract was due for renewal. President Vandervort stated it was close to the time to renew the contract. After some discussion, Commissioner Pumpaly asked if they would consider adding that wording back into the contract when it comes up for renewal. After more discussion, Commissioner J. Letts made a motion to pay \$1800 to Miller Environmental, Inc. for the additional soda ash used over the last two years, seconded by Commissioner Pumpaly. The motion passed 4-0. Commissioner J. Letts made a motion to have an amendment done to the existing contract to insert the clause regarding reimbursement of chemical costs over the estimated quantity based on the set water usage, seconded by Commissioner Pumpaly. The motion passed 4-0. Mr. Smith stated he would send a copy of the proposed amendment and the Board will forward it to Mr. Baynes to review.

OLD BUSINESS

Approval of Minutes - After some discussion, the Board decided to

table the minutes of the August 25, 1998 town meeting until the next meeting so the paragraph regarding the lighting of the flagpole at the stone wharf could be revised.

Commissioner J. Letts introduced Deputy Sheriff Eddie McCall as the new liaison between the Town and the Sheriff's Office. Deputy McCall stated he didn't have the monthly statistics done as he thought the meeting was on Thursday but he would do them tomorrow and fax them to the Town on Thursday. He further stated he received the fax regarding some malicious destruction to trees and bushes in town and the portable toilets being overturned. He had asked the deputies to increase their patrols in the area. He further stated he was aware of a group of kids who had been partying in an area on Black Avenue and some other places in town and that situation would be taken care of. He also stated he received the patrol schedules for the next two months and only had sign-ups done for September as several deputies were suggesting doing away with the late night shifts, specifically on Sundays. He stated he would talk to several deputies and fax a proposed revised schedule for October for the Town to decide on and send back. President Vandervort stated the Town had a curfew ordinance and believed it was 10 p.m. on week days and 11 p.m. on weekends. He further stated he would like the deputies to enforce the curfew if they see kids out after those times. Deputy McCall stated he would send a memo to the deputies about enforcing the curfew. Commissioner J. Letts stated there were three arrests made on Black Avenue for disorderly conduct, one the day before yesterday. Deputy McCall stated any incidents brought to the Town needed to be passed along to the Sheriff's Office. Commissioner Pumpaly stated he would like to see increased dialogue between the Town and the Sheriff's Office regarding policing issues.

#### PENDING BUSINESS

Bell Atlantic - Antennas on water tower - President Vandervort stated Tatman & Lee Associates, the Town's engineers, requested some clarification on the designs and the engineer for Bell Atlantic was working out the details for them. He further stated Bell Atlantic had asked to proceed in getting the county permit with the understanding that construction would not proceed until the Town approved it. He stated he told Mr. Hearne to proceed with the county permit and Mr. Hearne stated he hadn't done anything yet because Bell Atlantic was still revising the plans incorporating the comments Tatman & Lee had made. He further stated once the revised plans were received, he would go to the county. He also stated Bell Atlantic wanted assurance the paint on the tank was lead-free so he needed to have them contact Pensbury Coatings as they would have that information. He talked to Mr. Unger who said

they would submit a copy of the plans to the tank manufacturer, and if they would be unable to certify the integrity of the tank would not be effected by the installation of the antennas, the engineering firm for Bell Atlantic had individuals on staff who were certified to do so. Mr. Hearne also said if he didn't receive the revised plans by Thursday, he would call them.

Charlestown Marina - President Vandervort stated he attempted to contact Mr. Baynes but he hadn't called back.

Fireboat Pier - Mr. Hearne stated he received the first draft from Century Engineering and attempted to contact Ken Ropp and David Decker, of the Maryland Department of Natural Resources (DNR) but they hadn't called back yet. He further stated he would like to return the information with any comments to Century Engineering by next week. He stated the cost estimate for the dredging doesn't look right but Mr. Decker would be more familiar with dredging and Mr. Ropp with the pier. President Vandervort stated he thought the design was supposed to be done in phases. Mr. Hearne stated he had the drawings but he had never reviewed something like it before. Mr. Hearne stated Ronald Daniels, chief of the Charlestown Fire Company, received a set of the drawings today. After some discussion, President Vandervort stated he thought Mr. Daniels had suggested fiberglass for the floating pier and he asked him to mention it to the engineers. Mr. Hearne stated he had a couple of estimates for the dredging and construction: one based on Baltimore, a total of \$163,662 and one based, he believed, on Elkton, a total of \$145,000. After more discussion, Mr. Hearne stated the Town had \$128,000 in grant money with additional grant monies requested for the next fiscal year. President Vandervort stated that if the estimates come in too high at the end, the Town could decide about it then. Mr. Hearne mentioned there were two more design phases to go.

Program Open Space - Fair Green Park - President Vandervort stated he hadn't done anything since the last meeting. Mr. Hearne asked the Board if they wanted to do anything on the tables and benches for Veterans Park and the stone wharf, whether to start that process separately or did the Board want to continue with that being combined with the playground. President Vandervort stated he thought it was submitted. Mr. Hearne stated it had been submitted altogether and hadn't been approved yet. He further stated he would have to contact Edward Slicer, of the County Parks and Recreation Office about making a separate presentation for those. President Vandervort asked if doing so would effect the rest of the request. Mr. Hearne stated it would not, it would just start the approval process for those items.

Sidewalk Retrofit Program - Mr. Hearne stated he talked to Don Yingling, of the State Highway Administration, who hoped the contractor would complete the work in the district before winter. President Vandervort asked if the grant money would still be available and Mr. Hearne said that it would. After some discussion, Commissioner D. Letts mentioned there seemed to be new markings on the sidewalks.

Tasker Lane - President Vandervort stated he was unable to talk to Mr. Baynes yet about writing a letter to the telephone company requesting they move the poles out of the street. He further stated he would try again to contact him.

Dock Ladders - Commissioner J. Letts stated, at the request of the Board at the last meeting for other bids, he contacted Hi-Tide Sales, Chesapeake Fabrications, Inc., and Davit Master Corp. based on an order of thirty-six five-foot dock ladders with hardware and delivery costs and received quotes from those businesses as follows: \$81 each with delivery cost of \$360.00 for total of \$3276; \$158 each for a cost of \$5688 less a 25% discount for a total of \$4266 (delivery included); and \$4320 but no delivery costs, respectively.

President Vandervort stated the Board needed to see brochures so the quotes are based on a similar product. Commissioner J. Letts stated he asked for brochures but hadn't received any. After some discussion, the Board wanted the vendors contacted for brochures. Commissioner J. Letts stated William Algard, the Town's maintenance worker, assured him he wouldn't have a problem mounting the ladders. After some discussion, the Board decided to table the matter until brochures could be obtained.

Codification - Mr. Hearne stated the people at General Code would be willing to meet with the Town. After some discussion, Mr. Hearne stated she hadn't contacted him about what General Code had done but he could talk to her about it when he called to set up a meeting. After much more discussion, the Board decided to have General Code contacted to see how long their presentation would be and then the Board would decide whether to hold a special meeting or not.

Ethics Ordinance - President Vandervort stated he sent a letter to the Ethics Commission for their comments and recommendations on the two changes the Board made. He further stated the Town hadn't received a reply yet. He mentioned he spoke to two members of the commission but they didn't give any comments at that time.

Water System Loan - Refinancing - Mr. Hearne stated the meeting with Robert Hillman, of the Maryland Infrastructure Program, had

been set for tomorrow at 11 a.m. at the Town Hall.

Al Wein - Smart Growth Development Plan - Effect on Charlestown - Mr. Hearne stated a proposed adequate public facilities ordinance was being proposed to change the county's subdivision and zoning code. He further stated the Town would be effected as it would either be required to adopt something similar to that ordinance to restrict residential development or address imposing impact fees on developers to help pay for the construction of school facilities. He further stated adequate school facilities was a primary problem in handling an influx of new people. He explained this change was being mandated by the State and if the county doesn't pass an adequate public facilities ordinance, they would have to impose impact fees. President Vandervort asked if the Town would be able to attend. Mr. Hearne stated it was open to the public and was scheduled as the first item on the agenda at the September 21, 1998 County Planning and Zoning Commission meeting at 7 p.m. Mr. Hearne stated he planned on attending and suggested a commissioner attend also.

President Vandervort asked Mr. Hearne if he had any contact with Betty Waldrop of the Planning and Zoning Commission. After some discussion, Mr. Hearne stated he had sent a resignation letter for her to sign, both certified and regular mail with a return envelope but hadn't received anything. After more discussion, the Board decided to attempt once more to contact her. Meredith Lubking, a member of the audience, indicated she would be interested in filling the opening on the Planning and Zoning Commission. President Vandervort asked how many members attending the last Planning and Zoning Commission. Mr. Hearne stated the two new members attended. After some discussion, Mr. Hearne stated the next Planning and Zoning Commission meeting had been scheduled for September 9, 1998.

Lighting of Flagpole at Stone Wharf - Mr. Hearne stated he contacted three businesses and hadn't received any quotes yet.

Facilities for Non-trailerable Recreational Boats - Grant Monies - Mr. Hearne stated he hadn't written the letter yet for President Vandervort to review. He further mentioned he would be working on it as it needed to be sent by September 18, 1998.

MML Legislative Conference - Cumberland MD - Mr. Hearne stated he would attend two days and asked to have the checks signed tonight so they could be sent and said the Town would be reimbursed by the Maryland Rural Development Corporation. President Vandervort asked if Commissioner Phillips had attended the conference last year. Mr. Hearne stated she did but did not plan to attend this year.

New Millennium Celebration - Commissioner D. Letts stated she had discussed this with members of Colonial Charlestown and they seemed to be receptive. She further stated it would take planning involving other people in town and Colonial Charlestown would be interested in ways funds could be raised to maintain the 107 House. She stated she expected they would bring the matter up at their next meeting. President Vandervort ask when the meeting would be. Commissioner D. Letts stated their meetings were held on the first Tuesday of every month at 7 p.m. Mr. Hearne asked if there was any more consideration being given to holding fireworks. Commissioner D. Letts stated she mentioned to them the general discussion of ideas the Board had at the town meeting. Commissioner D. Letts also stated they had talked about regenerating the Colonial Fair. After some more discussion, Commissioner J. Letts stated he had discussed with Commissioner D. Letts that if fireworks were done, the Town could pay the expenses for the fireworks and Colonial Charlestown could pay the expenses for the fair. He further stated he would be willing to approach other organizations for help in paying the expense of the fireworks. After some more discussion, Commissioner Pumpaly stated he would not be adverse to helping Colonial Charlestown with expenses if the matter was planned out. Mr. Hearne stated Mrs. Morgan had talked to Laura Sutton, a member of the Salute to Cecil County Veterans Committee, about the cost of the fireworks they held on July 3th in North East. Mr. Hearne stated Mrs. Sutton gave a rough cost of \$26000 for the event with the cost of the fireworks themselves being \$12500. After more discussion, the Board moved on to the next item on the agenda.

#### NEW BUSINESS

TCI Programming Changes - President Vandervort stated the Town received a letter from TCI Cablevision regarding some programming changes they were making effective October 1, 1998. After some discussion, President Vandervort asked Mr. Hearne to contact TCI for clarification on what "Speed Vision" was and where the preview and food channels were being moved to.

Building Permits - President Vandervort stated each commissioner had a copy of the building permits and those circled were the ones since the last meeting. Commissioner D. Letts asked if the permit for the handicapped ramp was the one at the church. Mr. Hearne stated it was, Steve Lewis had applied for it. Commissioner D. Letts also asked if Dr. Gell had applied for an additional dormer to be constructed on his permit for replacement windows. Mr. Hearne stated he had only applied for the windows but had indicated he wanted to take the chimney down and understood he needed to apply for a permit for that. Commissioner D. Letts then asked where the residence was for the permit being applied for by Paul

Chesnik. Mr. Hearne stated he didn't recall that one but would be able to look at it and give her a location.

Quit Claim Deed - President Vandervort stated the Town received a request for a quit claim deed for part of the road bed along Frederick Street that was resurveyed by the Price & Price survey. He further mentioned the Town had a standard quit claim deed, which had previously been reviewed by the Town's attorney, to use in these situations. He said the quit claim deed was being requested by Edwin B. Fockler, III. Commissioner D. Letts asked if Mr. Fockler planned to do something with that property. Mr. Hearne stated they were planning the subdivision called "Westwood". Commissioner D. Letts asked if that would be the area located on the other side of the ball diamond. President Vandervort stated it was between the ball diamond and the water tower. Commissioner J. Letts asked how many homes were being planned and President Vandervort stated five. After more discussion, Commissioner J. Letts made a motion to issue a quit claim deed for the 6.45 acres to Northeastern Consolidated Corp., southside of Frederick Street, Westwood subdivision. President Vandervort stated the motion shouldn't mention any acreage or measurements, the quit claim deed the Town has merely refers it back to the Price & Price survey. After some discussion, Commissioner J. Letts withdrew his motion and made another motion to issue a quit claim deed the Town had to Northeastern Consolidated Corp., seconded by Commissioner D. Letts. The motion passed 4-0.

President Vandervort stated he had not asked the Board before but was asking the Board to consider cost-of-living increases to the full-time town employees, Lisa Morgan and William Algard. He also stated these were usually made effective beginning of the fiscal year. After some discussion, at the suggestion of Commissioner Pumpaly, the Board asked Mr. Hearne to contact other towns to see what they had given for cost-of-living increases. Commissioner J. Letts also asked Mr. Hearne to obtain salary scales for maintenance workers from the towns. President Vandervort stated this would be placed on the agenda for the next meeting.

President Vandervort stated he received a complaint about some Budweiser signs at Market Street. Commissioner Pumpaly stated they'd put out some signs and ran string between the signs to keep people from parking in front. He further stated he talked to Kathy and told her it didn't look nice and had suggested putting up signs stating "no parking". President Vandervort asked where the signs were located. Commissioner Pumpaly stated they were on the sidewalk in front of the building. After more discussion, Commissioner J. Letts suggested informing them to remove the signs and put in "no parking" signs, even if the Town had to put them up.

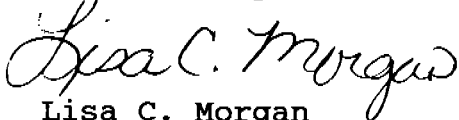
Town Meeting of September 8, 1998  
Minutes (cont'd.)  
Page 8 of 8

After more discussion, Commissioner J. Letts stated he would talk to them about removing the signs and putting up "no parking signs".

Accounts Payable - Commissioner J. Letts made a motion to pay the bills. President Vandervort asked what the bill was for Waters Edge Nursery. Mr. Hearne stated they were for the replanting of the marsh grass at Louisa Lane and Veterans Park and there was grant monies to cover it. Mr. Hearne also mentioned the State would like to close those projects out soon. After more discussion, Commissioner D. Letts stated she saw the glowsticks had been ordered and Mr. Hearne stated the Town had received them. Commissioner J. Lett's motion was seconded by Commissioner Pumpaly. The motion passed 4-0.

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator



TOWN MEETING OF SEPTEMBER 8, 1998  
AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Bell Atlantic - Antennas on water tower
4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space - Fair Green Park
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Dock Ladders
10. Codification
11. Ethics Ordinance
12. Water System Loan - Refinancing
13. Al Wein - Smart Growth Development Plan - Effect on Charlestown
14. Lighting of Flagpole at Stone Wharf
15. Facilities for Non-trailerable Recreational Boats - Grant Monies
16. MML Legislative Conference - Cumberland, MD
17. New Millennium Celebration

NEW BUSINESS

18. TCI Programming Changes
19. Building Permits
20. Quitclaim Deed *need for Watwood - see ltr in packet*
21. Accounts Payable *Can be paid as you did*



09/03/98

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	221.71-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 · Electric	11.92-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	6.50-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	6.50-
Garden's Reproductive Arts Inc.	order 2 copies of Tax Parcel Map. #500	6220.1 · Office Supplies	15.00-
Water's Edge Nursery Co.	Inv #2598 - Louisa Ln; #2098 - Veterans Park; #1998 - ...	-SPLIT-	660.00-
Keen Compressed Gas Co.	Ticket #554954 - welding rod for cemetery fence	6740.1 · P&R Miscellane...	9.95-
UltraLights MTE	Inv #40082 - 300 glowsticks for Halloween	6210.1 · General Govern...	186.00-
Pat's Marina	Inv #5479 - (5) 1-gal fiberglass evercoat to coat top of ...	6983.1 · Maintenance, R...	212.63-
Staples	Acct #7972 3200 0002 7426	-SPLIT-	216.20-
Total 1010.1 - Cash-General Checking			1,546.41-
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 · Station #1	114.78-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 · Station #3	103.16-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	11.69-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 · Station RT. #7	58.33-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 · Electric	281.36-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 · Electric	237.79-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 · Electric	73.68-
Total 1010.2 - Cash - Utility Checking			880.79-
<b>Total 1000.2 - Utility Fund Cash Accounts</b>			
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
American Service Center	Acct #206 - Inv #25068 - roller bearing; spur sprocket; ...	6022.3 · Equipment Repair	77.07-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	616.70-
Total 1005.3 - New-Checking-Special (Special checking County)			693.77-
<b>Total 1000.3 - Special Fund Cash Accounts</b>			
<b>TOTAL</b>			3,120.97-

## TOWN MEETING OF NOVEMBER 24, 1998

### MINUTES

The November 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 Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

### OLD BUSINESS

Minutes - Mr. Hearne stated at the last meeting he told the Board the prospective buyer would have to build out of the buffer on the Riley property. He further stated since that meeting he had met with Mary Ann Skilling, circuit rider for the Critical Areas Program, and George Govatos, the prospective purchaser of the property. He said Mrs. Skilling indicated since the lot was a grandfathered lot, it could be built on as long as the building was placed as far forward as possible out of the buffer. Mr. Hearne stated a variance would need to be sought from the Charlestown Board of Appeals and Critical Areas. He also said Mrs. Skilling had checked with Critical Areas and they would grant a variance. President Vandervort asked why would they need a variance from the Town's Appeals Board. Mr. Hearne stated the Town had its own Critical Areas program which says building can't be done in the buffer therefore they need to get a variance. After some discussion, a motion was made by Commissioner Phillips to approve the minutes of the November 10, 1998 meeting, seconded by Commissioner Pumpaly. The motion was approved 3-0.

### PENDING BUSINESS

Miller Environmental agreement - amendment - President Vandervort stated the proposed amendment would compensate Miller Environmental for the increased quantity of soda ash due to the increased water usage above the base water usage stated in the original contract. He further stated he had not read this revised amendment. Mr. Hearne stated this revision incorporated the changes Keith Baynes, the Town's attorney, requested be made. After some discussion, a motion was made by Commissioner Pumpaly to approve the amendment, seconded by Commissioner Phillips. The motion passed 3-0.

Charlestown Marina - President Vandervort stated the Town received a copy of the letter sent by Mr. Baynes to Mr. Walsh, Mr. Price's attorney. Mr. Hearne stated Mr. Baynes also filed the paperwork in District Court for the rent. President Vandervort stated the last time he talked to Mr. Baynes, Mr. Baynes stated the Town needed a judgment for the rent due so far in 1998. After some discussion, President Vandervort stated Mr. Baynes would keep the Town advised.

Fireboat Pier - President Vandervort stated he signed off on the final plans and Mr. Hearne had sent them off to other agencies for

their approval. Mr. Hearne stated he had been unable to find out if the plans were approved by the Maryland Department of the Environment (MDE). He further stated there were a few small changes he wanted made to the revised specifications. He mentioned he talked to Dave Decker, of MDE, who suggested including the information on Americon but also including the statement "or approved equal". He further stated Mr. Decker couldn't understand why the Town would want the dredging and construction bid separately as coordination between two contractors may be more difficult. Mr. Hearne said he would be putting everything together on Tuesday. President Vandervort asked Mr. Hearne to contact Americon for a copy of their dock specs so the Town had a copy.

Program Open Space - Fair Green Park - Mr. Hearne stated he hadn't heard anything back from Herb Welch yet on the gazebo.

Sidewalk Retrofit Program - Mr. Hearne stated Don Yingling was in town on Friday remarking the sidewalks to be replaced and the new section. He further stated Mr. Yingling told Mrs. Morgan the contractor should be here before Christmas and also said as long as the weather was not extremely cold, they could pour the concrete and cover it with an insulating blanket so it would cure.

Tasker Lane - Mr. Hearne stated he needed to draft a letter for President Vandervort and complete a drawing to send to Bell Atlantic. Mrs. Cooper, a member of the audience, stated she heard the Town was only going to widen the street near her property. Mr. Hearne explained the Town would be moving the street to its proper location. President Vandervort stated the Town hadn't gotten as far as having the street surveyed. After further discussion, a motion was made by Commissioner Pumpaly to have Tasker Lane surveyed provided the price of the survey was not excessive, Commissioner Phillips seconded. The motion passed 3-0. President Vandervort suggested contacting McAllister, American, Tatman & Lee, and some other surveyors for prices.

Ethics Ordinance - Mr. Hearne stated the State Ethics Commission received the letter and the draft of the amended ordinance on November 23, 1998 but there had been no response from them yet.

Water System Loan - Refinancing - President Vandervort stated he signed the paperwork and Mr. Hearne stated he hand-delivered the package on November 19, 1998 to the Maryland Infrastructure Program offices in Crownsville, Maryland and received a signed receipt for it.

Lighting of Flagpole at Stone Wharf - President Vandervort stated the Town received a response from Mr. McMullen, of Conectiv, giving

a couple of options regarding installing electric service to the flagpole. He further stated the options were: the Town purchasing the meter pedestal and Conectiv doing the trench and conduit for \$960 from the electric pole to the meter pedestal; the Town have an electrician doing the trench, conduit and the meter pedestal and Conectiv would then bring the power to the meter at no charge, or the Town installing another pole and Conectiv running an aerial wire across to the new pole at no charge. President Vandervort suggesting contacting several electricians to get quotes on the job, breaking out the part of doing the trench and conduit from the electric pole to the meter pedestal to see if they were cheaper than Conectiv. Commissioner Pumpaly asked if the Board still needed to determine how the lights would be put on the flagpole. After more discussion, the Board decided to ask Mr. Phillips on this problem. The Board also asked to have at least three quotes obtained from electricians.

New Millennium Celebration - Mr. Hearne stated there was nothing new.

Calvert Street lot - Charlestown Fire Company - Mr. Hearne stated he needed to contact Ed Slicer, of County Parks and Recreation, regarding any financing for the lot and about the letter of concurrence. Mr. Hearne stated Mrs. Morgan pointed out that the Maryland Infrastructure Program may finance a loan depending on what the Town wanted to do with the lot. President Vandervort stated, even if the lot was purchased outright, the Town would not lose by seeking a letter of concurrence from Program Open Space as if the Town finally decided to use for recreation, any expense for appraisals, etc. would be covered by the letter of concurrence. After further discussion, Mr. Hearne stated he would work on getting the letter of concurrence.

Hot Spots Program - Mr. Hearne stated there was nothing new. President Vandervort stated Commissioner J. Letts was working on this but he was not present tonight.

Zoning Ordinance - Proposed change - Mr. Hearne stated he needed to present the proposal to the Planning & Zoning Commission so they could make a recommendation to the Town Commissioners.

Christmas Party - Commissioner Phillips stated she gave the original invitation form to Mrs. Morgan. Mr. Hearne stated he believed Mrs. Morgan would be sending the invitations out on Monday.

MML Chapter Dinner - 12/10/98 F.T. Foard Social Hall, Rising Sun 6 & 7 p.m. (RSVP 12/1/98) - President Vandervort reminded the

Board of the upcoming MML dinner. Mr. Hearne stated Mrs. Morgan had received reservations from all the commissioners except President Vandervort. President Vandervort stated to put him down for two.

Boat Ramp - Handicapped Accessibility - Mr. Hearne stated he hadn't recontacted Senator Baker regarding this matter but would do so.

#### NEW BUSINESS

Extension Ladder - President Vandervort stated William Algard, the Town's maintenance worker, was requesting to purchase an extension ladder. Mr. Hearne stated at this time Mr. Algard had a tall step ladder. He further stated Mr. Algard said it would cost approximately \$200. After some discussion, Commissioner Pumpaly made a motion to purchase a reasonable size extension ladder for the maintenance staff, seconded by Commissioner Phillips. The motion passed 3-0. President Vandervort asked for Mr. Algard to talk to him before purchasing the ladder.

LGIT - Snow Removal Cost Containment Program - President Vandervort stated the Town received a letter from LGIT on weather insurance protection. After some discussion, the Board decided, due to the cost of the premium and the unlikelihood of the Town receiving more than 25 inches of snowfall each year, the Town was not interested in participating in the program.

Cleaning Service - After some discussion, the Board decided to contact some cleaning services to see what they would charge to clean the Town Hall. President Vandervort suggested getting Stanley Steemer to clean the carpet. After more discussion, Commissioner Phillips made a motion to have Stanley Steemer clean the carpet, preferably before the party, seconded by Commissioner Pumpaly. The motion passed 3-0. The Board also requested prices for cleaning the Town Hall be gotten.

DIRECTIONS - Mentoring Program - Mr. Hearne stated DIRECTIONS is offering a youth mentoring program in Cecil County and wanted to put a flier in with the Town's utility billing. After some discussion, the Board decided to send a letter that the Town, while interested in supporting youth programs, did not feel it was appropriate to advocate a particular program by including such a flier in its billing.

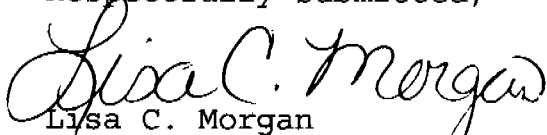
Maryland Technology Showcase - 12/9-12/10 Balto Convention Ctr - President Vandervort stated tickets for this event, each admitting two individuals, were available at the Town Hall, for any commissioner wishing to attend.

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

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

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:17 p.m.

Respectfully submitted,

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

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk



TOWN MEETING OF NOVEMBER 24, 1998  
AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Miller Environmental agreement - amendment
3. Charlestown Marina
4. Fireboat Pier
5. Program Open Space - Fair Green Park
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Codification
9. Ethics Ordinance
10. Water System Loan - Refinancing
11. Lighting of Flagpole at Stone Wharf
12. New Millennium Celebration
13. Calvert Street lot - Charlestown Fire Co.  
Program Open Space  
MD Infrastructure Program
14. Hot Spots Program
15. Zoning Ordinance - proposed change
16. Christmas party
17. MML Chapter Dinner - 12/10/98 F.T. Foard Social Hall, Rising  
Sun 6 & 7 p.m. (RSVP 12/1/98)
18. Boat Ramp - Handicapped Accessibility

NEW BUSINESS

19. Extension ladder
20. LGIT - Snow Removal Cost Containment Program
21. Cleaning Service
22. DIRECTIONS - Mentoring Program
23. MD Technology Showcase - 12/9-12/10 Balto Convention Ctr
24. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/24/98 TIME: 7:30 P.M.

Helen Schock  
Francis Schock  
Mildred Cooper  
John [unclear]

11/24/98

# 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 (410) ...	6440.1 - Telephone	105.84-
Maryland Rural Development Corp.	Circuit Rider Program paym't - 1st qtr FY99 (07/01/98 - ...	6210.1 - General Government	2,984.25-
AT&T	Acct #8014-058-9492 - Inv #6392290487	6440.1 - Telephone	14.72-
Total 1010.1 - Cash - General Checking			3,104.81-
Total 1000.1 - General Fund Cash Accounts			3,104.81-
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	32.96-
Miller Environmental, Inc.	Inv #10129837 - water op charges for Dec '98	7120.2 - Contract Operating	1,690.00-
Total 1010.2 - Cash - Utility Checking			1,722.96-
Total 1000.2 - Utility Fund Cash Accounts			1,722.96-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #216 - October gasoline charges	6025.3 - Gasoline	52.99-
Total 1005.3 - New-Checking-Special (Special checking County)			52.99-
Total 1000.3 - Special Fund Cash Accounts			52.99-
TOTAL			4,880.76-

## TOWN MEETING OF NOVEMBER 10, 1998

### MINUTES

The November 10, 1998 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:42 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.

Plaque Presentations - President Vandervort presented plaques to Robert Phillips and Allen McDaniel in recognition of their service on the Charlestown Board of Elections and the Planning and Zoning Commission respectively. President Vandervort stated the Town also had a plaque for Betty MacNamara for her service on the Planning and Zoning Commission but, as she was not present, the plaque would be mailed to her.

At 7:45 p.m. Commissioner Christine L. Phillips arrived at the meeting.

Miller Environmental Inc. - Monthly Report - George Smith, of Miller Environmental Inc., presented the October 1998 monthly water system operations report to the Board. After some discussion, Mr. Smith stated there was also a report on the semi-annual hydrant flushing which went well. He asked the Board to consider going to yearly flushing of the hydrants. Mr. Smith also thanked the Board for their favorable comments in a recent article in the Cecil Whig regarding the way Miller Environmental was operating the water system. Commissioner J. Letts asked if there was any report on the power failure problem at the water tower caused by the contractor for Bell Atlantic cutting the Town's electric line to the tower. Mr. Smith said a report would be included with the next month's operations report. After some discussion, President Vandervort mentioned he thought the wire had been in conduit but when Conectiv repaired it, they hadn't put it in conduit. After more discussion, the Board asked to have Conectiv contacted to find out if the line was Conectiv's or the Town's.

CCSO Liaison - Monthly Report - The liaison, Deputy McCall, was not present and a report had not been received.

### OLD BUSINESS

Minutes - After some discussion, Mr. Hearne stated the minutes should include the Board asked Mr. Hearne to send a letter to the Barrs. A motion was made by Commissioner Phillips to approve the minutes of the October 27, 1998 town meeting with that change, seconded by Commissioner D. Letts. The motion passed 4-0-1 (Commissioner J. Letts abstained).

### PENDING BUSINESS

Charlestown Marina - President Vandervort stated the Town had received copies of all correspondence between Harry Walsh, Mr. Price's attorney, and Keith Baynes, the Town's attorney. After some discussion, President Vandervort stated it seemed Mr. Price wasn't willing to do anything without negotiating a new lease at the same time. He also mentioned Mr. Baynes had been going to start supplemental proceedings against Mr. Price the last time he talked to him. Mr. Hearne stated Mr. Baynes hadn't but was going to now. After some discussion, President Vandervort stated he would contact Mr. Baynes about proceeding and suggested Mr. Hearne contact Mr. Baynes also just in case he didn't get a chance to.

Commissioner J. Letts asked if anyone knew where the property line between Charlestown Marina and the town house property was. He further stated he couldn't determine it but it seemed like the marina was storing materials on the town's property. After some discussion, Commissioner J. Letts stated this was mentioned to him by William Algard, the Town's maintenance worker.

Fireboat Pier - Mr. Hearne stated Soil Conservation had reviewed the design plans for the fireboat pier and had some minor modifications which Century Engineering needed to make. He further stated Century Engineering should be sending the revised drawings the end of this week or the first of the next. He also stated these would need to be signed and sent to Soil Conservation. Mr. Hearne stated he was waiting for another set of specifications to review and then the project would be ready to be put out to bid. He mentioned Ron Daniels, chief of the Charlestown Fire Company, had given a book to the town on marina services, etc. which may help to develop a list of potential bidders.

Program Open Space - Fair Green Park - Mr. Hearne stated Herb Welch called yesterday and the gazebo should be built November 18th or 19th. He also stated he asked Mr. Welch to give the Town one or two days' notice before delivering so President Vandervort would be available when the gazebo was placed in the park.

Sidewalk Retrofit Program - Mr. Hearne stated the Town received a letter from Richard Lindsay, District Engineer for the State Highway Administration, dated November 5, 1998 which stated the Town had agreed to pay the additional cost for repairing all the sidewalks discussed at the June 2, 1998 the Town had with Don Yingling, of the State Highway Administration, and was asking for a confirmation letter from the Town that it would cover such cost. After some discussion, a motion was made by Commissioner J. Letts to have such a letter drafted for President Vandervort's signature, seconded by Commissioner Phillips. The motion passed 5-0.

Tasker Lane - President Vandervort stated Mr. Baynes sent a letter to Bell Atlantic about moving the telephone poles and Mr. Baynes received a letter from Dennis Schaefer, of Bell Atlantic, on November 3rd, asking for improvement plans for Tasker Lane before Bell Atlantic could provide any further information. After some discussion, President Vandervort stated he would check with Mr. Baynes on what the Town should do next.

Codification - Mr. Hearne stated there was nothing new.

Ethics Ordinance - Mr. Hearne stated a letter and a copy of the amended ordinance was ready for President Vandervort's signature and it would be sent to John O'Donnell, of the State Ethics Commission, for their comments. President Vandervort read the letter to the Board.

Water System Loan - Refinancing - Mr. Hearne stated Mrs. Morgan had started getting the information together for the application to go to the Maryland Infrastructure Program.

Lighting of Flagpole at Stone Wharf - President Vandervort asked if William McMullen, of Conectiv, had been contacted regarding the placement of the pedestal. Mrs. Morgan stated she had left a message on Mr. McMullen's voice mail regarding the placement of the pedestal and also asked that he send drawings to the Town Hall so the information could be given to electricians for quotes. After some discussion, the Board decided to have the line put underground from the pedestal to the flagpole, up the pole in conduit, ending with photocell lights on the crow's nest. After more discussion, the Board decided to discuss what wattage with the electricians.

New Millennium Celebration - Commissioner J. Letts stated the Historic District Commission was waiting for the reappointments to be made to their board before discussing a Colonial Fair. He further mentioned that Elkton and North East were planning to hold their own celebrations but had not set any plans. After some discussion, President Vandervort asked when the next meeting would be for Colonial Charlestown. Commissioner D. Letts stated they were held the first Tuesday each month.

Calvert Street lot - Charlestown Fire Co. - Mr. Hearne stated the Program Open Space manual stated a letter of intent would allow for the refunding of monies expended on a project, if and when funding was allocated, if the project was done before funding was secured but after a letter of intent was signed. After some discussion, Mr. Hearne stated Program Open Space would be looking at FY2001 funding requested in July 1999 and had talked to Mr. Daniels, of the fire company, about the fire company extending the time limit

for the purchase of the lot if the Town gives them a letter of intent. He said Mr. Daniels stated he had to discuss that with his board. Commissioner J. Letts asked if appraisals were to be done on the lot as he had a copy of the appraisal done for the fire company and their offer is \$25,000 above the appraisal. Mr. Hearne stated he had a copy of the appraisal but hadn't looked at it yet. Commissioner Pumpaly stated the fire company should be willing to work with the Town considering the Town is working on the fireboat pier for them. After some discussion, Commissioner J. Letts stated if Program Open Space money was used to purchase the lot, the lot needed to be used for recreation. He stated that if the Town bought the lot on their own, the Town could use the lot for whatever they wanted to later. After more discussion, the Board decided to seek the Program Open Space funding and then if the Town decided to buy the lot outright, the Town would not use the funding.

Hot Spots Program - Commissioner J. Letts stated the new Sheriff would be sworn in on December 7th and suggested inviting him to the second meeting in December to discuss police issues and the program. He also stated he would give Mr. Hearne a copy of the application booklet for the program.

Zoning Ordinance - proposed change - Mr. Hearne stated he would be drafting the proposed change for the Planning and Zoning Commission to consider and they would make a recommendation to the Town Board.

Commission Appointments - President Vandervort stated the Town received letters from Rebecca Phillips, chairman of the Historic District Commission, recommending reappointment of Elizabeth Henry and Charles Murphy to that commission. A motion was made by Commissioner Phillips to reappoint Elizabeth Henry and Charles Murphy to the Historic District Commission, seconded by Commissioner J. Letts. The motion passed 5-0.

#### NEW BUSINESS

Christmas Party - Mrs. Morgan stated the Board needed to set a date for the party and suggested the time be expanded one hour. After some discussion, the Board decided to hold the party on December 18, 1998 between 2-7 p.m. After more discussion, the Board decided a budget of \$500 for the party. Mrs. Morgan asked Commissioner Phillips if she still had last year's invitation blank on her computer. Commissioner Phillips stated she did and would update it for this year and forward it to Mrs. Morgan.

Closure of Town Hall on Day after Thanksgiving - President Vandervort stated Mr. Hearne had requested the day off after

Thanksgiving and Mrs. Morgan's day care would be closed that day. He further asked the Board to consider closing the Town Hall as a holiday that day or asked if town employees need to take a vacation day. After some discussion, Commissioner J. Letts stated the Town had a set holiday schedule and the Town should go by that or employees could take off whenever they want to. Commissioner D. Letts stated she didn't have a problem closing Town Hall but didn't want to close it as a holiday. After much discussion, Commissioner Phillips made a motion to close the Town Hall the Friday after Thanksgiving this year as a holiday, seconded by Commissioner Pumpaly. The motion passed 3-2.

Charlestown P.T.O. - Student Incentive program donation - Mrs. Morgan stated the Board had decided to give a \$300 donation for a student incentive program at the elementary school. President Vandervort asked if it was budgeted. Mr. Hearne stated \$300 was set aside for this in the budget but at the time the budget was set, the Board decided to hold off sending the donation to the school until the next school year started as there would be a new principal. After brief discussion, Commissioner J. Letts moved to pay the \$300 donation to the Charlestown P.T.O. at this time, seconded by Commissioner Pumpaly. The motion passed 5-0.

MML Chapter Dinner - 12/10/98 R.T. Foard Social Hall, Rising Sun 6 & 7 p.m. (RSVP 12/1/98) - President Vandervort stated the next MML Dinner would be December 10, 1998 at the R.T. Foard Social Hall in Rising Sun. Mr. Hearne stated the Town would need to pay for one extra dinner as the legislators would be invited to the dinner. Mrs. Morgan stated she would need to know who would be attending by the next meeting.

Chamber of Commerce Meeting - 11/19/98 8 a.m. Elkton Municipal Building - President Vandervort stated the next Chamber of Commerce meeting was scheduled for November 19, 1998 at 8 a.m. at the Elkton Municipal Building. President Vandervort stated Transviron had been invited to present the current county infrastructure plan and the Chamber had asked for the county's R.F.P. to see what the engineers were asked to do on the infrastructure plan. After more discussion, the Board moved on to the next item on the agenda.

Boat Ramp - Handicapped Accessibility - Mr. Hearne stated he received a call from Senator Baker about a complaint about handicapped accessibility to the boat ramp. After some discussion, Mr. Hearne stated Senator Baker would probably call again regarding the matter. After more discussion, the Board asked Mr. Hearne to contact Senator Baker to find out whether he was talking about the boat ramp or the stone wharf as they couldn't see how the boat ramp



could be done and the town had received grant money to make the stone wharf handicapped accessible. President Vandervort stated he would try to contact the contractor who was doing work for one of the marinas at this time and, if he was interested, Mr. Hearne could give him the specifications the Town received for the stone wharf.

Building Permits - Mr. Hearne stated there were only three new permits since the last meeting. He further stated the Wellwood Yacht Club's permit was incomplete at this time as they still needed to provide a drawing for the proposed door, the Clements' permit for a shed was denied as where they wanted to put the shed was in the 100 foot buffer and structures are not allowed in the buffer. President Vandervort asked if their entire property was in the buffer and Mr. Hearne stated most of the property was except for part of the front yard. He further stated the Clements could seek a variance but even if a variance was given, the Critical Area Commission could stop it because of it being in the buffer. Commissioner D. Letts asked when the duck blind structure was supposed to come down. Mr. Hearne stated he sent the property owners a certified letter today and if they don't take it down, then Planning and Zoning would have to decide what to do as the next step. President Vandervort asked Mr. Hearne if all the property owners along the water would be denied a permit to put shed or something on their properties. Mr. Hearne stated they would because they're in the buffer unless it was a water dependent facility. President Vandervort asked about the Riley property and whether a house could be built on it. Mr. Hearne stated a house could be built on it as long as it's not in the buffer. After more discussion, the Board moved on to the next item on the agenda.

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

A motion was made by Commissioner J. Letts to adjourn the meeting, seconded by Commissioner D. Letts. The motion passed 5-0. President Vandervort adjourned the meeting at 9:38 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF NOVEMBER 10, 1998

AGENDA

7:30 P.M.

1. Plaque Presentations
2. Miller Environmental - Monthly Report
3. CCSO Liaison - Monthly Report

OLD BUSINESS

4. Minutes

PENDING BUSINESS

5. Charlestown Marina
6. Fireboat Pier
7. Program Open Space - Fair Green Park
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Codification
11. Ethics Ordinance
12. Water System Loan - Refinancing
13. Lighting of Flagpole at Stone Wharf
14. New Millennium Celebration
15. Calvert Street lot - Charlestown Fire Co.
16. Hot Spots Program
17. Zoning Ordinance - proposed change
18. Commission Appointments

NEW BUSINESS

19. Christmas Party
20. Closure of Town Hall on day after Thanksgiving
21. Charlestown P.T.O. - Student Incentive program donation

Town Meeting of November 10, 1998  
Agenda (cont'd.)  
Page 2 of 2

22. MML Chapter Dinner - 12/10/98 R.T. Foard Social Hall, Rising Sun 6 & 7 p.m. (RSVP 12/1/98)
23. Chamber of Commerce Meeting - 11/19/98 8 a.m. Elkton Municipal Bldg.
24. Boat Ramp - Handicapped Accessibility
25. Building Permits
26. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/10/98 TIME: 7:30 P.M.

Allen McDaniel

Cory A. Smith

Bob D. Smith

Howard Hall

Val Hahn

J. Atkinson

Robert Phillips

# Town of Charlestown

## Accounts Payable Bills

11/10/98

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash - General Checking</b>			
Sheriff's Patrol	Inv #98-08 & Inv #98-09 - Charlestown Patrol for Aug & S...	-SPLIT-	5,858.37-
Sheriff's Patrol	gasoline for Charlestown Patrol - Aug & Sep '98	-SPLIT-	225.90-
Woodward-Clyde Consultants	Inv #240129	6610.1 - Administration	203.00-
Woodward-Clyde Consultants	Inv #240133	6610.1 - Administration	227.00-
Friedman & Fuller PC	Client #09653.200 Inv #55490 - audit services FY98 audit	6320.1 - Auditor	3,000.00-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	113.70-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.39-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	11.37-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.39-
Chesapeake Publishing Corp.	Acct #ELN1180 - ad for Election Bd opening; Resol #98-2 &...	-SPLIT-	216.20-
BFI	Inv #981000-0115246 - October trash collection	6651.1 - Trash Collection	3,181.20-
Staples	Acct #7972 3200 0002 7426	-SPLIT-	195.65-
Rogers Home and Hardware	Inv #231187	6740.1 - P&R Miscellaneous	78.00-
Lowe's Home Centers Inc.	Acct #2237 Inv #21728282824 - 1 3" barrel bolt for safe do...	-SPLIT-	8.22-
Wal*Mart	Account 2634 Oct statement	6983.1 - Maintenance, Repai...	17.04-
American Home & Hardware	Acct #885600 - Inv #535318 - spreader & hose adapter to ...	6740.1 - P&R Miscellaneous	10.68-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #253204; Inv #253302	-SPLIT-	74.66-
Morgan, Lisa C./petty cash	reimburse petty cash - see receipts	1005.1 - Petty Cash	92.18-
Total 1010.1 - Cash - General Checking			13,525.95-
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	101.88-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	82.77-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	9.81-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	60.56-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	125.97-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	249.47-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	188.01-
Total 1010.2 - Cash - Utility Checking			818.47-
<b>Total 1000.2 - Utility Fund Cash Accounts</b>			
Total 1000.2 - Utility Fund Cash Accounts			818.47-

# Town of Charlestown

## Accounts Payable Bills

11/10/98

Name	Memo	Spl#	Amount
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Lowe's Home Centers Inc.	Acct #2237 - Inv #21728282924	-SPLT-	95.73-
Wal-Mart	Acct #2634 - Oct statement	6420.3 - General Maintenance	13.42-
American Home & Hardware	Acct #685600 - Inv #536172 ; 536174	-SPLT-	126.59-
Benjamin Lumber Co., Inc.	Cust #1186 - Inv #252930 - sandpaper for cemetery fence	6810.3 - Maintenance	10.05-
Mac's Shacks	Acct #110342 - Inv #14211 - (1) portable toilet for Oct '98...	-SPLT-	110.00-
Street Lighting	Street Lighting Acct #2-62-00659-9-0	6010.3 - Street Lights	602.29-
McGuirk Construction	Inv #9516 - repair (2) road cuts on Louisa Ln; (1) road cut...	-SPLT-	2,255.07-
McGuirk Construction	Inv #9517 - repair (1) road cut - Louisa Ln (exp to be bill...	6300.3 - Streets	288.75-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #24446 - string & lever for weedeater; i...	-SPLT-	60.98-
<b>Total 1005.3 - New-Checking-Special (Special checking County)</b>			3,542.88-
<b>Total 1000.3 - Special Fund Cash Accounts</b>			3,542.88-
<b>TOTAL</b>			17,887.30-

## TOWN MEETING OF DECEMBER 22, 1998

### MINUTES

The December 22, 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., 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

Minutes - President Vandervort tabled the minutes of the November 24, 1998 meeting as there was not a quorum of commissioners present who were at that meeting. In reviewing the minutes for the December 8, 1998 town meeting, Mr. Hearne stated that on the paragraph regarding the fireboat pier, Mr. Ropp was from the Maryland Department of Natural Resources (DNR) and not the Maryland Department of the Environment (MDE). Also, Mr. Hearne stated he was not sure the wording change for the proposed zoning ordinance change was as the Board had asked. After some discussion, President Vandervort stated the words "not willing" needed to be deleted from the proposed change. After more discussion, he also stated Mr. Hearne needed to advertise it for a public hearing. Mr. Hearne asked if the public hearing should be scheduled for the first meeting in January. President Vandervort suggested advertising it for the second meeting in January as the Board would then have the recommendation from the Planning and Zoning Commission on changing the period for appealing a Planning and Zoning decision from ten days to thirty days and the public hearing could be for both changes. Commissioner D. Letts asked Mr. Hearne if he had checked to see if a family was living in one of the Barrs' trailers. Mr. Hearne stated he hadn't yet. A motion was made by Commissioner D. Letts to approve the December 8, 1998 with the change to indicate that Mr. Ropp was from DNR and not MDE, seconded by Commissioner J. Letts. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

### PENDING BUSINESS

Charlestown Marina - President Vandervort stated Keith Baynes, the Town's attorney, represented the Town in the District Court rent case against Phillip Price. He further stated Mr. Baynes had asked for judgment on approximately \$25000 in back rent and taxes for this year but the judge awarded just the back rent as he had no jurisdiction on the taxes. After more discussion, President Vandervort stated Mr. Baynes suggested waiting until the Town could get a judgment for the rent for January and February and the taxes. Commissioner Pumpaly asked if business licenses were issued to businesses which had judgments against them. President Vandervort stated he was not sure but would check with Mr. Baynes.

Fireboat Pier - President Vandervort stated the Town received one

bid. He further stated he felt the size of the bid documents had scared bidders away from the project. After more discussion, President Vandervort stated the bid should be bid out again once the bid documents had been changed so the dredging and construction could be bid separately. He also stated it looked like the project wouldn't begin until June next year. Commissioner J. Letts asked if that was because the permits would need to be renewed. Mr. Hearne stated the permits were okay but dredging can't be done during the spawning season. Mr. Hearne also stated Dave Hoover, of Century Engineering, suggested contacting bidders to find out why they didn't bid. President Vandervort stated he had contacted a few firms who requested bid packets and he would continue to contact the others. He also stated he talked to Dissen and Juhn, which was the company submitting the lone bid, and explained the Town's dilemma of receiving only one bid. After more discussion, President Vandervort stated the bid specs would be worked on to separate the bidding on the dredging and construction and make the packet less intimidating. After more discussion, Commissioner J. Letts asked if the bid would be re-advertised. President Vandervort stated it would definitely be re-advertised. Mr. Hearne asked how President Vandervort was looking at re-doing the specs. President Vandervort stated he would need to talk to Century Engineering. Mr. Hearne also mentioned Delegate Rudolph had called and asked about the project's status. President Vandervort stated to call him back and let him know where the project was and also said he would call him also.

Program Open Space - Mr. Hearne stated Ed Slicer, of County's Parks and Recreation, called today and the funding request for benches and picnic tables for Veterans Park and the stone wharf was approved by the County Planning and Zoning Commission. He further stated the next step would be for the funding request to go before the County Commissioners, probably the first meeting in January.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing new.

Tasker Lane - President Vandervort stated the Town received three estimates for surveying Tasker Lane. He further stated they were as follows: American Engineering - \$1950; Mike McAllister - \$1300-\$1900; and Tatman & Lee - \$850. After some discussion, Mr. Hearne stated on Tatman & Lee's quote where they list services not covered was listed utilities and he didn't know if that meant they would not be showing the location of the utility poles. After more discussion, President Vandervort stated he was unsure if they were all quoting for a boundary survey. Commissioner Pumpaly stated the Town would want a survey and have the area staked so people could physically see where the right-of-way really is. After more



discussion, a motion was made by Commissioner J. Letts to recontact Mr. McAllister and Tatman & Lee, and after ascertaining the cost for a boundary survey and staking the area, award the job to whichever was the lowest quote, seconded by Commissioner Pumpaly. The motion passed 4-0.

Codification - Mr. Hearne stated Mrs. Morgan had copied the ordinances and resolutions which needed to be sent to General Code Publishers and he would do a letter to sent with the package.

Ethics Ordinance - President Vandervort asked if the Town had received any comments from the State Ethics Commission. Mr. Hearne stated he hadn't received anything. After some discussion, President Vandervort asked how long had the State Ethics Commission had it. Mr. Hearne stated the package was mailed to them about a month ago and he would check with them on it.

Water System Loan - Refinancing - Mrs. Morgan stated Mr. Hillman from the Maryland Infrastructure Program called today and stated the application appeared to be complete. Mrs. Morgan further stated in their discussion, the figures for the county debt service were incorrect and stated she would contact either Al Wein, the County Administrator or Craig Whiteford, the County Budget Advisor, to get the correct figures and forward them to Mr. Hillman. Mrs. Morgan stated Mr. Hillman indicated that would not hold the application up in any way.

Lighting of Flagpole at Stone Wharf - President Vandervort stated the Town received one quote from Bradley Electric for \$2170. After some discussion, Commissioner J. Letts made a motion to award the job to Bradley Electric, seconded by Commissioner Pumpaly. The motion passed 4-0. Commissioner Pumpaly asked what about the other problems with the flagpole on the guidewires, painting the top of the pole. President Vandervort stated those were separate issues. Mrs. Morgan stated she had asked William Algard, the Town's maintenance worker, to look at the guidewires and see if he could tighten them if needed but she hadn't heard back from him. She further said she would ask him.

New Millennium Celebration - Commissioner J. Letts stated he hadn't heard anything from Colonial Charlestown and if the Town hadn't heard anything by the first meeting in January, the Town should continue on its own plans.

Calvert Street lot - Charlestown Fire Co. - President Vandervort stated he hadn't had a chance to look at the draft letter for the letter of concurrence but would do so.

Hot Spots Program - Commissioner J. Letts stated he would bring the booklet in to Mr. Hearne. He further stated the applications should be out by March or April. Commissioner J. Letts stated the County may not be renewing their grant for the Fletchwood area so that may give the Town a better chance at getting a grant. Commissioner Pumpaly asked what this program was for. Commissioner J. Letts stated this was for high crime areas and the requestor would need to justify the need for the grant. President Vandervort said he talked to Sheriff Kennedy at the Town's Christmas party and the Sheriff stated he would probably contact the Town in February on policing matters.

Boat Ramp - Handicapped Accessibility - Mr. Hearne stated he hadn't talked to Senator Baker about whether the Town designating handicapped parking spaces in Lot B was alright. President Vandervort stated there was no boat trailer parking at Veterans Park at all. After some discussion, Mrs. Morgan stated she checked with Mr. Algard and the Town does not have any handicapped parking signs. President Vandervort suggested the Town purchase two (2) signs. A motion to purchase two handicapped parking signs was made by Commissioner J. Letts and seconded by Commissioner Pumpaly. The motion passed 4-0.

Cleaning Services - Mrs. Morgan stated she contacted several cleaning services and three would be coming on Monday to give quotes on cleaning Town Hall.

#### NEW BUSINESS

Invitations - President Vandervort stated the Board had been invited to the County Commissioners' Open House on December 23, 1998 from 2-4:30 p.m. in the Commissioners' boardroom at the County courthouse and to the Town of Chesapeake City's Open House on December 24, 1998 from 10-2:30 at their Town Hall. He also stated he had been invited to a breakfast being held by Union Hospital on January 5, 1999 at 8:30 a.m.

Quit Claim Deed - Thomas McIntyre - 241 Conestoga Street - President Vandervort stated the Town received a request for the Town to execute a quit claim deed to the McIntyres as they purchased the Motter property on Conestoga Street. A motion was made by Commissioner Pumpaly to give a quit claim deed to the McIntyres, seconded by Commissioner J. Letts. The motion passed 4-0.

June Spangler - Request to Waive Turn Off/On Fees - 807 Bladen St. - President Vandervort stated the Town received a request from June Spangler for the Town to waive the turn off/on fees for her water

Town Meeting of December 22, 1998  
Minutes (cont'd.)  
Page 5 of 5

being shut off because she didn't pay her third quarter utility bill. After some discussion, Commissioner J. Letts made a motion not to waive the fee, seconded by Commissioner Pumpaly. The motion passed 4-0.

Accounts Payable - After some discussion, President Vandervort stated a check for \$50 would be needed for Schaefer's Canal House for the fruit & vegetable trays. Commissioner Pumpaly asked about the bill for the pine tree. Mr. Hearne stated the Christmas tree was replaced. A motion was made by Commissioner Pumpaly made a motion to pay the bills, seconded by Commissioner D. Letts. The motion passed 3-0-1 (Commissioner J. Letts abstained).

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF DECEMBER 22, 1998

AGENDA

7:30 P.M.

1. Ardie Smith - Request for Public Water

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Charlestown Marina
4. Fireboat Pier
5. Program Open Space
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Codification
9. Ethics Ordinance
10. Water System Loan - Refinancing
11. Lighting of Flagpole at Stone Wharf
12. New Millennium Celebration
13. Calvert Street lot - Charlestown Fire Co.
14. Hot Spots Program
15. Zoning Ordinance - Proposed Change
16. Boat Ramp - Handicapped Accessibility
17. Cleaning Service

NEW BUSINESS

18. Invitations
19. Quit Claim Deed - Thomas McIntyre - 241 Conestoga St.
20. June Spangler - Request to Waive Turn Off/On Fees - 807 Bladen St.
21. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/22/98 TIME: 7:30 PM

Mildred Cooper  
Nancy Pumpaly

# Town of Charlestown

## Accounts Payable Bills

12/21/98

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
1010.1 - Cash - General Checking			
Lubking, Meredith	chief election judge - 1999 Town election	6240.1 - Election	100.00-
Lewis, Ruth	election judge - 1999 Town election	6240.1 - Election	75.00-
Upperco, Joan	election judge - 1999 Town Election	6240.1 - Election	75.00-
Sheriff's Patrol	Inv #98-10 - Oct '98 Sheriff's Patrol; Inv #98-11 - Nov '98...	- SPLIT-	5,154.42-
Sheriff's Patrol	gasoline for Oct '98 & Nov '98 Sheriff's Patrol	- SPLIT-	211.28-
Century Engineering Inc.	Inv #10252 - final submittal design for fireboat pier project	6718.1 - Fireboat pier (gran...	1,716.00-
The News Journal	Order #986170 - ad for fireboat pier project bids	6718.1 - Fireboat pier (gran...	394.42-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	6440.1 - Telephone	124.73-
Barksdale Nursery Inc.	Inv #3154 - (1) Colorado blue spruce tree	6950.1 - President's Discreti...	105.00-
Cecil/Harford Chapter - MML	FY99 chapter dues	6210.1 - General Government	70.00-
Stanley Sleemer	Inv #156934 - clean Town Hall carpet	6450.1 - Maintenance	89.00-
AT&T	Acct #8014-058-9492 - Inv #6392296096	6440.1 - Telephone	13.45-
Radio Shack	Acct #1903060981 - Inv #267514 - cassette tapes	6220.1 - Office Supplies	19.96-
Chesapeake Publishing Corp.	Acct #ELN1180 - town election ads	6240.1 - Election	86.40-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #253421 - nails; wood; bolts, etc. for pad...	- SPLIT-	100.38-
Wal-Mart	Account 2634 Nov statement	- SPLIT-	105.51-
Total 1010.1 - Cash - General Checking			8,440.53-
Total 1000.1 - General Fund Cash Accounts			8,440.53-
<b>1000.2 - Utility Fund Cash Accounts</b>			
1010.2 - Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	33.24-
Miller Environmental, Inc.	Inv #10019938 - water op charges - Jan statement	7120.2 - Contract Operating	1,690.00-
U. S. Postmaster	6 rolls postage	- SPLIT-	198.00-
Total 1010.2 - Cash - Utility Checking			1,921.24-
Total 1000.2 - Utility Fund Cash Accounts			1,921.24-
<b>1000.3 - Special Fund Cash Accounts</b>			
1005.3 - New-Checking-Special (Special checking County)			
Wal-Mart	Acct #2634 - Nov statement	- SPLIT-	25.44-
Sonshine Motor & Tire	Inv #5066 - repair truck tire	6024.3 - Truck Repair	20.00-
Gilbert Enterprises Inc.	Inv #256 - November gasoline - town truck	6025.3 - Gasoline	87.03-

12/21/98

Town of Charlestown  
Accounts Payable Bills

Name	Memo	Split	Amount
Total 1005.3 · New-Checking-Special (Special checking County)			132.47-
Total 1000.3 · Special Fund Cash Accounts			132.47-
TOTAL			<u>10,494.24-</u>

## TOWN MEETING OF DECEMBER 8, 1998

### MINUTES

The December 8, 1998 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:39 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.

Miller Environmental Inc. - Monthly Report - George Smith, of Miller Environmental Inc., presented the November 1998 water system operations report to the Board. President Vandervort mentioned the contractor for Bell Atlantic who was installing the cable lines through the water tower for the antennas had been trying to contact him to go over the routing the cables would take and asked Mr. Smith if this was something Miller would like to be included in also. Mr. Smith replied that since Beth Hamilton, of Miller Environmental, operated the system, she should be consulted and she was usually at the tower between 8-8:30 a.m. during the week.

CCSO Liaison - Monthly Report - Commissioner J. Letts stated the new Sheriff took office yesterday and suggested inviting him to a meeting to discuss policing matters.

### OLD BUSINESS

Minutes - President Vandervort tabled approval of the November 24, 1998 meeting as there was not a quorum of commissioners from the last meeting present.

### PENDING BUSINESS

Charlestown Marina - President Vandervort stated Keith Baynes, the Town's attorney, was seeking a judgment for the rent due so far in 1998 and had filed the paperwork in District Court. Commissioner J. Letts mentioned the paperwork was served on Mr. Price today. President Vandervort further stated Mr. Baynes would be taking further steps to collect the monies owed to the Town once the Town received the judgment on the rent. He also mentioned the rent case was scheduled for December 15, 1998 at 1:15 p.m. in District Court. After more discussion, President Vandervort stated he had heard Mr. Price had sold the marina but the deed hadn't come through Town Hall. Commissioner J. Letts stated as the Town already had a judgment, it would have be satisfied if the marina was sold.

Fireboat Pier - Mr. Hearne mentioned the bid proposal was advertised in the Baltimore Sun, the News Journal and the Cecil Whig. He also mentioned five firms had requested the bid package and those were mailed and/or picked up. Mr. Hearne stated the pre-bid meeting was scheduled for December 14, 1998 at 2 p.m. and the bid opening for December 21, 1998 at 2 p.m. He also had provided a copy of the dock specs from Continental Docks (Americon) in each



Commissioner's paperwork. Mr. Hearne asked Mrs. Morgan if she had contacted Marty Gerhart, of North East Pile and Dock. Mrs. Morgan stated North East Pile and Dock picked up a copy of the bid package. Commissioner J. Letts asked Mr. Hearne why Mr. Gerhart was called. Mrs. Morgan stated she called ninety-nine firms to see if they did that type of work and if they were interested. President Vandervort explained we were attempting to call as many prospective bidders as possible to obtain good bids as well as advertising the bid proposal in the newspapers. After some discussion, Mr. Hearne asked President Vandervort if he had talked to Century Engineering on their bill for additional charges they wanted the Town to pay. President Vandervort stated he hadn't as he was waiting until the design phase was completed before dealing with that issue. Mr. Hearne mentioned he talked to Ken Ropp, of the Maryland Department of Natural Resources (DNR), and Mr. Ropp had stated if the Town wanted MDE to consider paying part of the bill, President Vandervort would need to send a letter.

Program Open Space - Fair Green Park - President Vandervort mentioned the gazebo had been delivered. Mr. Hearne mentioned County Parks and Recreation approved the Town's application for Program Open Space (POS) funding for benches and picnic tables at Veterans Park and the stone wharf. He further stated the County's Planning and Zoning Commission would hear the Town's funding request on December 21, 1998 and then it would be heard by the County Commissioners, probably at their first meeting in January.

Sidewalk Retrofit Program - Mr. Hearne stated Mr. Yingling, of the State Highway Administration (SHA), said the contractor should be in town before Christmas but hadn't heard anything further.

Tasker Lane - Mr. Hearne stated he contacted three surveyors to get quotes to survey Tasker Lane. He further stated American Engineering would be meeting with him on Thursday, Mike McAllister stated he didn't need to meet with him to provide a quote but if he did, he would call, and Brian Bolender and an associate from Tatman and Lee would be meeting with him on December 18, 1998 to look at the area to provide a quote.

Codification - Mr. Hearne stated there was nothing new.

Ethics Ordinance - Mr. Hearne stated there was nothing new.

Water System Loan - Refinancing - Mr. Hearne stated there was nothing new.

Lighting of Flagpole at Stone Wharf - Commissioner Phillips stated Mr. Phillips and a Carmen Romano, who had a bucket truck, looked at

the flagpole. She stated he mentioned that three of the four guide wires are loose, part of one of the three pulleys is missing, and the top of the pole needed to be painted. She further stated Mr. Phillips recommended putting the photocell at the bottom of the pole to facilitate replacement, conduit up the pole to the crow's nest, two lights, quartz with the wattage to be recommended by the bidding electrician and a meter pedestal with a disconnect and outlet. After discussion, the Board decided the lights would go on the crow's nest and President Vandervort asked to have specifications done and electricians contacted for quotes. He also asked to have William Algard, the Town's maintenance worker, check the guide wires to see if he could tighten them. Commissioner J. Letts suggested, if Mr. Algard couldn't, contacting Vernon Bryant about tightening them as he believed Mr. Bryant was involved in putting up the pole.

New Millennium Celebration - Commissioner J. Letts explained Colonial Charlestown changed the date of their meeting and the night they did meet, Commissioner D. Letts was unable to attend. He suggested if the Town didn't get a response from Colonial Charlestown in the next two weeks or month, the Town should go ahead with its plans. President Vandervort asked when the next Colonial Charlestown meeting would be. Commissioner D. Letts stated it would be the first Tuesday of January and mentioned a fair was not brought up for discussion at their last meeting.

Calvert Street lot - Charlestown Fire Co. - Mr. Hearne stated President Vandervort needed to look at the draft letter to be sent requesting a letter of concurrence from POS. He mentioned he was asking if the Town could use the appraisal the fire company had done as one of the appraisals required by POS. He stated he wasn't sure if POS would approve that as they have certain guidelines on how an appraisal was to be done. President Vandervort stated the Town wouldn't lose anything by getting the letter of concurrence because, in the end, if the Town did decide to purchase the lot through POS, all the expenses for appraisals, etc. incurred by the Town after the date of the letter of concurrence would be eligible for reimbursement by POS if and when funding was available.

Hot Spots Program - Commissioner J. Letts stated he had made progress and that an application package should be coming soon.

Zoning Ordinance - Proposed Change - Mr. Hearne stated the proposed change was really to the subdivision ordinance, not the zoning ordinance, as it dealt with plats. He further stated the Planning and Zoning Commission recommended the following wording: "The Zoning Administrator will be permitted to sign a specific record

plat along with the Chairman or Secretary of the Planning and Zoning Commission if one of the aforementioned parties is not able to sign the plat. This will only be allowed if the Commission has granted the Zoning Administrator this right. A motion by the Commission must be introduced and passed to allow this to happen." After much discussion, the Board decided to add "and the Chairman or Secretary does not oppose the signing of the plat by the Zoning Administrator" between "is not able" and "to sign the plat". Mr. Hearne stated a public hearing would have to be advertised and held on the proposed change. He also mentioned Leslie Upperco, a member of the Planning and Zoning Commission, asked if there was anything the Town could do regarding the garage on the Barr property. After much discussion, President Vandervort stated one step the Board did take was seeing a list of permits but often they don't see it until after the ten day appeal period. After more discussion, Commissioner J. Letts stated Article 66B gave thirty days for appeal. After more discussion, the Board asked Mr. Hearne to draft a change to change the appeal period to thirty days, consistent with Article 66B and seek the Planning and Zoning Commission's recommendation. After more discussion, Mr. Hearne mentioned Mr. Upperco thought a family was living in one of the Barrs' trailers. The Board requested Mr. Hearne to look into it.

Christmas Party - Mrs. Morgan stated the invitations had been sent and the food had been ordered.

MML Chapter Dinner - 12/10/98 F.T. Foard Social Hall, Rising Sun 6 & 7 p.m. (RSVP 12/1/98) - President Vandervort reminded the commissioners the next MML Chapter dinner was being held on Thursday.

Boat Ramp - Handicapped Accessibility - Mr. Hearne stated he recontacted Senator Baker and he said the complaint had to do with no handicapped boat trailer parking next to the boat ramp. After some discussion, President Vandervort stated there was no boat trailer parking, period, next to the boat ramp as all boat trailer parking was in Lot B. Commissioner J. Letts suggested making the first two or three spaces in Lot B handicapped parking. After a brief discussion, the Board decided to check with Mr. Algard if the Town had any handicapped parking signs or would they need to be ordered. President Vandervort stated, as he thought the complaint might be about the stone wharf, contacted Hoyt Moxley, a contractor currently doing work at one of the marinas, about constructing the handicapped fishing area on the wharf. He further stated Mr. Moxley told him he had done some drawings for the Town a while back and would locate the drawings and forward them to the Town.

Cleaning Service - President Vandervort stated Stanley Steemer

quoted a price of \$89 to clean the carpet in Town Hall. Mrs. Morgan stated they could do it December 15, 1998. She also stated she hadn't contacted any service for the general cleaning of the Town Hall. After brief discussion, Commissioner J. Letts made a motion to have Stanley Steemer clean the carpet for \$89, seconded by Commissioner Phillips. The motion passed 4-0.

Building Permits - Commissioner D. Letts asked if the Town had received any complaints from Rens Swan on Cathy Farrell's fence permit. Mr. Hearne stated no but Ms. Farrell had not put the fence up yet. Commissioner J. Letts asked if the Town received any complaints from Meredith Lubking about the sealcoating of Ms. Farrell's driveway. Mr. Hearne stated he hadn't.

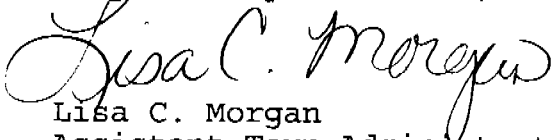
Commissioner J. Letts mentioned the church sponsored an excellent drug awareness program at the fire house which was well attended. He asked the Board to consider sponsoring another such program by the New Castle County Police Department to be held in early spring before school ends. He further stated he would make the arrangements if the Town agreed to sponsor. After brief discussion, a motion was made by Commissioner J. Letts to have the Town sponsor a drug awareness program by the New Castle County Police Department to be held in the early spring, seconded by Commissioner Phillips. The motion passed 4-0.

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 9:16 p.m. At 9:17 p.m., President Vandervort reconvened the meeting to ask the Board to consider Christmas bonuses for the Town's employees. After a brief discussion, a motion was made by Commissioner J. Letts to give \$125 to the full-time employees and \$75 to the part-time employee, seconded by Commissioner Phillips. The motion passed 4-0.

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF DECEMBER 8, 1998

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space - Fair Green Park
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Water System Loan - Refinancing
12. Lighting of Flagpole at Stone Wharf
13. New Millennium Celebration
14. Calvert Street lot - Charlestown Fire Co.
15. Hot Spots Program
16. Zoning Ordinance - Proposed change
17. Christmas Party
18. MML Chapter Dinner - 12/10/98 F.T. Foard Social Hall, Rising  
Sun 6 & 7 p.m. (RSVP 12/1/98)
19. Boat Ramp - Handicapped Accessibility
20. Cleaning Service

NEW BUSINESS

21. Building Permits
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/8/98 TIME: 7:30 p.m.

George H. Smith. MEI

Bill Smith

Mildred Cooper

Val Hahn

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash - General Checking			
Maryland Rural Development Corp.	Circuit Rider Program paym't - 2nd qtr FY99 (10/01/98-12...	6210.1 · General Government	2,984.25-
BFI	Inv #981100-0115346 - November trash collection	6651.1 · Trash Collection	3,181.20-
Morgan, Lisa C.	reimburse postage for express mail - fireboat pier bid specs	6220.1 · Office Supplies	69.00-
Baynes, Keith A.	November statement - file compl Price; represent at Bd of ...	-SPLTT-	300.00-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	92.32-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 · Electric	10.65-
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	6.49-
Lynch, Susan Schaeffer	court reporter - Bd of Appeals - Wellwood Club - special e...	6610.1 · Administration	50.00-
Crothers-Littles Ins.	Acct #A CHAT50-4 CI Inv #2525 - bond - Morgan, Lisa C.	6520.1 · Fidelity Bonds	100.00-
Rogers Home and Hardware	Inv #231542	6983.1 · Maintenance, Repai...	14.50-
American Home & Hardware	Acct #685600 - inv #541087 - nuts & washers - town pier...	-SPLTT-	79.29-
Staples	Acct #7972 3200 0002 7426	-SPLTT-	262.12-
Morgan, Lisa C./petty cash	reimburse petty cash - see receipts	1005.1 · Petty Cash	45.34-
Total 1010.1 · Cash - General Checking			7,201.55-
Total 1000.1 · General Fund Cash Accounts			7,201.55-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Baynes, Keith A.	November statement - review & comment on Miller amend...	7143.2 · Legal	40.00-
American Home & Hardware	Acct #685600 - inv #543581 - black top mix to repair sluit...	7760.2 · Miscellaneous	17.97-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 · Station #1	93.56-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 · Station #3	89.93-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	10.12-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 · Station RT. #7	52.26-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 · Electric	151.41-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 · Electric	220.93-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 · Electric	255.88-
Total 1010.2 · Cash - Utility Checking			932.06-
Total 1000.2 · Utility Fund Cash Accounts			932.06-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			

12/08/98

# Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Lowe's Home Centers Inc.	Acct #2237 - Inv #21731486606 - hand truck for shop	6420.3 - General Maintenance	36.00-
Street Lighting	Street Lighting Acct #2-62-00069-9-0	6010.3 - Street Lights	602.29-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #56870 - chainsaw; Inv #25140 - sharpe...	-SPLTT-	229.25-
Total 1005.3 - New-Checking-Special (Special checking County)			867.54-
Total 1000.3 - Special Fund Cash Accounts			867.54-
<b>TOTAL</b>			<b>9,001.15-</b>



## TOWN MEETING OF MARCH 23, 1999

### MINUTES

The March 23, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by Treasurer Christine L. Phillips, acting as the chair in the absence of President Vandervort and Vice-President Letts. Other Commissioners present were Commissioner Wilbur D. Pumpaly and Commissioner Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

### PENDING BUSINESS

Fireboat Pier - Mr. Hearne stated there was nothing new as President Vandervort was supposed to start on redoing the scope of work and then the project would be re-bid.

Program Open Space - Mr. Hearne stated there was nothing new.

Sidewalk Retrofit Program - Mr. Hearne stated there had been some concern, mainly on the re-seeding, and he talked to Don Yingling, of the State Highway Administration (SHA), who stated the SHA and the Town would conduct a walk through before signing off on the project and issuing payment to the contractor. Mr. Hearne stated Mr. Yingling said anything needing to be fixed, the contractor will do before the project was signed off on.

Tasker Lane - Mr. Hearne stated the Town received a preliminary survey of Tasker Lane from Michael McAllister, the surveyor contracted for the project. He further stated Mr. McAllister would be making a revision to include the utility pole at the corner of Cecil Parkway and Tasker Lane. He also mentioned President Vandervort had reviewed the survey and wanted it indicated how many feet the pavement was out of the roadway. After some discussion, Commissioner Pumpaly wanted to know if the area had been staked. Mr. Hearne stated Mr. McAllister would not do that until the Town instructed him to. After more discussion about monuments, etc., the Board tabled the matter until President Vandervort could comment on it and Mr. Hearne had contacted Mr. McAllister to clarify some of the markings on the survey.

Codification - Mr. Hearne stated he contacted General Code Publishers to go forward with the compilation and they would be sending a formal agreement to be signed.

Ethics Ordinance - Treasurer Phillips stated this matter had been tabled several times and the Board was to work on clarifying the definitions, particularly of what was "interest" and the section for penalties and violations. She further read the definition of "interest" received from the Maryland Municipal League (MML). After much discussion as to whether the Town needed such an elaborate definition, Mrs. Morgan stated a good portion of the definition supplied by the MML was already included in the Town's

ordinance. After more discussion, Treasurer Phillips stated she would try to get copies of the IRS codes mentioned in the Town's ordinance and what the maximum allowable penalties on violations would be through the internet.

Lighting of the Flagpole - Commissioner Pumpaly stated the pedestal had been put in and three lights installed, two on the crow's nest and one behind. He further stated President Vandervort believed a fourth light should be installed and was supposed to contact Jerry Bradley, of Bradley Electric, the contractor about it. Commissioner Doss mentioned he didn't believe the lights were operational yet as there wasn't a meter in the pedestal.

Calvert Street lot - Charlestown Fire Company - Mr. Hearne stated there was nothing new.

Hot Spots Program - Mr. Hearne stated there was nothing new.

MML - Book on Municipal Governments - Treasurer Phillips stated they were supposed to check on what the Town already had. Mrs. Morgan mentioned the Town had the Early History and the 250th Anniversary pamphlets and a folder with some town history. Mrs. Morgan stated she would work on a draft for the next meeting. She further stated she had done something similar for the town information brochure which she had not gotten back from President Vandervort yet. Commissioner Pumpaly stated he thought the Town had them printed already. Mrs. Morgan stated the Town had more copies of the Early History pamphlet made. The Board asked to have the town brochure put on the agenda as it was important for residents, particularly new ones, to know general information about and services provided by the Town.

Y2K Compliance - Mr. Hearne stated President Vandervort had been attending the county meetings as the Town's representative. Mrs. Morgan stated she was working on getting Y2K compliance letters from the electric company, telephone company, etc. Mr. Hearne stated Miller Environmental had supplied a letter to the Town informing us the water system was Y2K compliant. Mr. Hearne also stated David Hollenbaugh, of the County's Department of Public Works, was working on getting approval from the County Commissioners on a Y2K compliance letter on the sewer system.

Post Office Repairs - Treasurer Phillips stated she thought the list was to be given to William Algard, the Town's maintenance worker, to do. Mrs. Morgan stated the list was given to Mr. Algard and he had done the sketch with the estimated cost to correct the leaking of water into the back room of the post office. She further stated the sketch also included the widening of the

existing bumper at the one door. She stated Hershel Armour, the other Town maintenance worker, had mentioned a concern for the safety of the post office truck drivers who stand on the 2x4 strip and step over onto the set of steps by the other door to get into the back room. After some discussion, Commissioner Pumpaly asked about the other repairs which were to be done. Mrs. Morgan stated Mr. Algard and Mr. Armour plan on doing those repairs in conjunction with the remodeling the Post Office would be doing with the exception of the storm windows. She stated they were working on prices to replace those. After some discussion, Commissioner Pumpaly made a motion to have two new doors, porticos built over the doors, the extension of the bumper done with steps as sketched by Mr. Algard for the estimated cost of \$713, seconded by Commissioner Doss. The motion passed 3-0.

Board of Appeals Vacancy - Mr. Hearne stated he hadn't heard from Nelson McCall, chairman of the Board of Appeals, on a recommendation of someone to fill the vacancy. He further stated Mr. McCall was supposed to stop in and sign the Board of Appeals' opinion letter on the Riley/Govatos variance but he hadn't done so. He stated Mrs. Morgan had mailed that to Mr. McCall with a return envelope so the Town would get it back quickly. The Board decided to table the matter until Mr. Hearne had talked to Mr. McCall about a recommendation, and if the Board of Appeals didn't have one, he was to contact Robyn Rowe to see if she was interested and report back at the next meeting.

Mrs. Morgan stated the MML was asking towns to contribute to the cost of printing the Book on Municipal Governments discussed earlier. Mrs. Morgan stated the Town would receive one copy as it's an MML member and the MML was supposed to be distributing copies to schools but she was concerned, with Charlestown being so small, Charlestown Elementary School would not receive a copy. After some discussion, Commissioner Pumpaly made a motion to contribute \$501 to the MML towards the costs of book printing which would entitle the Town to receive two additional books which would be given to the Charlestown Elementary School, seconded by Commissioner Doss. The motion passed 3-0.

#### NEW BUSINESS

MML Chapter Dinner - 4/22/99 6 & 7 p.m. Four Points Hotel/Sheraton, Aberdeen (RSVP 4/12/99) - Treasurer Phillips stated the next MML Chapter Dinner would be Thursday, April 22, 1999 at the Four Points Hotel/Sheraton in Aberdeen. Mr. Hearne stated the reservations needed to be made by April 12, 1999 and Mrs. Morgan stated, as the dinner was buffet style, she only needed to know how many would be attending. Commissioner Pumpaly, Commissioner Doss,

and Treasurer Phillips indicated they would be attending with a guest. Mr. Hearne stated he would be attending. Mrs. Morgan stated she would check with President Vandervort and Vice-President Letts as to whether they would be attending and then send a check to the City of Aberdeen. Mr. Hearne mentioned there was a map attached to the letter from the city of Aberdeen for anyone who doesn't know where the hotel was.

MML Conference - Registration - Mrs. Morgan stated the conference agenda and registration form were in the March issue of the MML magazine which all the commissioners received a copy of. She further stated, and Mr. Hearne confirmed, the deadline for early registration was April 16, 1999. Mrs. Morgan requested the Commissioners complete their forms and give them to her as she would do one check for registration. Mr. Hearne stated his expense account with the Maryland Rural Development Corp. (MRDC), which oversees the circuit rider program, would not cover the cost of him attending the seafood buffet and asked if the Town would consider paying the cost. Commissioner Pumpaly made a motion for the Town to pay for the cost of Mr. Hearne attending the seafood buffet during the MML Conference, seconded by Commissioner Doss. The motion passed 3-0.

MML Conference - Parade of Flags - Commissioner Pumpaly stated if the Town could get a new flag, he would like to carry the flag in the parade. After some discussion, the Board decided to get a price for a new flag, and dependent on the cost, would purchase one or two flags. Mrs. Morgan asked if the flag used last year had a base. After some discussion, the Board asked Mrs. Morgan to contact Rebecca Phillips, the chairman of the Historic District Commission, and ask her about whether there was a base and to see if she could give the flag to Mrs. Morgan so she could get prices for a new one. Mrs. Morgan stated she had already informed Kevin Best, of MML, that Charlestown would be participating in the parade and would call him again and let him know Commissioner Pumpaly would be carrying the Town's flag. She mentioned to Commissioner Pumpaly that a practice would be held at 7:30 a.m. on opening day of the conference for those in the parade and the MML would be providing a breakfast.

Cecil County Small Business Center - Financial Support - Mr. Hearne stated the Town received a request from the Cecil County Chamber of Commerce for financial support for the Cecil County Small Business Center. After some discussion, the Board decided to take no action.

Chamber of Commerce Silent Auction - Treasurer Phillips stated the Chamber of Commerce would be holding their annual awards ceremony

on Friday, June 18, 1999 at Shaefer's Canal House and was requesting the contribution of items or services to be auctioned. She asked if the Board had any suggestions. After some discussion, the Board requested the town businesses be contacted to see if they would donate an item or service to the auction.

Governor's Crime Control Grants - Small Grant & Byrne Memorial - Mr. Hearne stated the monies under the small grant would be between \$1000 to \$5000 with most awards being \$2000. Mr. Hearne stated he didn't know if the Town would be interested but, in Millington, he was submitted a request for the cost of new walkie talkies for the local community watch and, in Cecilton, they received monies for additional street lights. He stated the grant monies were to be used to combat or deter crime. He further stated the Byrne Memorial was a larger grant which, in Cecilton, they were using it to fund foot patrols by the Sheriff's Office. Mr. Hearne stated, as this was a federal grant, there were strict prohibitions about using the grant monies in substitution of funding already dedicated. Treasurer Phillips stated she would like to see increased patrol hours and better lighting at the intersection of Black Avenue and Bladen Street. Mrs. Morgan stated she believed a commissioner, at a previous meeting, had mentioned they would like to see more foot patrols done by the Sheriff's Office as their vehicles are distinctive. Mr. Hearne asked Mrs. Morgan to contact Mr. Bradley for suggestions on the lighting and mentioned he would need the information as soon as possible as the request for the small grant needed to be submitted soon.

Robert & Robyn Rowe - Waive Turn Off/On Fees - Mr. Hearne stated Robert and Robyn Rowe sent a letter to the Town requesting a waiver of the turn off/on fees they were charged for water shut off for non-payment of their utility bill. Mrs. Morgan stated this was a similar situation to the requests previously made by Mrs. Spangler and Mr. Weaver who requested waiver of the fee for their properties. She further stated the Rowses' payment history indicated they had always paid their previous bills on time and had never been turned off before. After brief discussion, a motion was made by Commissioner Pumpaly to waive the turn off/on fees for Mr. & Mrs. Rowe, seconded by Commissioner Doss. The motion passed 3-0.

Stone Wharf - Handicapped Access - Mr. Hearne stated Ken Ropp, of Program Open Space, had concerns about the area between the parking lot and the ramp at the actual pier not being traversible by wheelchair. After some discussion, Commissioner Pumpaly asked why not consider paving the area. After more discussion, Commissioner Doss asked if Mr. Algard and Mr. Armour could put down crusher run, roll it down and fill in with finer stone. After more discussion, a motion was made by Commissioner Pumpaly to have crusher run put

down, packed and then finer stone put on top, seconded by Commissioner Doss. The motion passed 3-0. Mr. Hearne stated Mr. Ropp indicated the ramp was too high as the slope should not exceed 8.33%. Mrs. Morgan stated she would check with Mr. Algard and Mr. Armour to see if it could be fixed. Mr. Hearne also stated Mr. Ropp mentioned the steps to the new floating deck were a bit tricky and suggested caution signs. After a brief discussion, the Board decided to purchase two "caution-watch your step" signs to be placed at the top and bottom of the steps.

Comfort Station - Mrs. Morgan asked when the Board wanted the comfort station opened. After brief discussion, the Board decided to open it April 1, 1999 and asked Mrs. Morgan to let Mr. Algard and Mr. Armour know.

At this time, 9:05 p.m., President Vandervort arrived at the meeting.

Town House Lease - Mr. Hearne stated the town house lease needed to be renewed as the current lease expires May 31, 1999. Treasurer Phillips asked what the monthly rent was under the current lease. Mrs. Morgan stated it was \$775 per month. Commissioner Pumpaly asked if the Town had raised the rent last year and Mr. Hearne stated the rent was raised each of the last two years. Mrs. Morgan mentioned the renters had been paying larger utility bills because the meter had been showing approximately double the minimum maximum usage of 13500 gallons per quarter until the Town, after some delay, replaced the hot water heater and repaired the leak in the bathroom. President Vandervort suggested raising the rent to \$800 per month as it was not a good practice to allow rent on a rental unit to remain the same for several years and then have to hit a renter with a big increase. After short discussion, Commissioner Pumpaly made a motion to offer renewal of the town house lease with a monthly rent of \$800, seconded by President Vandervort. The motion passed 4-0.

Allen McDaniel - Town Pier - Mr. Hearne stated the Town received a letter from Allen McDaniel, a slip holder on the town pier. He stated Mr. McDaniel occupied one of the slips previously used for transient boaters but now rentable and last year Mr. McDaniel had a problem with other people using his slip. He further stated Mr. McDaniel said it was time consuming to him to wait for the boat owner to return and ask him to remove the boat or wait for the Sheriff's Office to respond. Mr. Hearne stated Mr. McDaniel was asking if the Town could do anything to solve the problem and suggested putting up signs to indicate what slips were transient and/or providing him with a letter from the Town identifying him as the rightful and only authorized occupant for his slip. After some

discussion, a motion was made by President Vandervort to purchase two "transient slip" signs and two "private slip" signs. After brief discussion, President Vandervort amended his motion to two "transient slip" signs and two "reserved slip" signs. After more discussion, President Vandervort amended his motion again so the two reserved slip signs had arrows to include any and all slips past the slip the sign was erected on. The motion was seconded by Commissioner Doss. The motion passed 4-0.

Treasurer Phillips asked President Vandervort if he wanted to chair the remainder of the meeting. President Vandervort stated he wanted her to continue as he was having fun making motions.

#### OLD BUSINESS

Minutes - A motion was made by President Vandervort to approve the minutes of the March 9, 1999 Town Meeting, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

#### PENDING BUSINESS (cont'd.)

Charlestown Marina - President Vandervort stated he had a meeting Friday with Keith Baynes, the Town's attorney, and Harry Walsh, the attorney for Phillip Price. He further stated Mr. Walsh had not been representing Mr. Price at the beginning of this matter and said he made it clear to Mr. Walsh he was not there to renegotiate the lease and that Mr. Price needed to pay what he owed to the Town. President Vandervort stated Mr. Walsh indicated Mr. Price needed to make payment and would get back to Mr. Baynes within the week. He further stated Mr. Baynes, not having heard from Mr. Walsh, contacted Mr. Walsh's office and the secretary stated Mr. Walsh was not there but left dictation which she hadn't done yet so couldn't say what it was. President Vandervort stated Mr. Baynes wanted to wait to receive the letter and then decide if to proceed in court.

President Vandervort stated he met with Sheriff Kennedy and Chief Pinder on Thursday regarding the rate for the deputies patrolling Charlestown. He further stated it seemed the rate was already set by the Sheriff's Office and it would be \$36.50 an hour. He further stated that was a big jump from what the Town currently paid per hour which averaged to \$23-\$25 per hour, depending on the overtime rate of the individual deputies patrolling. President Vandervort stated the new rate wouldn't be in effect until the new fiscal year. He further stated he felt continuing with patrols from the Sheriff's Office would still be more cost effective than using resident troopers or having a town police department.

Tasker Lane - President Vandervort stated he saw the survey but he had some questions he wanted Mr. Hearne to clarify with Mr. McAllister. After much discussion, the Board decided to wait for the final survey for discussing the matter further. Mr. Hearne stated he would drop off the survey with a list of questions/requested revisions to Mr. McAllister probably on Thursday. President Vandervort suggested when the Town received the final survey, a copy be sent to the attorney representing Mildred Cooper, owner of a property on Tasker Lane.

Accounts Payable - President Vandervort made a motion to approve the bills, seconded by Commissioner Pumpaly. The motion passed 4-0.

Mr. Hearne stated the Town received a copy of a letter Karl Knapp, owner of Avalon Yacht Basin, sent to the Maryland Environmental Trust requesting them to disregard his complaint to them as he felt he had finally contacted the appropriate agencies.

At the request of Edgar McMullen, a member of the audience, the Board decided to table the matter of parking at St. John's United Methodist Church until William McMullen was able to attend a town meeting to discuss it with the Board.

Mr. Hearne stated Mr. Algard and Mr. Armour had requested the purchase of two stormwater grates at a cost of \$391 each. Mrs. Morgan stated other grates were needed and Mr. Algard and Mr. Armour were compiling a list of the others needed but they wanted to purchase these two now due to a safety concern as a dog had gotten stuck in one of the drain pipes. After brief discussion, a motion was made by Commissioner Doss to purchase two (2) manhole grates as specified, at a cost of \$391 each, seconded by President Vandervort. The motion passed 4-0.

Mr. McMullen asked if the County kept the Town informed of the amount of rainfall they're processing along with the Town's sewage. President Vandervort stated they couldn't tell but the Town could figure out an approximation by taking the number of gallons registering on the sewage flow meter during a quarter and subtracting the number of gallons of water produced at the water tower. President Vandervort stated the Town thought when the County Department of Public Works had done the smoke test report, they had smoke tested the entire system but President Vandervort had since found out the County hadn't. He further stated some of the I&I problems would involve repairs to be made by private property owners and some would be town repairs. He also mentioned the Town had requested grant monies from the Maryland Department of the Environment to fund the repairs and hopefully the Town would




Town Meeting of March 23, 1999  
Minutes (cont'd.)  
Page 9 of 9

receive funding in the next year or so.

As there was no further business to be discussed, Commissioner Pumpaly made a motion to adjourn, seconded by Commissioner Doss. The motion passed 4-0. Treasurer Phillips adjourned the meeting at 10:00 p.m.

Respectfully submitted,

  
Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 23, 1999

AGENDA

7:30 P.M.

1. William McMullen/St. John's U.M. Church - Parking

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Charlestown Marina
4. Fireboat Pier
5. Program Open Space
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Codification
9. Ethics Ordinance
10. Lighting of Flagpole
11. Calvert Street lot - Charlestown Fire Company
12. Hot Spots Program
13. MML - Book on Municipal Governments
14. Y2K Compliance
15. Post Office - Repairs
16. Board of Appeals Vacancy

NEW BUSINESS

17. MML Chapter Dinner - 4/22/99 6 & 7 p.m. 4 Points  
Hotel/Sheraton, Aberdeen (RSVP 4/12/99)
18. MML Conference - Registration  
Parade of Flags
19. Cecil County Small Business Center - Financial Support
20. Chamber of Commerce Silent Auction

Town Meeting of March 23, 1999  
Agenda (cont'd.)  
Page 2 of 2

21. Governor's Crime Control Grant - small grant  
Byrne Memorial
22. Robert & Robyn Rowe - Waive Turn Off/On Fees
23. Stone Wharf - Handicapped Access
24. Comfort Station
25. Town House Lease
26. Allen McDaniel - Town Pier
27. Accounts Payable

03/23/99

## 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 (410) ...	6440.1 - Telephone	102.93-
AT&T	Acct #8014-058-9492 - Inv #6392313407	6440.1 - Telephone	8.69-
Chesapeake Publishing Corp.	Acct #ELN1180 - ad for Bd of Appeals opening; ad for Ordin... gasoline for Jan '99 patrol	--SPLIT--	171.70-
Sheriff's Patrol	Inv #99-01 - Sheriff's Patrol in Jan '99	6920.1 - Police Protection	47.59-
Sheriff's Patrol	Acct #271275 - Inv #194822 - (1) 9 x 6 binder for CAC reg...	6920.1 - Police Protection	1,315.24-
Boise Cascade Office Products Co...		6610.1 - Administration	4.46-
Total 1010.1 - Cash - General Checking			1,650.61-
Total 1000.1 - General Fund Cash Accounts			1,650.61-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Chesapeake Publishing Corp.	Acct #ELN1180 - ads for Ordinance #99-3 - water system ...	7143.2 - Legal	142.50-
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	32.28-
Miller Environmental, Inc.	Inv #10049942 - water ops contract - Apr '99	7120.2 - Contract Operating	1,690.00-
Total 1010.2 - Cash - Utility Checking			1,864.78-
Total 1000.2 - Utility Fund Cash Accounts			1,864.78-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
McAllister, Michael S.	part paym't - survey & plat of Tasker Lane	6300.3 - Streets	1,150.00-
Chesapeake Service Center	Inv #4153 - replace alternator, starter & carburetor choke...	6024.3 - Truck Repair	310.52-
Gilbert Enterprises Inc.	Inv #1407n - Feb '99 gasoline - Town truck	6025.3 - Gasoline	118.94-
Total 1005.3 - New-Checking-Special (Special checking County)			1,579.46-
Total 1000.3 - Special Fund Cash Accounts			1,579.46-
TOTAL			5,094.85-

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/23/99 TIME: 7:30 P.M.

Val Hahn  
Paul + Joan O'Brien  
Edward M. Williams

## TOWN MEETING OF MARCH 9, 1999

### MINUTES

The March 9, 1999 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 Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Presentation of Plaque - President Vandervort presented a plaque to Russell U. Farrell, Jr. for his service as an alternate for the Charlestown Board of Appeals.

Miller Environmental - Monthly Report - George Smith, of Miller Environmental Inc., presented the February 1999 water system operations report to the Board.

Miller Environmental - Consumer Confidence Report - Mr. Smith stated the U.S. Environmental Protection Agency (EPA) had a new regulation requiring all community water systems to do a consumer confidence report. Mr. Miller stated he provided Mr. Hearne with a copy of the EPA regulations and a copy of a proposal to the Town for Miller Environmental to do this report. He further stated the EPA was requiring a copy of the report be sent to all water customers and to as many renters who may not receive a water bill as possible. After some discussion, President Vandervort asked if there was some significant event which caused the EPA to require this report. Mr. Smith stated it was basically caused by the renewal of the Clean Water Act. Commissioner Phillips asked if the Maryland Department of the Environment (MDE) was required to review it. Mr. Smith stated it was not necessary but if the Town chose to send it to them, the report would be due by July 1, 1999 and Miller Environmental would need to know if they were to do the report by April 15, 1999. President Vandervort asked if Miller's proposal included everything necessary to do the report in the format EPA would require it to be in and Mr. Smith stated yes. After further discussion, Commissioner Doss made a motion to have Miller Environmental prepare the EPA required consumer confidence report for \$1,232, seconded by Commissioner Phillips. The motion passed 3-0.

Mr. Hearne stated the Town received a letter from MDE regarding the I&I problem with the sewer system and they are reviewing our application for grant money. Commissioner Phillips asked Mr. Smith if Miller Environmental had any capital improvement requests to be considered for the next fiscal budget. Mr. Smith stated he didn't have the prices for the replacement transducer but would have it by the next meeting. President Vandervort stated the contract for cathodic protection for the water tower needed to be renewed and asked Mr. Smith for his recommendation. Mr. Smith recommended the Town renew the agreement. Mr. Hearne stated the fee was \$20 more than last year's agreement.

David Howell/North East Little League - Ballfield - David Howell, of the North East Little League, was requesting permission for the league to use the ballfield as a practice field for the baseball and softball teams. He further stated they would be looking at using the field on a regular basis. Commissioner Phillips asked if anyone else had requested to use the field. Mrs. Morgan stated no. Mr. Howell stated the league would be meeting tomorrow to allot practice schedules to the teams. Valerie Hahn, a member of the audience, asked if the league had insurance so the Town would not be liable if a player was injured. Mr. Howell stated the league carried insurance and President Vandervort requested the Town be provided a copy of the certificate of insurance. After some discussion, Commissioner Phillips made a motion to allow the North East Little League to use the ballfield as a practice field Mondays through Fridays, Saturdays as needed from March 15 through April 17, 1999 contingent upon the Town receiving copies of the league's certificate of insurance and practice schedule, seconded by Commissioner Doss. The motion passed 3-0. Mrs. Morgan asked if the Town wanted to get the portable toilets now so the players would have one at the ballfield. After some discussion, Mrs. Morgan stated the Town usually had them delivered by April 15th each year to coincide with the start of the boating season. After more discussion, Commissioner Phillips made a motion to order two portable toilets, one at the ballfield and one for the playground behind Town Hall, seconded by Commissioner Doss. The motion passed 3-0.

Allen McDaniel/TCI Cablevision - Franchise Agreement - Allen McDaniel, general manager of TCI Cablevision (TCI), stated TCI had sent a letter to the Town requesting to start the renewal process for the franchise agreement. President Vandervort stated the Board had started to discuss the issue and then had so many questions they decided they needed to talk to a representative of TCI. After some discussion, Commissioner Phillips stated there were several people who had not been able to get cable service. After more discussion, Mr. McDaniel stated there was usually language in an agreement outlining the company's responsibility to provide service but the Town's agreement, being so old, does not contain that language. He further stated the new agreements TCI had with Cecil County and the town of North East do contain that language. After more discussion, President Vandervort asked what would happen if the Town decided to give the franchise agreement to another company. Mr. McDaniel stated the new company would provide service by either running new cable or buying the existing equipment and cable from TCI, whichever would be financially feasible. He also stated there had been rare instances of two cable companies providing service in the same area. Mr. McDaniel stated he would provide a copy of the standard franchise agreement to the Town so

the Town would have a basis for discussion.

At this time, 8:35 p.m., Commissioner Letts arrived at the meeting.

After some discussion, Commissioner Phillips suggested the Board consider putting a request in the next utility billing insert for anyone unable to get cable service who wanted service to contact the Town.

Edgar Insley/Boy Scouts - Request for Donation - Edgar Insley, scoutmaster for Boy Scout Troop #551, was requesting a donation from the Town to sponsor the Boy Scouts. President Vandervort asked how many members does the troop have and Mr. Insley stated currently there were 12 and they would be getting 3 more through promotion. Commissioner Phillips asked if any were working on badges which participating in a Town project would benefit them. Mr. Insley stated that at this time, most of them were working toward Eagle Scout. Commissioner Phillips asked if they earned their way or paid their way. Mr. Insley stated they earned their way. He further stated the Scouts try to raise money through car washes, etc. but, for example, it would cost \$185 to send 1 scout to summer camp at Camp Rodney. After some discussion, Commissioner Phillips made a motion to donate \$555 to Boy Scout Troop #551, seconded by Commissioner Letts. The motion passed 4-0. Mr. Insley stated the Scouts would be willing to help if the Town would be holding an event to celebrate the year 2000. Commissioner Phillips suggested he contact Rebecca Phillips as she was the coordinator.

#### OLD BUSINESS

Minutes - A motion was made by Commissioner Phillips to approve the minutes of the February 9, 1999 town meeting, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Letts abstained).

#### PENDING BUSINESS

Charlestown Marina - President Vandervort stated the Town received copies of correspondence between Keith Baynes, the Town's attorney, and Harry Walsh, Phillip Price's attorney. He further stated Mr. Baynes, on behalf of the Town, had filed for the January and February rent and back taxes. He also said Mr. Baynes would be meeting with Mr. Walsh on Friday and would like President Vandervort to attend. President Vandervort stated he would attend the meeting but had requested Mr. Baynes to make it clear to Mr. Walsh he was not there to renegotiate the lease. After some discussion, Mr. Hearne asked President Vandervort if he wanted him to attend. President Vandervort stated he could if he wanted to



and would let him know what time the meeting was when he found out from Mr. Baynes.

Fireboat Pier - Mr. Hearne stated he met with Dennis Yarrell, of MDE, regarding the sediment control permits for the fireboat pier. He stated Mr. Yarrell wanted to be contacted when work would start. President Vandervort stated he had been concentrating on getting the work at the stone wharf done and when done, he would then work on getting the bid packet for the fireboat pier redone.

Program Open Space - President Vandervort stated he gave Mr. Hearne a letter to send to Program Open Space requesting a letter of concurrence for the fire company lot. He further stated once the Town had the letter of concurrence, if the Town did anything with the lot, it would be eligible for reimbursement from Program Open Space if the Town decided to submit it. Mr. Hearne stated he didn't know who in Program Open Space would be able to authorize the letter of concurrence so couldn't give a time frame in which to expect a reply.

Sidewalk Retrofit Program - President Vandervort stated the work was finished except for some replacement of asphalt but the contractor needed to wait until the asphalt plants open. He further stated there were some complaints on areas which need to be re-seeded. Commissioner Letts stated the seed didn't take in the area in front of his house and there were ruts there which would need to be repaired. After some discussion, Commissioner Letts stated it seemed the contractor needed to do a little touch up work here and there. President Vandervort asked if the Town had received a request for payment. Mrs. Morgan stated the Town hadn't received one at this time.

Tasker Lane - President Vandervort asked if Michael McAllister, the surveyor, had started the survey on Tasker Lane. Mr. Hearne stated he had and should be finished shortly. He further stated Mr. McAllister wouldn't stake the area until the Town held a meeting.

Codification - Mr. Hearne stated the Town received two proposals from General Code Publishers: one which was to do a compilation which would just copy the ordinances into one book and provide 15 copies to the Town and the other which was to do a codification which would include reviewing the ordinances for comments/recommendations or conflicts with State law. He stated apparently General Code had staff people familiar with Maryland law. President Vandervort stated most of the ordinances had been reviewed by, if not written by, Mr. Baynes and if you take something to ten different attorneys, you'd probably get ten different opinions. Mr. Hearne stated the Institute for

Governmental Services does several compilations a year and he could contact them. After some discussion, Mr. Hearne stated General Code quoted \$5400 to have the compilation done. President Vandervort stated this would fall under professional services so the job would not have to be bid out. A motion was made by Commissioner Phillips to have General Code Publishers do a compilation of the Town's ordinances and resolutions for \$5400, seconded by Commissioner Letts. The motion passed 4-0. Mr. Hearne stated he would contact them and assumed they would then send a formal agreement for President Vandervort to sign.

Ethics Ordinance - The Board decided to table this matter until the next meeting.

Water System Loan - Refinancing - President Vandervort stated the Board agreed not to refinance if the interest rate went higher than 5.3%. He further stated the interest rate came in at 4.8%. Mr. Hearne stated there were closing documents President Vandervort needed to sign. President Vandervort asked if the Town had been given the figure for what the semiannual payment would be. Mr. Hearne stated an amortization schedule was included in the paperwork and gave a copy to President Vandervort. After looking at the schedule, President Vandervort stated he couldn't figure out what the payment was based on this and would hold off signing the documents until he talked to Richard Hillman, of the Maryland Infrastructure Program.

Lighting of the Flagpole - President Vandervort stated Jerry Bradley, of Bradley Electric, was waiting for warmer weather before starting the work.

President Vandervort stated he, Mr. Hearne, William Algard and Hershel Armour, the Town's maintenance workers, met with Mary Ann Skilling, the circuit rider for, and Susan McConville, member of the Critical Area Commission (CAC) on the cleanup Mr. Algard and Mr. Armour did at Louisa Lane. He further stated they reviewed all the town parks since everyone was there. President Vandervort stated Mrs. Skilling didn't have a problem with what was done but Ms. McConville would much rather the Town didn't do anything at all. President Vandervort stated he told her the Town did routine maintenance to the areas as they are town parks and if the Town didn't, they would look like hell. Ms. McConville suggested the Town use different ground cover and President Vandervort stated if she sent a list the Town would consider what to use. Mr. Hearne stated Mr. Yarrell also looked at the area as Karl Knapp, the owner of Avalon Yacht Basin, made a complaint to Mr. Yarrell's office, that the run-off from the Louisa Lane parcel was causing the erosion to his marina. He stated Mr. Yarrell didn't have a problem

with what was done and the run-off was not what was causing the erosion at Mr. Knapp's marina.

Hot Spots Program - Commissioner Letts stated he had nothing at this time.

Copier Agreement - Mrs. Morgan stated she had contacted several companies for quotes on a maintenance agreement and after several telephone contacts had not received another quote besides the one from a Baltimore Company which was much higher than the amount KDI was asking for the renewal. After some discussion, a motion was made by Commissioner Phillips to renew the copier agreement with KDI, now known as Imtek, seconded by Commissioner Doss. The motion passed 4-0.

County Commissioners' Meeting - May 11, 1999 - President Vandervort stated the May 11, 1999 County Commissioners' Meeting would be held in Charlestown at the elementary school. He further stated as that would conflict with the Town meeting, he suggested the Board consider rescheduling the Town meeting on another night. Mr. Hearne mentioned that the Planning and Zoning Commission had rescheduled their meeting to Monday, May 10, 1999 as John Magness would be out of town on May 4, 1999 and wanted to be present when the development of the Scott property was presented. After some discussion, the Board decided to move the Town meeting to Wednesday, May 12, 1999. Mr. Hearne stated the change would be advertised and Mrs. Morgan suggested putting the County Commissioners' meeting information in the utility billing insert.

At this time, 9:48 p.m., Commissioner Letts left the meeting.

MML - Book on Municipal Governments - Mr. Hearne asked Commissioner Phillips if she had been working on this. Commissioner Phillips asked if he meant the request for money. Mrs. Morgan stated for the gathering of material on Charlestown for the book. After some discussion, the Board suggested contacting residents, including Darlene McCall, Edgar McMullen, and Rebecca Phillips, for information on Charlestown. After more discussion, the Board decided to first look at the brochures the Town already had on Charlestown due to the limited space they would have in the book and discuss this at the next meeting.

Y2K Compliance - President Vandervort stated the Local Government Insurance Trust (LGIT), the Town's insurance carrier, wanted letters of compliance in case the Town was sued and the auditor wanted the letters so he could issue an unqualified opinion for the next audit. He further stated the Town was in the process of assessing its computer hardware and software for Y2K compliance and

obtaining the letters from service providers to the Town.

President Vandervort stated he had contacted some internet providers and most don't have a local access number. He stated DP Net does but they wouldn't be able to do contracts for another month. Commissioner Phillips stated Delaware On Line had local access and Mrs. Hahn stated she had it and it's \$180 a year or \$100 for 6 months. She stated DOL.NET is their website. Commissioner Doss suggested checking with Net GSI as they had a local number. After more discussion, President Vandervort stated he would check on those.

LGIT Grants - Mr. Hearne stated he was working on the list of safety equipment to submit for grant monies through LGIT. He further stated the request needed to be in by Monday. Mr. Hearne stated the items do not come up to the maximum \$1500 but if the Town gets the grant money for half the cost, that's half the Town doesn't have to pay.

Maryland Emergency Management Grant Funds - Mr. Hearne stated the Maryland Emergency Management Agency (MEMA) changed the eligibility requirements for the program and he stated he didn't feel it would be worth it for the Town to pursue. He stated first consideration would be given to properties which are Flood Insurance Program insured repetitive loss structures with 4 or more losses, then the next to be considered would FIP insured repetitive loss structures with 2 or more losses and third would be FIP insured properties with substantial damage. He further stated he talked to John Joyce, of MEMA, and the Town doesn't have any structure on record as having damage. After some discussion, the Board decided not pursue this grant.

Collection of Business Taxes - Mr. Hearne stated the Town had problems collecting business taxes as the County can't sell them at the delinquent tax sale as they were not real estate taxes and Mrs. Morgan was asking on ways collection could be attempted. The Board decided to table the matter until it could be discussed with Mrs. Morgan.

Post Office - Repairs - President Vandervort stated the Town received a letter in January from then-Postmaster Rosalyn Bott, of the Charlestown Post Office, requesting the Town perform a list of repairs and, having looked at them, President Vandervort stated he felt the Town maintenance workers could do the repairs. He further stated Ms. Bott mentioned that she had submitted a request for the U.S. Postal Service to have them remodel the front section of post boxes and the counter area and suggested the Town repairs she was requesting could be done in conjunction with the remodeling by the

Postal Service. After some discussion, the Board decided to turn the list over to Mr. Algard to make the repairs, working in conjunction with any remodeling the Postal Service does to the post office.

Board of Appeals Opening - President Vandervort asked Mr. Hearne if this was for the alternate position left vacant due to the resignation of Russell Farrell. Mr. Hearne stated it was, the opening was advertised but the Town didn't receive any responses. President Vandervort asked if the Board of Appeals had recommended anyone. Mr. Hearne stated they had indicated Steve Lewis but he checked with him and Mr. Lewis was not interested. After some discussion, the Board asked Mr. Hearne to recontact Nelson McCall, chairman of the Board of Appeals, to see if they had another person in mind. Commissioner Phillips suggested that if the Board of Appeals didn't have a recommendation, the Town contact Robyn Rowe as she had expressed interest in serving on the Planning and Zoning Commission.

Cathy Farrell - President Vandervort stated he talked to Cathy Farrell and sent her a letter stating the Town considered the flared part of the driveway, much the same as with a mailbox, to be her property and she would be able to use that to press charges, if she wanted to, and asked her to call him to let him know how the matter went but President Vandervort said he hadn't heard from her. Commissioner Doss stated he would attempt to contact her.

#### NEW BUSINESS

Maryland Rural Water Association (MRWA) - 9th Annual Conference - Mr. Hearne stated the conference would be held at the Princess Royale Hotel in Ocean City, Maryland April 24 through April 27, 1999 and each commissioner had an information packet. President Vandervort asked if the Town had been nominated for anything this year and Mr. Hearne stated no. President Vandervort mentioned he attended last year's conference as the Town received the MRWA's Water System of the Year award but said the conference was meant more for operators of water systems.

People to People Student Ambassadors Program - Request for Contribution- President Vandervort stated the Town received a request for a contribution for students participating in the People to People Student Ambassadors Program. After some discussion, the Board decided not to contribute money to the program as they would be more willing to contribute money to programs in which a Charlestown student was involved in.

Loose Dogs - Mr. Hearne stated the Town received a fax from Gophery

Richardson, a resident on Caroline Street, regarding the large number of loose dogs. Commissioner Phillips stated the SPCA had not been very responsive to the Town's complaints. Commissioner Doss suggested contacting the Sheriff's Office as the SPCA will respond to a complaint from them. After more discussion, the Board decided to refer people with loose dog complaints to the Sheriff's Office. Commissioner Phillips suggested putting that information in the utility billing insert.

Stop Signs - Commissioner Phillips stated Edgar McMullen complained the Town had too many stop signs in town and suggested on the streets going to the water, particularly Market Street, the stop signs be removed which are going in the direction of the water. She further stated she told Mr. McMullen the stop signs were there to curb speeding and if the stop sign was removed from Market Street a car may end up hitting a boat using the boat ramp or the car ending up in the water. Commissioner Doss stated he observes people routinely ignoring the stop signs but they do slow down. After some discussion, the Board decided to take no action on this matter.

Police - Mr. Hearne stated the meeting with representatives of the Sheriff's Office was scheduled for Thursday at 10 a.m. and they will definitely be discussing increasing the rate the Town pays. President Vandervort mentioned to Commissioner Doss that, if either he or Commissioner Letts attended, they would have to be very careful about engaging in any discussion or negotiation with the Sheriff's Office because of the conflict of interest. Commissioner Doss stated he would like to hear where the Sheriff's Office got the figures from to set the increased fee. After some discussion, President Vandervort stated he had mentioned to Sheriff Kennedy previously to remember Charlestown residents already pay county taxes, a portion of which goes toward police protection. President Vandervort asked Mr. Hearne to look at several of the past invoices from the Sheriff's Office and compute the average hourly rate the Town had been paying. After more discussion, Commissioner Doss mentioned there are nine police officers from various departments living in Charlestown.

Catholic Protection Agreement - Commissioner Phillips made a motion to renew the agreement, seconded by Commissioner Doss. The motion passed 3-0.

Building Permits - Commissioner Phillips asked what sign the Brown permit was for. Mr. Hearne stated it was for that powerwashing sign on Bladen Street. He further stated Omnipoint Communications submitted a permit, although they may not have needed to, as it was determined the catenary pole they wanted to put the antenna on was

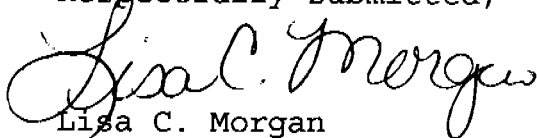
Town Meeting of March 9, 1999  
Minutes (cont'd.)  
Page 10 of 10

in the town limits. He stated the company felt it was better to get the permit approved rather than later find out a permit was needed and the work was held up until one was obtained.

Accounts Payable - After some discussion, a motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner Doss. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 11:03 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 9, 1999

AGENDA

7:30 P.M.

Presentation of Plaques - Diane Letts  
Russell Farrell

1. Miller Environmental - Monthly Report  
Consumer Confidence Report
2. CCSO Liaison - Monthly Report
3. David Howell - North East Little League - Ballfield
4. Allen McDaniel - TCI Franchise Agreement
5. Rebecca Phillips - New Millennium Celebration

OLD BUSINESS

6. Minutes

PENDING BUSINESS

7. Charlestown Marina
8. Fireboat Pier
9. Program Open Space
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Codification
13. Ethics Ordinance
14. Water System Loan - Refinancing
15. Lighting of Flagpole
16. Calvert Street lot - Charlestown Fire Co.
17. Hot Spots Program
18. Copier Agreement
19. MML - Book on Municipal Governments
20. Y2K Compliance



21. LGIT Grants
22. Maryland Emergency Management Grant Funds
23. Collection of Business Taxes
24. Post Office - Repairs
25. Board of Appeals Opening
26. Cathy Farrell

NEW BUSINESS

27. Maryland Rural Water Association - 9th Annual Conference
28. People to People Student Ambassador Program - Request for Contribution
29. Loose Dogs
30. Stop Signs
31. Police
32. County Commissioners' Meetings - May 11, 1999
33. Catholic Protection Agreement
34. Building Permits
35. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/9/99 TIME: 7:30 P.M.

Val Hahn

Russ; Mary Farrell

Paul + Jean Atkinson

George H. Smith

David E. Powell

Ally McDaniel

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash - General Checking</b>			
Radio Shack	Acct #1903060981 - Inv #275116 - (1) inkcartridge for pri...	6220.1 - Office Supplies	52.99-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	6440.1 - Telephone	99.38-
St. Paul Stamp Works Inc.	Acct # CH285, Inv #94501 - nameplate "Michael W. Doss"	6220.1 - Office Supplies	14.13-
Imtek Office Solutions	Inv #47636 - maintenance agreement - copier	-SPLIT-	495.72-
AT&T	Acct #8014-058-9492 - Inv #6392308711	6440.1 - Telephone	15.26-
Central Printing & Office Supply, ...	(500) business cards - S. Hearne; (500) business cards - L...	-SPLIT-	64.00-
Wal-Mart	Acct #2634 - Inv #9363254 - soap; spray wax; kleenex; toil...	6220.1 - Office Supplies	29.66-
Charlestown Fire Co.	ambulance club membership	6910.1 - Fire Company	25.00-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	109.65-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	12.20-
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	26.11-
BFI	Inv #-0115246-02099-0358 -February trash collection	6651.1 - Trash Collection	3,202.89-
Baynes, Keith A.	February statement - file suit vs Price Dist Ct; represent l...	-SPLIT-	295.00-
Moxley, Hoyt	boat landing extension - stone wharf	6714.1 - Reimbursable gran...	2,500.00-
Moxley, Hoyt	handcapped accessibility - stone wharf	6714.1 - Reimbursable gran...	2,500.00-
North East Florist, Inc.	Inv #105461 - funeral arrangement - Rosalyn Boll's mother	6210.1 - General Government	53.50-
Lynch, Susan Schaeffer	court reporter - 02/17/99 - Govatos/Riley variance hearin...	6610.1 - Administration	40.00-
Department of General Services	(2) State Offices telephone directories	6320.1 - Office Supplies	17.75-
Maryland Association of Historic ...	Annual Membership Dues	6610.1 - Administration	35.00-
Lowe's Home Centers Inc.	Acct #2237 - Inv #21705492902 - threshold plate & door h...	6450.1 - Maintenance	77.92-
Rogers Home and Hardware	Inv #233169 - straw & grass seed for Louisa Lane	6740.1 - P&R Miscellaneous	55.60-
American Home & Hardware	Acct #685600 - Inv # 566099 - door knob for Town Hall ba...	-SPLIT-	20.47-
Radio Shack	Acct #1903060981 - Inv #276287 (3) pk cassette tapes	6220.1 - Office Supplies	19.96-
Total 1010.1 - Cash - General Checking			9,748.58-
Total 1000.1 - General Fund Cash Accounts			9,748.58-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	32.34-
Miller Environmental, Inc.	Inv #10039841 - water ops contract - Mar '99	7120.2 - Contract Operating	1,690.00-
Baynes, Keith A.	February statement - prepare public notice & ordinance fo...	-SPLIT-	520.00-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	122.62-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	106.64-

03/09/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	13.24-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 · Station RT. #7	57.76-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 · Electric	166.55-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 · Electric	297.31-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 · Electric	421.84-
Total 1010.2 · Cash - Utility Checking			3,428.30-
Total 1000.2 · Utility Fund Cash Accounts			3,428.30-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #333 - Jan '99 gasoline for town truck	6025.3 · Gasoline	145.31-
Lowe's Home Centers Inc.	Acct #2237 - Inv #21733887616 - 32' aluminum extension l...	6420.3 · General Maintenance	28.46-
Lowe's Home Centers Inc.	Acct #2237 - Inv #21705492902 - screw; stovebolt & flat w...	-SPLIT-	28.46-
American Home & Hardware	Acct #685600 - Inv #565491 - 10 lb bag ice melt (streets);...	-SPLIT-	29.12-
Mac's Stacks	Acct #110342 - Inv #14593 - (1) portable toilet (02/01/99 ...	6420.3 · General Maintenance	55.00-
Midas	Inv #296389 - install muffler - Town truck (deduct credit ...	-SPLIT-	159.68-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	602.29-
Sonshine Motor & Tire	Inv #8370 - plug tire on Town truck	6024.3 · Truck Repair	10.00-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #26368 ... files for shop; spark plug for ...	-SPLIT-	61.87-
Total 1005.3 · New-Checking-Special (Special checking County)			1,120.19-
Total 1000.3 · Special Fund Cash Accounts			1,120.19-
<b>TOTAL</b>			14,297.07-

TOWN MEETING OF JANUARY 26, 1999

MINUTES

The January 26, 1999 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 Treasurer Christine L. Phillips, Commissioner Wilbur D. Pumpaly and Commissioner Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Vandervort swore in Wilbur D. Pumpaly as Commissioner.

Rebecca Phillips - New Millennium Celebration - Rebecca Phillips, chairman of the Historic District Commission and member of Colonial Charlestown, Inc., discussed the proposed New Millennium Celebration with the Board. After some discussion, Mrs. Phillips stated the last Colonial Fair was held along the river and it was very successful. President Vandervort asked who organized it. Mrs. Phillips stated Colonial Charlestown did. After more discussion, President Vandervort stated he had been contacted by several legislators to see if the Town would be holding an event. He also stated it would need to be run by people with experience which no one on the Board had except Commissioner Phillips. After more discussion, the Board set a proposed date of Saturday, September 25, 1999. Commissioner Doss stated he would contact the fire departments about apparatus and other marching units for a parade. Mrs. Phillips stated Colonial Charlestown would like to have the hot dog and soda concessions. After more discussion, Commissioner Phillips stated she would find her information on artists and crafters to give to Mrs. Phillips.

Mrs. Phillips also asked if the Board had made a decision regarding the utility bill for the 107 House. President Vandervort stated the matter was tabled at the last meeting until there was a full Board. After some discussion, the Board decided to table the matter until there was a full Board.

President Vandervort stated he would be meeting on Thursday, January 28, 1999 at 10 a.m. with Jerry Bradley, of Bradley Electric, and William McMullen, of Conectiv, regarding the lighting of the flagpole at the stone wharf.

Larry Metz - Business Concerns in Charlestown - Larry Metz discussed improving communications between the various businesses and the Town Board. He stated one problem was businesses could only put signs on their premises and people can't find them. He suggested the Town consider placing generic signs, such as "marinas", "restaurant" with arrows along the main road to help direct people to the commercial establishments. After more discussion, Mr. Metz stated he would like to see the Town do a brochure promoting the Town because there's nothing available, even at the Chamber of Commerce, on Charlestown.

Commissioner Pumpaly stated a stop sign at the intersection of Calvert and Caroline Streets was missing. After some discussion, the Board asked to have William Algard, the Town's maintenance worker, replace the sign.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Pumpaly to approve the minutes of the November 24, 1998 meeting, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Doss abstained). A motion was made by Commissioner Pumpaly to approve the minutes of the December 22, 1998 meeting, seconded by President Vandervort. The motion passed 2-0-2 (Commissioner Doss and Commissioner Phillips abstained). A motion was made to approve the minutes of the January 12, 1999 meeting by Commissioner Phillips, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

Mr. Hearne stated Al Wein, the County Administrator, asked to set up a meeting regarding the county sewer user fees. President Vandervort asked Mr. Hearne to schedule the meeting at their convenience and he would attend. Mrs. Morgan reminded President Vandervort he still needed to do a cover letter for the check and background information.

PENDING BUSINESS

Charlestown Marina - Mr. Hearne stated there was nothing new.

Fireboat Pier - President Vandervort stated the next step was recontacting Century Engineering to change the specs but he hadn't done that yet.

Program Open Space - Mr. Hearne stated there was nothing new.

Sidewalk Retrofit Program - Mr. Hearne stated Don Yingling, of the State Highway Administration, said the contractor should be here next week or the following week.

Tasker Lane - Mr. Hearne stated he received the information from Tatman and Lee Associates, the Town's engineers, on any survey for Tasker Lane. After some discussion, President Vandervort stated he had been checking with Tatman and Lee as there was reason to believe they had surveyed Tasker Lane several years ago but looking at the information it wasn't pertinent to what the Town needed. Mr. Hearne asked if he should get a new quote from Tatman and Lee as he believed their quote would be more than the one from Michael McAllister. President Vandervort stated he would call Tom

DeLorimier, of Tatman and Lee, and that the survey should be underway, if not done, by the next meeting.

Codification - Mr. Hearne stated there was nothing new.

Ethics Ordinance - Mr. Hearne stated the Town received the comments via fax from the State Ethics Commission and each Commissioner had a copy. President Vandervort stated he would like a chance to read the comments before any discussion. Mr. Hearne also stated the enclosures mentioned were not faxed but would be coming with the hard copy and he would have copies made for the Board. The Board decided to table any discussion until the next meeting.

Water System Loan - Refinancing - President Vandervort stated both Mr. Hearne and Mrs. Morgan participated in the conference call regarding the refinancing. Mr. Hearne stated Richard Hillman, of the Maryland Infrastructure Program (MIP), couldn't give him the current interest rate but said the last time it was checked, it was 5.15%. Mrs. Morgan stated she asked Mr. Hillman and the Town could change the maximum interest rate, 5.4%, in the letter of intent to a lower interest rate by crossing it out and initialing the change. She further stated what needed to be done was to figure out the highest interest rate which would still be beneficial to the Town. Mr. Hearne stated the Town needed to do an ordinance authorizing the refinancing. Mrs. Morgan stated the copy each Commissioner had was an ordinance Keith Baynes, the Town's attorney, had done for the Town of North East last year for their bond refinancing. After some discussion, the Board decided to have Mr. Baynes do the ordinance because it would need to be advertised, a public hearing held and the ordinance passed by February 12, 1999. President Vandervort stated he would do an amortization schedule to determine the interest rate and would then poll the other Commissioners via phone for approval before changing and signing the letter of intent.

Calvert Street lot - Charlestown Fire Co. - Mr. Hearne stated he put a new copy of the draft letter in President Vandervort's box as he requested because he wanted to change it.

Hot Spots Program - President Vandervort stated the program was for police funding. Mr. Hearne stated Commissioner Letts had been working on it. The Board tabled the matter until Commissioner Letts was present.

Boat Ramp - Handicapped Accessibility - President Vandervort stated he thought this matter had been dealt with. Mr. Hearne stated Mrs. Morgan may have left the item on the agenda if she hadn't received the sign order yet.

TCI - Franchise Renewal - Mr. Hearne stated he received information on the law regarding franchise agreements. Commissioner Doss stated the Town had some issues that needed to be discussed. Mr. Hearne stated he would like to get copies of franchise agreements from other towns since the agreement the Town had was done in 1985 and was so bare-bone. He further stated he wanted to see a good agreement before discussing the franchise renewal. The Board decided to table the matter until Mr. Hearne had copies of other agreements.

Copier Agreement - President Vandervort stated he hadn't called Barry Simms, of KDI. Mr. Hearne stated Mrs. Morgan left a message but Mr. Simms hadn't called. Commissioner Pumpaly stated he thought the copier was new last year. President Vandervort stated it was but the maintenance agreement needed to be renewed and the figure KDI, who had the maintenance agreement, was significantly higher than the one last year. Mr. Hearne stated it was \$40 higher than last year. President Vandervort stated that it didn't include the needed amount of toner. Mr. Hearne stated Mrs. Morgan checked and she had been wrong, it actually used only three toners. After some discussion, President Vandervort asked if the Board wanted to approve the agreement or get prices from other places. The Board decided to check prices first.

#### NEW BUSINESS

Commissioner Doss stated that on the Cathy Farrell matter, there are holes punched into her driveway and a petroleum-based product, seemingly kerosene, had been poured in the holes. He further stated the Town may have a problem as Ms. Farrell stated she was going to contact the Maryland Department of the Environment (MDE). After some discussion, President Vandervort asked if Mr. Baynes should be contacted regarding this matter. After more discussion, the Board decided to have President Vandervort contact Mr. Baynes.

1999 Boat Slip Fees - Mr. Hearne stated the Board needed to set the fees for the 1999 boating season. He further stated the slip fee last year was \$220. A motion was made by Commissioner Phillips for the 1999 boat slip fee to remain at \$220, seconded by Commissioner Pumpaly. The motion passed 4-0.

Cecilton Open House - 2/10/99 12-3 p.m. Cecilton Town Hall  
(RSVP 2/5/99)

Mr. Hearne stated the open house will be at the Cecilton Town Hall on February 10, 1999 and, if anyone will be attending, please let Mrs. Morgan know so she can contact the Town of Cecilton by February 5, 1999.



MML - Book on Municipal Governments - After a brief discussion, the Board decided to table the matter until the next meeting as Commissioner Phillips stated the information didn't need to be sent to the Maryland Municipal League until June 1, 1999.

MML Ocean City Conference - Hotel Reservations - Commissioner Phillips stated reservations had been made at the Princess Bayside for the Commissioners except for herself as she chose to make reservations at another hotel. Mr. Hearne mentioned the previous reservations at the Princess Royale were cancelled by Mrs. Morgan.

Donald Weaver - Request to Waive Turn Off/On Fees - 235 Caroline Street - President Vandervort stated the Town received a letter from Donald Weaver requesting the Town waive the turn off/on fees for the last utility billing quarter as the bills must have been lost in the mail as he had always paid on time in the past. Commissioner Pumpaly asked if this matter hadn't already been dealt with. President Vandervort stated that was a request from a different property owner. After much discussion, Commissioner Pumpaly made a motion to not charge the late fee and the turn off/on fees on Mr. Weaver's property at 235 Caroline Street and also for the previous request on Ms. Spangler's property at 807 Bladen Street. The motion was seconded by Commissioner Phillips and the motion passed 4-0. President Vandervort stated he would draft letters in reply.

Y2K Compliance - President Vandervort stated the county was holding meetings on this matter and the Town received a questionnaire from them also. President Vandervort stated there are two computer programs which may need to be replaced and mentioned the Town may want to purchase a new computer or at least a CD Rom. Commissioner Phillips stated the Microsoft 3.1 may not be compliant. She further stated she couldn't get the information from the internet to print out on the printer here. President Vandervort stated the biggest concern was QuickBooks and the Utility Billing programs. After more discussion, President Vandervort stated it seemed the Town needed to plan on buying a new computer. Mr. Hearne stated the Town needed to provide Y2K compliance information to James Brandon, the Town's auditor.

Alternate for Board of Appeals - President Vandervort asked if this was because Russell Farrell was moving. Mr. Hearne stated Mr. Farrell had moved already. After some discussion, the Board asked to have the opening advertised and a letter sent to Mr. Farrell asking him to submit a letter of resignation.

LGIT Grants - Mr. Hearne stated LGIT had grants available for the purchase of safety equipment or educational/training services on

safety. He further stated it was a 50-50 matching grant and LGIT would pay up to \$1500. After some discussion, President Vandervort asked Mr. Hearne to check with Mr. Algard if the Town had need for any safety equipment.

Maryland Emergency Management Grant Funds - The Board decided to table this matter until the next meeting.

Building Permits - Mr. Hearne stated there were two new permits: Mr. Warner, who bought Mr. Farrell's house, put in a permit for a shed and Tanya Wade, in Trinity Woods, put in a permit for a deck and attached garage. Mr. Hearne stated a current situation that had come up was the property that was damaged by fire on Caroline Street owned by Charles Breslin. Mr. Hearne stated Mr. Breslin had told him he would be repairing the structure exactly as it had been but Mr. Hearne, on receiving a complaint, found Mr. Breslin was putting in different size windows. After some discussion, Mr. Hearne stated he was requiring Mr. Breslin to obtain a permit.

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 10:44 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JANUARY 26, 1999

AGENDA

7:30 P.M.

1. Rebecca Phillips - New Millennium Celebration
2. Larry Metz - Business Concerns in Charlestown

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space
7. Sidewalk Retrofit Space
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Water System Loan - Refinancing
12. Lighting of Flagpole at Stone Wharf
13. New Millennium Celebration
14. Calvert Street lot - Charlestown Fire Co.
15. Hot Spots Program
16. Boat Ramp - Handicapped Accessibility
17. TCI - Franchise Renewal
18. Copier Agreement
19. Colonial Charlestown - 107 House Utility Bill

NEW BUSINESS

20. 1999 Boat Slip Fees
21. Cecilton Open House - 2/10/99 12-3p.m. Cecilton Town Hall  
(RSVP 2/5/99)

Town Meeting of January 26, 1999  
Agenda (cont'd.)  
Page 2 of 2

22. MML - Book on Municipal Governments
23. MML Ocean City Conference - Hotel Reservations
24. Donald Weaver - Request to Waive Turn Off/On Fees - 235  
Caroline St.
25. Y2K Compliance
26. Alternate for Board Appeals
27. LGIT Grants
28. Maryland Emergency Management Grant Funds
29. Building Permits
30. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/26/59 TIME: 7:30 PM

Rebecca C. Phillips

Karen Atkinson

~~Anna~~

Shirley

01/26/99

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash - General Checking			
Maryland Municipal League, Parks...	Acct #1903060981 - Inv #272332 cassette tapes & cleaning ...	6210.1 - General Government	12.00-
Radio Shack	(2) bx window envelopes; (1) box reg envelopes; (700) electi...	6220.1 - Office Supplies	17.96-
Central Printing & Office Supply, ...	flag for Municipal Government week	-SPLIT-	168.00-
Maryland Municipal League	Acct #8014-058-9492 - Inv #639230211	6210.1 - General Government	60.00-
A&T	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	6440.1 - Telephone	15.70-
Bell Atlantic	Circuit Rider Program paym <sup>1</sup> - 3rd qtr FY99 (1/1/99 - 3/3...	6440.1 - Telephone	106.57-
Maryland Rural Development Corp.	Confirm #68603 - Phillips, Christine /3 nights stay 6/27-6...	6330.1 - Administration	2,984.25-
Dunes Manor Motel	1 night's deposit - Confirm #7675; 7682; 7683; 7684; 7686 - ...	6210.1 - General Government	491.51-
Princess Bayside Hotel		-SPLIT-	669.30-
Total 1010.1 - Cash - General Checking			4,525.09-
Total 1000.1 - General Fund Cash Accounts			4,525.09-
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	32.08-
Joseph G. Pollard Co., Inc.	Acct #A16670 - Inv #1007005-IN - (1) pk meter book forms	7142.2 - Office Supplies	17.37-
Miller Environmental, Inc.	Inv #10029940 - water sys ops charges - Feb '99	7120.2 - Contract Operating	1,690.00-
Total 1010.2 - Cash - Utility Checking			1,739.45-
Total 1000.2 - Utility Fund Cash Accounts			1,739.45-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Mac's Shacks	Acct #110342 - Inv #14425 & 14510 (1) portable toilet - pe...	-SPLIT-	110.00-
Total 1005.3 - New-Checking-Special (Special checking County)			110.00-
Total 1000.3 - Special Fund Cash Accounts			110.00-
TOTAL			6,374.54-

## TOWN MEETING OF JANUARY 12, 1999

### MINUTES

The January 12, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort. Also present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips and Commissioner-elect Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

### Election Results

Mr. Hearne stated there were 102 ballots cast in the Town Election held on Monday, January 11, 1999. He stated the results of the election were as follows:

Wilbur Pumpaly	-	75
Michael Doss	-	62
Howard Hall	-	56

As a result, he stated Wilbur Pumpaly, who was not present, and Michael Doss had won seats on the Board of Town Commissioners.

### OATH OF OFFICE

William Brueckman, Clerk of the Circuit Court for Cecil County, administered the oath of office to Michael Doss as a Town Commissioner. Mr. Brueckman stated Mr. Pumpaly could come any time to his office and he would swear him in.

### ELECTION OF TOWN OFFICERS

The Board proceeded to vote by secret ballot for officers. Mrs. Morgan announced the results of the balloting as follows: Steven W. Vandervort - President, Joseph G. Letts, Sr. - Vice-President, and Christine L. Phillips - Treasurer. Mr. Brueckman then swore in the Town's officers.

At this time, Commissioner Letts left the town meeting.

Commissioner Doss submitted his letter of resignation from the Charlestown Planning & Zoning Commission. A motion was made by Commissioner Phillips to accept the resignation, seconded by President Vandervort. The motion passed 3-0. After some discussion, President Vandervort asked to have the opening on the Planning and Zoning Commission advertised in the Cecil Whig and posted in the Town Hall and post office. He also asked to have Kim Reisinger, who was interested in serving the last time there was an opening, contacted to see if she was interested in submitting a letter of interest.

Miller Environmental - Monthly Report - Beth Hamilton, of Miller Environmental, presented the December 1998 monthly water operations

report. Commissioner Phillips asked about the heater problem which was repaired. Mrs. Hamilton stated the fan in one had locked up and the element was bad in another. Commissioner Phillips asked if there was a spare heater. President Vandervort stated there were three heaters in operation. He asked Mrs. Hamilton if the work on installing the antennas was done. Mrs. Hamilton stated the subcontractor for Bell Atlantic needed to touch up some paint but when they first tried, it was too cold and the paint peeled. She further stated she had taken before, during and after pictures of the installation if any of the commissioners were interested in looking at them. Mr. Hearne stated Ken Unger, of Bell Atlantic, said the antennas should go on line the first week in February.

CCSO Liaison - Monthly Report - President Vandervort read the Charlestown Patrol monthly report for October and November 1998 to the Board.

#### OLD BUSINESS

Minutes - President Vandervort tabled approval of the minutes for the November 24, 1998 and December 22, 1998 town meetings as there was not a quorum of commissioners present who attended those meetings.

#### PENDING BUSINESS

Charlestown Marina - President Vandervort stated Keith Baynes, the Town's attorney, had talked to the attorney for Mr. Price who indicated he would advise his client to pay. After some discussion, Howard Hall, a member of the audience, asked if the Town had challenged the assessor's opinion on including all property on C dock, both the Town's and Mr. Price's, on one tax bill. President Vandervort stated not at this time because the he didn't want to confuse things more but the matter would be pursued when the current situation was dealt with.

Fireboat Pier - Mr. Hearne stated he contacted the companies who had received bid packets but didn't submit bids and prepared a list of their reasons why they hadn't, a copy of which each commissioner had in their information packet. After some discussion, Commissioner Phillips asked if the bid specs were to be re-worked. President Vandervort stated the bid specs would be re-worked to separate the bidding on the dredging and pier construction. He also stated Dave Hoover, the engineer for Century Engineering, said they can put specs right on the drawings instead of wording them in the bid packet. President Vandervort further stated a bidder had informed him of a special publication that advertised these type of projects. President Vandervort stated he would contact Mr. Hoover



about it. Mr. Hearne asked if the companies should be called and President Vandervort stated they should be contacted and told the Town would be re-advertising for bids.

Program Open Space - Mr. Hearne stated the funding request for benches and picnic tables was approved at the County Commissioners' meeting on the first Tuesday in January. He further stated the funding request would be forwarded to the State's clearinghouse for comments from the various state agencies and then forwarded to the State Board of Public Works for final approval and release of the funds. President Vandervort asked if playground companies had been contacted about redoing the playground. Commissioner Phillips stated she would be able to get that information off the internet.

Sidewalk Retrofit Program - Mr. Hearne stated the contractor was supposed to be in Chesapeake City and then was supposed to come here.

Tasker Lane - Mr. Hearne stated Tom DeLorimier, of Tatman & Lee Associates, asked to have a copy of the map found on Tasker Lane faxed to him and Mr. Hearne would be faxing that tomorrow. President Vandervort stated the map showed the right-of-way but not where the street was and, if Tatman & Lee doesn't have any more detail, the survey would need to be done. President Vandervort stated the Town also received a letter from Leonard Wilson who stated he would be representing Mildred Cooper on this matter.

Codification - Mr. Hearne stated a letter with the requested copies of resolutions and ordinances had been sent to General Code Publishers. He further stated it would take a while for them to review and provide an estimate. He further stated they would be willing to send a representative to do a presentation to the Board.

Ethics Ordinance - Mr. Hearne stated the State Ethics Commission had reviewed it and the letter was waiting for Mr. O'Donnell's signature. He further stated the Town may have it by the next meeting.

Water System Loan - Refinancing - Mr. Hearne stated the Town received a memo from Robert Hillman, of the Maryland Infrastructure Program (MIP), setting a conference call date for authorized representatives and attorneys for Monday, January 25, 1999 at 1 p.m. He further stated the letter of intent must be received by MIP by January 29, 1999 and they were requesting the signature page be faxed as soon as it was signed. After some discussion regarding the interest rate information, President Vandervort stated the conference call may clear up these questions. Mr. Hearne stated MIP suggested forwarding exhibits B-E to Mr. Baynes. President

Vandervort asked to have the exhibits faxed to Mr. Baynes. Mr. Hearne asked President Vandervort if he wanted Mr. Baynes to participate in the conference call. President Vandervort stated he did and set it up for his office, unless he preferred it here.

Lighting of Flagpole at Stone Wharf - President Vandervort stated William McMullen, of Conectiv, would like to be at the meeting with Jerry Bradley, of Bradley Electric on the flagpole and asked if a meeting had been scheduled. Mrs. Morgan stated she would be setting the meeting tomorrow. Commissioner Phillips asked if the guidewires were checked. Mrs. Morgan stated William Algard, the Town's maintenance worker, checked them once but he couldn't remember what he had found so he would double-check it tomorrow.

New Millennium Celebration - President Vandervort tabled this matter until Commissioner Letts was present and further stated the Town hadn't received anything from Colonial Charlestown.

Calvert Street lot - Charlestown Fire Company - Mr. Hearne stated a draft letter requesting the letter of concurrence from Program Open Space was put in President Vandervort's box. President Vandervort stated he must have misplaced it and asked for another copy of the draft.

Hot Spots Program - President Vandervort tabled this matter until Commissioner Letts was present.

Boat Ramp - Handicapped Accessibility - Mrs. Morgan stated the signs would be ordered tomorrow.

Cleaning Service - Mrs. Morgan stated three companies came to the Town Hall and two sent in estimates. She further stated Merry Maids and Bailey's Touch quoted \$35 and \$70 respectively. After some discussion, Commissioner Phillips made a motion to have Merry Maids clean the Town Hall every other week for \$35, seconded by Commissioner Doss. The motion passed 3-0.

#### NEW BUSINESS

Tatman & Lee Associates - Retainer - President Vandervort stated Tatman & Lee Associates had been the Town's engineers for several years and does the on-going Planning and Zoning inspections and reviews. Commissioner Phillips asked how much the Town had paid to them so far this year. Mrs. Morgan stated they had only reviewed the plans for the antennas in addition to any Planning and Zoning reviews which were paid through subdivision fees by the developers. President Vandervort stated retaining Tatman & Lee does not mean, if the Town had a project, the Town would have to use them. After

some discussion, Commissioner Phillips made a motion to pay the \$1 fee to retain Tatman & Lee Associates as the Town's engineers for 1999, seconded by Commissioner Doss. The motion passed 3-0.

TCI - Franchise Renewal & Letter - Mr. Hearne stated the one letter was to inform the Town that TCI was switching to a new vendor for their customer billing. He further stated the second letter was asking to start negotiating the renewal of the franchise agreement. Mr. Hearne stated he received some information from the Maryland Municipal League (MML) regarding cable franchise agreements and would have the information ready for the commissioners at the next meeting. President Vandervort stated the Town had received complaints from people in town who had not been able to get cable service. After some discussion, Commissioner Doss suggested the matter be addressed during their discussions with TCI.

Cathy Farrell - President Vandervort stated the Town received another letter from Cathy Farrell on her on-going dispute with Rens Swan. After much discussion, the Board decided there was nothing the Town could do to resolve the problem.

Copier Agreement - Mr. Hearne stated the copier agreement ends January 28, 1999. He further stated the copy counter was at 30499. Mr. Hearne stated KDI quoted \$489 for a 1-year or 30,000 copy contract. After some discussion, the Board asked to have other businesses contacted and to contact Barry Simms at KDI to see what he would give as a price.

Y2K Liaison - County - President Vandervort stated the Town received a letter from Al Wein, County Administrator, asking for the Town to designate a representative for Y2K matters and forward their name to Anna Moore at the county. President Vandervort stated he would represent the Town.

Ordinances 99-1 & 99-2 - President Vandervort asked if there had been a public hearing held. Mr. Hearne stated there hadn't been and was scheduling both for public hearing at the next meeting.

Electric & Light to Furnace Area - Mr. Hearne stated the repairman for Alger Oil suggested installing electric service and lighting to the crawlspace by the furnace. After some discussion, the Board decided it was not feasible to do so for the few times someone would need to be in there.

Colonial Charlestown - 107 House Utility Bill - President Vandervort stated the Town received a letter from Linda Slicer on behalf of Colonial Charlestown and the Historic District Commission requesting relief on the quarterly utility bill. After some

discussion, the Board decided to table the matter until it could be discussed by a full Board.

Mr. Hearne stated the Town received a letter from Richard Lindsay, of the State Highway Administration (SHA), regarding the Community Outreach Program to coordinate communications between SHA and the towns. He stated the program's coordinator, Edie Hearn, would be contacting the town to schedule a meeting.

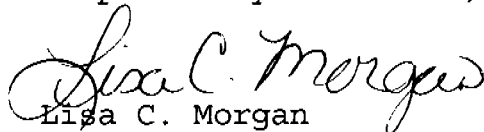
Mr. Hearne also stated the MML sent a flyer regarding a Municipal Government Works workshop being held February 11, 1999 at the MML's office. Commissioner Phillips mentioned Municipal Government Week had been set for April 19-23 this year and the MML was looking for ideas or programs the town would hold to promote community awareness of their municipal government. She stated she would be willing to attend the workshop and take charge of any program the Town might develop to promote municipal government. After some discussion, she made a motion to purchase a Municipal Government Works flag for \$60, seconded by Commissioner Doss. The motion passed 3-0.

Accounts Payable - President Vandervort stated the \$52,294.84 payment to the Department of Public Works was a good faith payment of the county user fees for the 1st, 2nd and 3rd quarters of 1998. He stated the method and rate used to figure the Town's bill was still in dispute with the previous County Commissioners and he would be discussing the matter with the new Commissioners. After some discussion, a motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner Doss. The motion passed 3-0.

Commissioner Phillips requested purchasing a nameplate for Commissioner Doss and a plaque for former Commissioner Diane Letts.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:58 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF JANUARY 12, 1999

AGENDA

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. Charlestown Marina
7. Fireboat Pier
8. Program Open Space
9. Sidewalk Retrofit Program
10. Tasker Lane
11. Codification
12. Ethics Ordinance
13. Water System Loan - Refinancing
14. Lighting of Flagpole at Stone Wharf
15. New Millennium Celebration
16. Calvert Street lot - Charlestown Fire Co.
17. Hot Spots Program
18. Boat Ramp - Handicapped Accessibility
19. Cleaning Service

NEW BUSINESS

20. Tatman & Lee Associates - Retainer
21. TCI - Franchise Renewal & Letter

Town Meeting of January 12, 1999  
Agenda (cont'd.)  
Page 2 of 2

22. Cathy Farrell
23. Copier Agreement
24. Y2K Liaison - County
25. Ordinances 99-1 & 99-2
26. Electric & Light to Furnace Area
27. Colonial Charlestown - 107 House Utility Bill
28. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/12/99 TIME: 7:30 P.M.

- ~~Doula Ward~~
- ~~Donald [unclear]~~
- Meredith [unclear]
- Bill [unclear]
- Val [unclear]

01/12/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash - General Checking</b>			
Talman & Lee Associates	retainer fee for 1999		1.00-
BFI	Inv #981200-0115246 - December trash collection	6300.1 - Contract Services	3,181.20-
Alger Oil, Inc.	Ticket #344696 - 188.2 gal x 0.848 (includes discount)	6651.1 - Trash Collection	159.79-
Chesapeake Publishing Corp.	Acct #EJN1180 - town election ads & ads for fireboat pier ...	6430.1 - Fuel	216.00-
Woodward-Clyde Consultants	Inv #59819 - review Trinity Woods phase IIB plans	-SPLIT-	
Woodward-Clyde Consultants	Inv #59818 - review Westwood subdivision plans	5610.1 - Administration	35.00-
Baynes, Keith A.	December statement - lien & judgment search on P Price; R...	5610.1 - Administration	87.50-
Alarm Systems Co. of Maryland	Acct #0142A Inv #0014398	-SPLIT-	385.00-
North East Florist, Inc.	Inv #107764 - (3) white poinsettias for Christmas decoratio...	6450.1 - Alarms	54.00-
Baltimore Sun	ad for bid on fireboat pier construction	6210.1 - General Government	60.00-
Injured Workers' Ins. Fund	Policy #2801346-1 installment premium due	6718.1 - Fireboat pier (gran...	713.16-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6160.1 - Workmen's Compens...	297.00-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	103.11-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	12.10-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6420.1 - Electric	6.39-
American Home & Hardware	Acct #685600 - Inv #552612 - light at post o/c for gazebo...	6985.1 - Electric	6.39-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #254840 - caulking for stone wharf pilings	-SPLIT-	34.61-
Staples	Acct #7972 3200 0002 7426 - office supplies	6740.1 - P&R Miscellaneous	9.92-
Lowe's Home Centers Inc.	Acct #2237 - Inv #21732986983 - lumber for benches @ ba...	6220.1 - Office Supplies	62.31-
Wal-Mart	Acct #2634 - Inv #8086618 - instant film for camera	6740.1 - P&R Miscellaneous	99.56-
		6220.1 - Office Supplies	22.84-
Total 1010.1 - Cash - General Checking			5,546.88-
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Dept. of Public Works	1st, 2nd & 3rd qtr '98 county sewer fee	-SPLIT-	52,294.84-
Miller Environmental, Inc.	Inv #10119839 - pass thru expenses - Nov '98	7120.2 - Contract Operating	93.93-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	97.72-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	76.20-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	9.30-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	58.48-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	140.09-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	220.53-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	314.09-



Town of Charlestown  
Accounts Payable Bills

01/12/99

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			53,304.18-
Total 1000.2 · Utility Fund Cash Accounts			53,304.18-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Lowe's Home Centers Inc.	Acct #2237 - Inv #21733887616 - 32' aluminum extension l...	6420.3 · General Maintenance	215.00-
Wal*Mart	Acct #2534 - Dec statement	-SPLIT-	38.12-
Kunkle Service Co.	Acct #36904 - Inv #162554 - power steering belt - town tr...	5024.3 · Truck Repair	9.47-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	602.29-
Western Auto Asso. Store	Inv #2248; Inv #2490; Inv #1415	-SPLIT-	17.04-
Total 1005.3 · New-Checking-Special (Special checking County)			881.92-
Total 1000.3 · Special Fund Cash Accounts			881.92-
TOTAL			59,732.98-

TOWN MEETING OF APRIL 27, 1999

MINUTES

The April 27, 1999 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 Phillips and Commissioner Wilbur Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Market Street Cafe - Memorial Day - Bobbi Spangler, of Market Street Cafe, stated they would be having a Memorial Day celebration on Saturday, May 29, 1999 at the Market Street Cafe. She further stated, in conjunction with the chicken barbecue held by the Charlestown Fire Company, Market Street Cafe would be having bands outside through the day, ending at 10 p.m., an outside barbecue beef stand, and possibly a volleyball tournament and classic car display. She stated wristband identification and fencing off the area would be used to control the distribution of beer to drinkers of legal age. Mrs. Spangler had contacted the Sheriff's Office about having deputies present and may also have State police there as well. After more discussion, Mrs. Spangler stated the proceeds of the event would be given to the Charlestown Fire Company. After more discussion, Mrs. Spangler stated she had talked to the Liquor Board and there wasn't a problem with the beer sales. After more discussion, President Vandervort asked if they had checked with the State noise control officer, David Jarinko, about the bands in particular. Mrs. Spangler stated she had talked to him and he had some suggestions on how to reduce the noise level. Commissioner Phillips also suggested checking with the Health Department on outside food sales.

J.C. Ehrlich Chemical Company - Commissioner Phillips stated she met with Ross Phillips and Dennis Berkey, of J.C. Ehrlich Chemical Co., and they toured Veterans Park, the stone wharf, Fair Green Park, and Frederick Street. President Vandervort stated at the stone wharf, the rocks weren't really the problem. He further stated he was concerned if the Town does anything to the weeds at Veterans Park, the Town will start getting calls from state regulators, particularly the Critical Area Commission. Mr. Berkey stated an industrial weed control program using chemical designed for use around aquatic areas would be an alternative to cutting the weeds down. He further stated, on Frederick Street, this program could be used but would also recommend deepening the ditch to handle more of the water. After some discussion, President Vandervort stated the playground and the stone wharf were the areas he was concerned about. After more discussion, Commissioner Pumpaly asked if there weren't other problem areas in town. Commissioner Phillips stated they started with these areas as they were easily identified and if the Town decided to do something like this, the Town see what the results were and, if satisfactory, could do additional areas later. After more discussion, President Vandervort asked if the proposal was broken down by area or a total figure. Mr. Berkey stated it was a total figure but he could break

it down by area. Commissioner Phillips asked him to break it down and the Board would consider it further at the next meeting.

OLD BUSINESS

The Board decided to table the minutes of the March 23, 1999 and April 13, 1999 town meetings as there was not a quorum of commissioners who were present at those meetings.

PENDING BUSINESS

New Millennium Celebration - Mr. Hearne stated Fireworks Productions, Inc. had supplied quotes for various fireworks displays. He further suggested the Commissioners review the information and discuss it at the next meeting. The Board decided to review the packet for discussion at the next meeting.

Charlestown Marina - Mr. Hearne stated Keith Baynes, the Town's attorney, had faxed information to Harry Walsh, Phillip Price's attorney, on Friday but Mr. Baynes felt they were avoiding the issue. He further stated Mr. Baynes was going to try contacting them today and, if not satisfied, was going to start proceeding with garnishment of a bank account at County Bank in Mr. Price's or Charlestown Marina's name. He further stated however Mr. Baynes called at 2 p.m. today and Mr. Walsh had told him Mr. Price would make full payment on both judgments, including interest and costs and would like to work on a possible 20-year lease at 8% based on the state assessment with the first year still based on the Ulrich appraisal. Mr. Hearne stated Mr. Baynes was told by Mr. Walsh the rent for January through April would be paid on or before September 9, 1999 and then in May would start on a new agreement. President Vandervort stated if Mr. Price paid the two judgments, that would stop any action the Town could take. He further stated the January through April rents were due but the Town doesn't have a judgment. He further stated he believed the hearing to get that judgment was scheduled for May 18, 1999. After more discussion, Commissioner Pumpaly asked if he would also be paying for May through August in September. Mr. Hearne stated Mr. Baynes did not mention that. President Vandervort stated the Town needed more information on that situation from Mr. Baynes but he would feel uncomfortable asking for a judgment on those rents when Mr. Price was in the process of paying on what he owed. He further said the Town had talked about an 8% lease based on the assessor's full market value on what he rents from the Town. Valerie Hahn, a member of the audience, asked what the current lease was. President Vandervort stated the current lease was for 10% of an independent appraisal of the value which was to be done each year which meant meeting with Mr. Price every year, agreeing on an appraiser and paying for an

appraisal. He further stated if the lease could be changed to basing it on the tax assessor's appraisal, that's done every year at no cost to the Town. He further said if Mr. Price disagreed with the appraisal, he could appeal it with the State to get it adjusted. Commissioner Pumpaly stated he was more concerned with granting a 20-year lease. After more discussion, Commissioner Phillips stated the Town could wait until payment was made by Mr. Price before cancelling the hearing date. After more discussion, President Vandervort stated the Board would wait until Mr. Price made payment on both judgments before discussing a new lease.

Fireboat Pier - President Vandervort stated there was nothing new and was tabling it until the next meeting.

Program Open Space - Mr. Hearne stated there was nothing new.

Commissioner Pumpaly asked if the pier the fire boat was docked at now was part of Lee's Marina. Mr. Hearne stated he believed it was.

Sidewalk Retrofit Program - Mr. Hearne stated he would contact Don Yingling, of the State Highway Administration, to find out when a walk through could be scheduled as there was some concern on the re-seeding done.

Tasker Lane - Mr. Hearne stated the meeting with Michael McAllister had been scheduled for May 4, 1999 at 2 p.m. He stated Mr. McAllister would have the area staked out and walk through with the commissioners. President Vandervort asked if Mr. McAllister had finalized the survey. Mr. Hearne stated Mr. McAllister wouldn't finalize the survey until after the walk through was done. President Vandervort stated Mrs. Cooper, who was present at the last meeting, saw the preliminary survey and Mr. McAllister would walk through with the Commissioners so they could see where everything was.

Codification - Mr. Hearne stated the Town received a contract from General Code Publishers which President Vandervort needed to sign but he also wanted to mention on page 2 about section 6. He further stated it mentioned if General Code had questions or concerns about a part or all of an ordinance or resolution, would ask the Town to refer the matter to Mr. Baynes. He also said this would not be too big a problem since Mr. Baynes had reviewed, if not written, most of the ordinances and resolutions. President Vandervort asked what the contract amount was. Mr. Hearne stated it was \$5,400, same as proposed. President Vandervort stated he would like to read the contract before signing it at the next meeting. He further asked Mr. Hearne if General Code needed the

contract back right away. Mr. Hearne stated they would need it back before they started any work.

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

Calvert Street lot - Charlestown Fire Company - President Vandervort stated the Town received a letter of concurrence from Program Open Space so that any steps the Town would take would be eligible for reimbursement through Program Open Space if the Town decided later to apply for such grant through them and funds were allotted by them. Mr. Hearne stated anything done after March 30, 1999.

Hot Spots Program - Mr. Hearne stated Commissioner Letts was supposed to be getting this information. President Vandervort stated he had discussed this with Sheriff Kennedy and the Sheriff wasn't sure the Town wanted this funding as the Town would have to declare itself a high crime area. Commissioner Pumpaly asked what the benefit to the Town would be. President Vandervort stated funding through the program would be for high drug or high crime areas. After more discussion, Mr. Hearne asked if the Board wanted him to obtain the paperwork. President Vandervort stated to wait until the Board heard from Commissioner Letts on it.

MML - Book on Municipal Governments - Mr. Hearne stated Mrs. Morgan was supposed to be working on the article for the next meeting. Commissioner Phillips stated she talked to a representative of the Maryland Municipal League (MML) at the last MML Chapter dinner and each town had two pages for their information and they would really like to have pictures with captions for each article.

Y2K Compliance - President Vandervort stated there was a meeting coming up but couldn't recall when. Mr. Hearne stated he would have Mrs. Morgan check on the date and have her remind President Vandervort of the meeting.

Commissioner Phillips asked if the new computer had been purchased. President Vandervort stated he had looked at a couple but hadn't purchased it yet. Commissioner Phillips stated she thought Commissioner Doss was supposed to make the purchase. President Vandervort stated no, at the last meeting, he had said he would take care of it. Mr. Hearne suggested President Vandervort check on cellular phones at the same time and mentioned Commissioner Letts had suggested getting one that could be attached to the truck. President Vandervort stated what they needed was one which could be attached to a belt as the town maintenance workers usually were out of the truck working.

Post Office - Repairs - Mr. Hearne stated he had not received a more detailed drawing from William Algard, one of the Town's maintenance workers, and would ask him for it again.

Board of Appeals Vacancy - Mr. Hearne stated Nelson McCall, chairman of the Board of Appeals, had told him he was still considering individuals to recommend to fill the vacancy.

Governor's Crime Control Grants - Mr. Hearne stated he checked with the Governor's Office of Crime Control and they felt there was a slim chance the Town would receive any funding to cover the increased cost per deputy patrolling as it was not a new program or expanding police services. He further asked if the Board wanted him to forward a copy of the grant application to Delegate Rudolph to see what he could do for us. President Vandervort stated it wouldn't hurt and, even if the Town didn't get the grant, it would make them aware that small towns without the means for their own police department but still needing some police presence, have a problem getting grant monies to help with the cost.

Sheriff's Office - Contract - President Vandervort stated he met with Sheriff Kennedy and Chief Pinder of the Cecil County Sheriff's Office about a contract for police services with the Sheriff's Office. He further stated in the past the Town had been paying the time and a half rate of the particular deputy patrolling in town and the cost of gas. He stated the Sheriff's Office want to charge \$36.50 an hour under the new contract. After some discussion, President Vandervort stated he had problems with the wording of the contract the Sheriff's Office sent the Town. He further stated they had the Town designated as the employer and responsible for paying workmen's compensation and liability insurance. Mr. Hearne stated the Town received an letter this afternoon from the Sheriff's Office deleting that section from the contract as both the County and the Town were insured through the Local Government Insurance Trust (LGIT). After more discussion, Commissioner Phillips stated she was concerned about the section for appointment of counsel in case of a lawsuit against a deputy. She stated she felt this cost should be part of that \$11.00 or whatever in administrative costs. After more discussion, President Vandervort stated he would contact the Sheriff's Office about the wording and some sections of the contract.

Town House Lease - Mr. Hearne stated the new lease needed to be written.

Stone Wharf - Handicapped Access - Mr. Hearne stated the Town received a letter from Ken Ropp, of Program Open Space, and the letter indicated the Town needed to do a few things before the

State would pay for the project. President Vandervort stated those things were not mentioned when he had the walk through of the project with the State before the work started. He further stated he would talk to Mr. Ropp about this and if the Town cannot recover the money for that project, the Town may be able to switch the grant monies to the fireboat pier project. Mr. Hearne stated there shouldn't be a problem in doing so.

TCI - Franchise Agreement - The Board tabled this matter until the next meeting.

Town Brochure - The Board tabled this matter until the next meeting.

Town Truck - Mr. Hearne stated Mrs. Morgan obtained a written estimate for the welding repairs to the dump body of the town truck and Mr. Algard had it scheduled for the repairs.

#### NEW BUSINESS

Trash Agreement - President Vandervort stated the current trash agreement would expire at the end of the fiscal year so the Town needed to bid out the trash service. He further stated he would like to use the same bid packet as the last time but would include a section for yearly increases based on the Consumer Price Index increase. Mr. Hearne stated the Town would have to advertise the bid but would also notify vendors the Town would be bidding the trash service. President Vandervort asked Mr. Hearne to contact Browning-Ferris Industries, Inc. (BFI) that the Town was bidding out the trash service, not because the Town wanted to, but had to because of the charter. He further stated the Town had been very satisfied with the service given by BFI.

Charlestown Yacht Club - 05/02/99 - Use of Town Truck - Mr. Hearne stated the Charlestown Yacht Club would be holding their opening ceremonies on Sunday, May 2, 1999 and on Saturday, May 1, 1999 would be holding a beach clean up and was requesting the town truck be available for them to put the trash in. After brief discussion, a motion was made by Commissioner Pumpaly to allow the Charlestown Yacht Club to empty the trash in the town truck from their May 2, 1999 beach clean up. After brief discussion, Commissioner Pumpaly amended his motion to using the truck on May 1, 1999. The motion was seconded by Commissioner Phillips and the motion passed 3-0.

Upper Bay Museum - Ad for 6th Annual Festival Booklet - Mr. Hearne stated the Upper Bay Museum was requesting the Town purchase an ad space in their booklet for their 6th Annual Festival. President Vandervort asked if the Town had done this last year. Commissioner

Phillips stated the Town had purchased a quarter page last year for \$25. After brief discussion, a motion was made by Commissioner Phillips to purchase a quarter page ad, to be based on last year's ad with appropriate changes, for \$25, seconded by Commissioner Pumpaly. The motion passed 3-0.

TCI - Revised Pricing Structure & Channel Changes - Mr. Hearne stated the Town received a letter from Allen McDaniel, general manager of TCI, advising of pricing and channel changes to be instituted by TCI.

LGIT Grants - Mr. Hearne stated the Town received grant monies from LGIT to pay for half of the safety equipment Mr. Algard and Hershel Armour, the Town's maintenance workers, had requested. President Vandervort asked if Mr. Algard and Mr. Armour had provided a list. Mr. Hearne stated they had. President Vandervort stated the Board would consider approval to purchase the equipment at the next meeting.

Mary Carpenter - Tree - Mr. Hearne stated Mr. Algard had mentioned a dead tree on Cecil Street but was unsure if the tree was on town property or Mrs. Carpenter's property. The Board decided to table this matter until the next meeting.

Gerri Barr - Local Silver Success Award - Mr. Hearne stated Mrs. Barr was requesting a letter of recommendation from the Town for her work to raise funding for the playground equipment at the elementary school to be submitted in conjunction with this award application. President Vandervort stated he was not on the Board when Mrs. Barr had done this and perhaps Mr. Hearne could check with past members to see if they would do this.

Town Flag - Commissioner Phillips asked Mr. Hearne if this was for the new town flag. Mr. Hearne stated yes, the quote was for \$506 plus freight. President Vandervort stated the price seemed high for a 4x5 flag. After some discussion, President Vandervort asked if the present flag was that bad. Commissioner Pumpaly stated it was in really bad shape. After brief discussion, Commissioner Phillips stated Mrs. Morgan, at her suggestion, took the flag to the Flag Shop so a quote could be obtained as Commissioner Phillips had seen the work the Flag Shop produced. After brief discussion, a motion was made by Commissioner Phillips to purchase one town flag from the Flag Shop for \$506 plus freight, the flag to be retained at the town hall, seconded by Commissioner Pumpaly. The motion passed 3-0.

Comfort Station - Mr. Hearne stated Jenkins Plumbing had looked at the comfort station and the faucets were broken. After some



discussion, Mr. Hearne stated the price for the Bradley faucet/sink unit was \$565. President Vandervort asked Mr. Hearne if Jenkins Plumbing had said they couldn't repair what was there. Mr. Hearne stated that was what they indicated. The Board tabled this matter until the next meeting so President Vandervort could take a look at the comfort station.

Paving - Parking Spaces at Church - The Board decided to table this matter until the next meeting.

Tax Rate - Mr. Hearne stated the State was requesting the town tax rate for next fiscal year by mid-May as the State needed to process the tax tapes. President Vandervort stated the tax rate would need to be set at the next meeting so he could do the budget. He further asked Mr. Hearne if he had a list of estimated revenues for next fiscal year. Mr. Hearne stated he had some of the figures and would get more updated figures for the next meeting.

Tax Billing - Mr. Hearne stated Mrs. Morgan had contacted ACI who had done the tax billing last year for a quote for the next tax billing but she hadn't gotten the quote yet.

Accounts Payable - Mr. Hearne mentioned there was a check on the list to refund the \$250 appeals fee paid by Theresa Kellum as she was withdrawing her request for an appeal and the Town hadn't incurred any expenses on the matter. After some discussion, Commissioner Phillips made a motion to pay the bills, seconded by Commissioner Pumpaly.

A motion was made by Commissioner Phillips to adjourn the meeting, seconded by Commissioner Pumpaly. The motion passed 3-0. As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:23 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 27, 1999

AGENDA

7:30 P.M.

1. Market Street Cafe - Memorial Day
2. J.C. Ehrlich Chemical Co.

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Charlestown Marina
6. Fireboat Pier
7. Program Open Space
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Codification
11. Ethics Ordinance
12. Calvert Street lot - Charlestown Fire Company
13. Hot Spots Program
14. MML - Book on Municipal Governments
15. Y2K Compliance
16. Post Office - Repairs
17. Board of Appeals Vacancy
18. Governor's Crime Control Grants
19. Stone Wharf - Handicapped Access
20. Town House Lease
21. Sheriff's Office - Contract
22. TCI - Franchise Agreement

Town Meeting of April 27, 1999  
Agenda (cont'd.)  
Page 2 of 2

23. Town Brochure

24. Town Truck

NEW BUSINESS

25. Trash Agreement

26. Charlestown Yacht Club - 5/2/99 - Use of Town Truck

27. Upper Bay Museum - Ad for 6th Annual Festival Booklet

28. TCI - Revised Pricing Structure & Channel Changes

29. LGIT Grants

30. Mary Carpenter - Tree

31. Gerri Barr - Local Silver Success Award

32. Town Flag

33. Comfort Station

34. Paving - Parking Spaces at Church

35. Tax Rate

36. Tax Billing

37. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/27/99 TIME: 7:30 P.M.

Val Hahn

Dennis Berkeley

Sandra Slick

Suzanne Barker

Bobbie Spangler

Cory McFadden

Karen L. & Jan Atkinson

04/27/99

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash - General Checking</b>			
Kellum, Daron	reimburse Bd of Appeals fee - appeal request withdrawn	4223.1 - Planning & Zoning	250.00-
Forch, Brad	reimburse over payment of boat trailer parking permit fee	4810.1 - Parking Permits	2.00-
Mac's Shacks	Acct #110342 - Inv #14750 - (2) portable toilets for playgr...	6730.1 - Contract Maintena...	110.00-
Sheriff's Patrol	Inv #99-03 - Charlestown Patrol for Mar '99	6920.1 - Police Protection	1,150.56-
Sheriff's Patrol	Gasoline for Charlestown Patrol - Mar '99	6920.1 - Police Protection	43.57-
Maryland Rural Water Association	Ref. #V353 Acct #MD.VMEMINC - 1999 membership dues	6210.1 - General Government	150.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	6440.1 - Telephone	150.51-
Chesapeake Rent All	Cust #1816 - Contract #192663 - generator & acetylene ox...	6714.1 - Reimbursable gran...	67.00-
Vulcan Signs	Cust #20912 Inv #332142 - (2) reserved slip signs & (2) tra...	6983.1 - Maintenance, Repai...	107.00-
Total 1010.1 - Cash - General Checking			2,030.64-
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	32.18-
Miller Environmental, Inc.	Inv #10059943- water ops contract - May '99	7120.2 - Contract Operating	1,690.00-
Total 1010.2 - Cash - Utility Checking			1,722.18-
<b>Total 1000.2 - Utility Fund Cash Accounts</b>			
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking--Special (Special checking County)</b>			
Mac's Shacks	Acct #110342 - Inv #14749 - (1) portable toilet for shop ...	6420.3 - General Maintenance	55.00-
Harrison Repairs	Inv #19281 - (1) 40" pc 3/8 x 3 galvanized shear material	6420.3 - General Maintenance	25.50-
Chesapeake Rent All	Cust #1816 - Contract #192672 - acetylene for torch - dr...	6300.3 - Streets	12.00-
Gilbert Enterprises Inc.	Inv #5080G - Mar '99 gasoline for town truck	6025.3 - Gasoline	127.64-
Total 1005.3 - New-Checking--Special (Special checking County)			220.14-
<b>Total 1000.3 - Special Fund Cash Accounts</b>			
<b>TOTAL</b>			3,972.96-

## TOWN MEETING OF APRIL 13, 1999

### MINUTES

The April 13, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:34 p.m. Other Commissioners present were Treasurer Christine L. Phillips and Commissioner Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. - Monthly Report - Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the March 1999 water system operations report to the Board. Mrs. Hamilton also reported a leaking valve at Clearview and Delaware Avenue which they believe was damaged by heavy equipment used by the developer in Charlestown Manor. She stated she talked to Tiffin Developers and they stated James Houston, of H.I.E. Contractors, was aware of the problem and would fix it and bill Tiffin. Commissioner Phillips suggested the Town contact Mr. Houston to make sure he was aware of this and that the problem needed to be repaired immediately and he was to bill Tiffin. George Smith, of MEI, stated the leak was not a problem at this time but it could become worse. President Vandervort asked if the valve could be damaged again during the construction of that development. Mr. Smith stated it could and Tiffin Developers would have to have it fixed again. Mr. Smith also stated he received a quote from Technical Electronics Consultants for the water tower level sensing device and he recommended not to accept the quote as it was \$11,374. He stated he would like to see a more detailed quote and obtain other quotes or perhaps explore another option. President Vandervort asked why MEI was looking to replace the device. Mr. Smith stated the newer equipment would be less susceptible to lightning strikes. Mr. Hearne stated the Town received a memo from Mrs. Hamilton regarding a request by Steve Lewis, 559 Baltimore Street, to replace his water crock as it was broken and to lower the new one. He further stated the memo indicated Mr. Lewis would be doing the work himself. Mrs. Hamilton stated Hershel Armour, one of the Town's maintenance workers, told her Mr. Lewis had already done the work. After some discussion, the Board decided to send a work order to MEI to have Mrs. Hamilton inspect the new crock.

Rebecca Phillips - New Millennium Celebration - Mrs. Phillips stated Jack Foraker would hold two puppet shows at 1 p.m. and 3 p.m. Commissioner Phillips stated Mr. Foraker would need to bill the Town. President Vandervort asked how much the cost would be. Commissioner Phillips stated the cost was \$250. Mrs. Phillips stated there would be helicopter rides from 1 p.m. at the stone wharf. Commissioner Phillips stated she contacted them and asked if they would contribute a percentage of their proceeds to Colonial Charlestown but hadn't received a reply yet. She asked Mrs. Morgan to call them again.

At this time, 7:45 p.m., Commissioner Letts arrived at the meeting.

Mrs. Phillips stated she asked Monica Fronheiser, of the Charlestown Fire Company, to ask at the fire company's meeting last night if the fire company would hold a chicken barbecue. Commissioner Doss stated he attended that meeting and the fire company would hold it. Mrs. Phillips stated she had asked the ladies at St. John's United Methodist Church if they would hold a bake sale but hadn't heard back from them yet. She further said Colonial Charlestown would run the stands for hot dogs, soft drinks and ice cream. Mrs. Phillips stated Dr. Gell and the Edwards would open their residences to tours and the 107 House would be open. She said she hadn't talked to Nicholas Hayes to see if he would participate in the open house tours but stated he probably would. President Vandervort asked if she had asked the Spanglers if they would open Paca House. Mrs. Phillips stated they hadn't in the past. President Vandervort stated they may this time if they were asked. Commissioner Phillips stated Jack Manning would be here with his bushwhack boat and decoys. Mrs. Phillips asked Commissioner Letts about the fishing tournament. Commissioner Letts stated he already had several people willing to help, it would be held between either 8 a.m. to 10 or 11 a.m. He further stated every child would receive something for participating and the awards would be presented later during the festival. Mrs. Phillips stated William Algard would do decoy carving and the Historical Society of Cecil County would like a table or booth to display brochures, books, etc. Mrs. Phillips also said Mr. Manning would try to contact a blacksmith he knew to see if he would like to be here. She also stated Robert Phillips would like a table to display his woodwork. Commissioner Phillips stated Mrs. Phillips should try to contact a boat building school over in Harford County. Mrs. Phillips asked her to provide the name and telephone number to call. Mrs. Phillips stated Charles Murphy would be handling the layout of booths/tables and, in the past, people who were not exhibitors were charged for space and Mr. Murphy wanted to know who was to get the proceeds. Commissioner Phillips asked if Mrs. Phillips had contacted the Demonds regarding carriage rides. Mrs. Phillips asked what to do about parking and security. After some discussion, Commissioner Letts stated he would look into the parking and security. President Vandervort asked if there would be a greased pole. Mrs. Phillips stated she would check on that as the kids had fun with that. President Vandervort asked if they would be having fireworks. After some discussion, the Board decided to get more information and discuss it at the next meeting.

William McMullen - Parking at Church - William McMullen stated he, on behalf of St. John's United Methodist Church, wanted to ask if they would be able to utilize the grass strip between the street and the cemetery fence on Market Street for more parking. He stated the additional parking would not only benefit the church but

the Town Hall, the post office and the fire company. After some discussion, Commissioner Letts stated there may be room for eight to ten spaces there. After more discussion, Commissioner Letts further suggested the area be blacktopped. President Vandervort suggested the members of the Board defer making a decision until the next meeting. Mr. McMullen also asked the Town if the church's basketball league could use the basketball court. He stated they would be using it two to three times a week in July and August. President Vandervort stated the Town would need a copy of the schedule. Mr. Hearne asked if the church's insurance would cover the Town. President Vandervort stated the Town's insurance would cover it. Mr. McMullen stated he would work on a schedule and get back to the Board.

Larry Metz - Larry Metz, of the Wellwood Yacht Club, asked if the Town could do anything with the drain pipe under Calvert Street which was discharging water onto his property. He further stated they were getting ready to do renovations and landscaping and was concerned the water would wash it away. After some discussion, Commissioner Letts asked if William Algard and Hershel Armour, the Town's maintenance workers, had looked at it. Mrs. Morgan stated they had but as it was an old existing pipe they wanted the Board to decide what should be done and they didn't give a recommendation. After more discussion, President Vandervort stated he would look at it with Mr. Algard and Mr. Armour. He further stated the Town may have to have the Town's engineer look at it. After more discussion, Commissioner Phillips asked Mr. Metz when the dirt pile would be removed. Mr. Metz stated that would be included in the plan of all their renovations being submitted on a building permit at the next Planning and Zoning Commission meeting.

#### OLD BUSINESS

Minutes - The minutes of the March 23, 1999 town meeting were tabled by the Board until the next meeting as there was not a quorum of commissioners present who attended that meeting.

Lighting of Flagpole - President Vandervort stated the flagpole was lit and believed it needed one more light pointing down on the river side of the pole but it does look grand. He further mentioned the Town received a proposal from a Buddy Jones to paint the pole for \$1275 which would include materials and labor. When asked, Mr. Hearne stated he would have to check with Mr. Jones on insurance. Commissioner Phillips made a motion to award the job to Mr. Jones for \$1275 contingent on him having insurance, seconded by Commissioner Letts. The motion passed 4-0.

#### PENDING BUSINESS



Charlestown Marina - Mr. Hearne stated Keith Baynes, the Town's attorney, was out of town last week but he had tried to contact Harry Walsh, Mr. Price's attorney, without success as to when the discussed payment would be made. Commissioner Letts stated it seems the time had come for the Town to move on this. President Vandervort stated he would check with Mr. Baynes tomorrow on it and may already have a court date for the taxes and further rent. Commissioner Phillips asked what the Town's recourse would be, to block off the area or what. President Vandervort stated the Town would go to Sheriff's sale as Mr. Baynes felt Mr. Price had enough equity in the land that he would pay rather than lose the land at sale.

Fireboat Pier - President Vandervort stated he had looked at the specs and had asked Mr. Hearne to set up a meeting with Dave Hoover, the engineer for Century Engineering. Mr. Hearne stated he contacted Mr. Hoover who wanted to talk to President Vandervort before setting up a meeting. President Vandervort stated the specs need to be re-done to make them less intimidating to bidders and Mr. Hoover had said some of the specs could be on the drawings rather than in the verbiage. He further stated the problem was if the specs were re-done, it would be at additional cost. Commissioner Phillips asked who was the next lowest bidder. Mr. Hearne stated he believed it was McCrone, Inc. Commissioner Phillips stated with the frustration the Board had experienced, the Board should consider going with a different engineer.

At this time, 8:40 p.m., Commissioner Letts left the meeting.

President Vandervort stated the Board may have to make that decision once he's had this meeting.

Program Open Space - Mr. Hearne stated the funding requests for picnic tables and benches at Veterans Park and the stone wharf were to go before the State Board of Public Works on May 5, 1999, then they would send authorization to the Town and the projects could be started. President Vandervort stated Mr. Algard suggested installing a third rail to the gazebo to strengthen the spindles when he and Mr. Armour replace the broken ones. Commissioner Phillips asked if the Town would put up a sign offering a reward if vandals were caught. Mr. Hearne stated he had submitted a grant for monies to install lighting to illuminate the area better. After more discussion, Mrs. Morgan stated she tried to reach Mr. Welch to get more spindles but hasn't gotten a response. She stated she would call again and if no response, would contact the factory directly.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing

new.

Tasker Lane - President Vandervort stated the Town received revised drawings but they're not final ones. After much discussion, President Vandervort asked that when the Town received final drawings, one copy be sent to Mr. Baynes, one set to Mrs. Cooper's attorney, and the telephone company be contacted to see if they wanted a copy also. After more discussion, Commissioner Phillips suggested contacting Mr. McAllister to do a walk through before finalizing the drawings. After more discussion, the Board asked Mrs. Morgan to contact Mr. McAllister and schedule the walk through for either April 20th or May 4th.

Codification - Mr. Hearne stated he contacted General Code Publishers and it may have been a misunderstanding, but they had been holding the agreement until they received the last three ordinances the Town just passed. He further stated they will send the agreement and would indicate if the inclusion of the three additional ordinances would change the cost.

Ethics Ordinance - The Board tabled this until the next meeting.

Calvert Street lot - Charlestown Fire Company - Mr. Hearne stated the Town sent a certified letter to Sandi Trent, of Program Open Space, which she had received but hadn't replied to yet. He further stated the original letter had been sent to Ed Slicer, of County Parks and Recreation which was never forwarded.

Hot Spots Program - The Board tabled this until the next meeting.

MML - Book on Municipal Governments - Mrs. Morgan stated she would have a draft for the Board at the next meeting.

President Vandervort stated the Town needed to purchase a new computer. After much discussion, a motion was made by Commissioner Phillips to authorize \$1500 for the purchase of a new computer and the necessary software programs, seconded by Commissioner Doss. The motion passed 3-0.

Y2K Compliance - Mrs. Morgan stated she had started contacting utilities and had talked to Alarm Systems of Maryland, Inc. who stated their system was Y2K compliant but they hadn't forwarded a letter yet. She said she would call them back.

Post Office - Repairs - President Vandervort stated he had instructed Mr. Algard and Mr. Armour not to build the dock as the Town needed a permit and, also, the Town would need to check with the post office on it. Mr. Hearne stated the Town was exempt from

its zoning but the county would need to review the permit. After more discussion, the Board asked to have Mr. Algard do a more detailed drawing and have it sent to Patrick Conway, head of County Permits and Inspection.

Board of Appeals Vacancy - Mr. Hearne stated he hadn't heard from Nelson McCall, chairman of the Board of Appeals. He further stated he would contact him again as he needed to talk to him anyway regarding any appeals hearing and would mention that Robyn Rowe may be interested.

Governor's Crime Control Grants - Mr. Hearne stated the Byrne Memorial Grant application was ready for signature. He further stated he talked to Don Farbaugh, of the Governor's Office of Crime Control, regarding the Town's chance of getting monies to offset increased cost and Mr. Farbaugh stated priority would be given to new programs and ones which increase patrol hours.

Sheriff's Office - Contract - President Vandervort stated he had reviewed the proposed contract and he had some problems with it. After much discussion, he further stated he would need to discuss it with Chief Pinder of the Sheriff's Office.

Stone Wharf - Handicapped Accessibility - President Vandervort said the State had asked the Town to add an area on the stone wharf for handicapped people and another area for boaters and gave the Town \$15,000 in grant monies to do this work. He further stated the Town had done the work at the cost of \$5,000 but the State seemed to have problems with how the project was done. President Vandervort stated he hadn't seen the letter from Ken Ropp, of the Maryland Department of Natural Resources, yet but if they don't approve it, the Town has a nice addition to the stone wharf and the Town will continue to try to recover the monies.

MML Chapter Dinner - 04/22/99 - President Vandervort reminded the Board the next MML Chapter Dinner would be April 22, 1999 at Aberdeen.

MML Conference - Early Registration 4/16/99 - President Vandervort stated the early registration deadline was Friday, April 16, 1999 and commissioners needed to get their registration forms in so a check could be sent in by that date.

Town House Lease - Mr. Hearne stated Rick and Jane Sleutaris were the only two people residing at the town house. He further stated they were requesting to enter into a three month lease. He stated he felt they were looking into purchasing a house. After some discussion, President Vandervort stated the best thing to do was to

extend the current lease for three months as Mr. Sleutaris was already on the current lease. Commissioner Doss asked what repairs needed to be done because it looked like the Town would shortly be looking for new renters. President Vandervort stated the renters should be requesting repairs all along so Mr. Armour and Mr. Algard could repair them but suggested contacting the tenants for a list of suggested repairs. After more discussion, Mr. Hearne asked if the Board wanted to put August as the deadline for the lease. President Vandervort stated they've been good tenants and if by the end of August, the Town could continue the lease on a month-to-month basis. Commissioner Doss asked if there had been any more consideration given to using the town house as the Town Hall. President Vandervort stated there were several problems with doing that. Mr. Hearne stated the will leaving the property to the Town stipulated it would be used for recreational purposes. President Vandervort stated additional problems were the lack of parking and the amount of renovation which would need to be done to convert it to usable office space. Commissioner Phillips stated that was one reason why the Town was looking at purchasing the lot on Calvert Street.

#### NEW BUSINESS

County Commissioners' Meeting - Mr. Hearne stated the County Commissioners requested moving their meeting from May 11th to May 18th as they would be holding budget hearings on May 11th. He further stated the elementary school was contacted and the meeting was moved. President Vandervort asked if the Town had advertised the change of date for the town meeting. Mr. Hearne stated the Town had not. President Vandervort stated the town meeting could be moved back to its regular date of May 11, 1999 if a motion was so made. Commissioner Phillips made a motion to move the date of the town meeting back to May 11, 1999 from May 12, 1999, seconded by Commissioner Doss. The motion passed 3-0. Mr. Hearne stated the only thing he would have to advertise was the change of the date for the next Planning and Zoning meeting which would be held on May 10, 1999 and the fact a presentation for a 72-house subdivision would be made at that meeting. He further stated letter would be sent out to property owners adjacent to the property proposed for development.

Community Service Work Program - President Vandervort stated the original presentor, Robert Mathews, was no longer with the program and Mr. Hearne stated it was now being handled by a John Stauffer. After more discussion, Mr. Hearne stated Mrs. Morgan and Mr. Algard had raised concerns about the Town's participation. After more discussion, a motion was made by Commissioner Phillips to not participate in the Community Service Work Program, seconded by

Commissioner Doss. The motion passed 3-0.

Cecil's Most Beautiful Person - President Vandervort stated they were requesting a representative from the Town attend a planning committee meeting on April 23, 1999 at 2 p.m. to assist with the project to recognize volunteers from Cecil County who help promote events that attract tourism. After some discussion, Commissioner Phillips stated she would be able to attend.

TCI - Franchise Agreement - President Vandervort stated the Town received a copy of the proposed franchise agreement and suggested the Commissioners read their copies and comments could be made at the next meeting.

Building Permits - Mr. Hearne stated all the permits after Permit #99-6 were new permits. President Vandervort asked what the status was on the McMullen and McIntyre permits. Mr. Hearne stated they would be discussed again at the next Planning and Zoning meeting. After much discussion, Valerie Hahn, a member of the audience, had some questions on the McIntyre permit and Mr. Hearne said he would talk to her after the meeting if she had time. After more discussion, Mr. Hearne stated Permit #99-11, Mrs. Kellum's permit, was denied as she wanted to add a second house on her property for her son, the land was not subdivided but it does not have to be if she could get two houses on there and could be subdivided after the fact. President Vandervort asked why it could be subdivided after the fact. Mr. Hearne stated you could put two houses on one property as long as the square footage and setbacks for two houses were there. President Vandervort stated he would like to see that section of the ordinance later. Mr. Hearne stated it's there but Mrs. Kellum doesn't have the square footage required. After more discussion, President Vandervort stated he would like to see the section after the meeting.

Town Brochure - Mr. Hearne asked the commissioners to look at the brochure and then make comments at the next meeting.

Town Truck - Mr. Hearne stated Mrs. Morgan received a verbal quote from Harrison Welding to weld the dump body, which included materials and labor, for \$569. He further stated he believed President Vandervort was already aware the truck failed its emission inspection and apparently there was an oil leak that's getting down onto the manifold and causing fumes to get into the cab. President Vandervort asked what the current mileage of the truck was but Mr. Hearne stated he didn't know. President Vandervort stated the truck wasn't in bad condition, it just needed this work done. Commissioner Doss asked Mr. Hearne what was needed to done. Mr. Hearne stated the dump body needed to be welded, the

emission problem needed to be identified and fixed, and the oil leak repaired. He further stated Mr. Algard was not sure if it may be the valve cover gaskets or something else leaking. Commissioner Doss made a motion to fix the truck, seconded by Commissioner Phillips. President Vandervort requested Harrison Welding submit a written quote before doing the work. The motion passed 3-0.

Edgar McMullen stated there were several buttonwood trees done at 210 Conestoga Street, one of which was rotten. He further stated he believed they were on private property rather than in the town right-of-way but he was concerned if there was a storm or something, the rotten one would fall on a car or person.

Accounts Payable - President Vandervort asked about the invoice for sinker nails for the oil tank was. Mr. Hearne stated he would need to ask Mrs. Morgan about it. After some discussion of the Bradley Electric bills, a motion was made by Commissioner Doss to pay the bills contingent upon justification of the Benjamin Lumber invoice for the sinker nails, seconded by Commissioner Phillips. The motion passed 3-0.

President Vandervort stated the Town received a letter from Rebecca Phillips, chairman of the Historic District Commission, informing the Board Ruth Wright had submitted her resignation and recommended Nancy S. Bowles be appointed to fill the vacancy. Commissioner Phillips made a motion to take Mrs. Phillips' recommendation and appoint Nancy S. Bowles to fill the vacancy due to Ruth Wright's resignation, seconded by Commissioner Doss. The motion passed 3-0.

Mr. Hearne stated the Town received a letter from Cecil County Emergency Management/Civil Defense regarding sending a representative to their May 5, 1999 meeting. President Vandervort stated the Town had a concern as there was a chemical site near the Town. Commissioner Doss stated there was also the railroad.

President Vandervort stated Mrs. Morgan, in doing something in safe, came across an old check for \$1,141.73 from a Columbus W. Thorn, Jr. Foundation signed by Charles L. Scott and Doris P. Scott, Trustees. Commissioner Doss stated they used to have an old college fund for the town's children. President Vandervort stated the memo on the check stated it was for the lease 1/1/83 to 12/31/83. Commissioner Doss stated that was the same foundation for the college fund and that was still active. He further stated it was set up so that kids in the town could draw low interest loans for college. Mr. Hearne asked Commissioner Doss if he knew who administered it now. Commissioner Doss stated he didn't but his father would know as his sister used it when she went to college. After some discussion, the Board asked to check with the

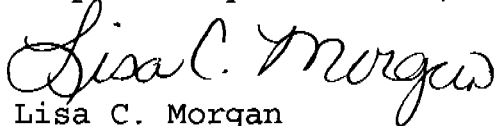
Scotts to see if a new check was issued.

Commissioner Phillips stated Ehrlich Chemicals does a lot of chemical spraying to deter weed growth and with the ditches in town the Town may benefit from that. President Vandervort asked if they would survey the Town at no cost. Commissioner Phillips stated they would. President Vandervort stated he would like to see them survey the playground and stone wharf in addition to the ditches. Commissioner Phillips stated she would contact them and would show them around during the survey. She further stated they would then come to a town meeting and make a presentation.

Commissioner Doss asked if any other commissioner had received a summons for the Swan case. President Vandervort stated he had. After brief discussion, Commissioner Doss stated he believed the case was on May 16, 1999 in District Court.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 11:54 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 13, 1999

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report
3. Rebecca Phillips - New Millennium Celebration
4. Larry Metz

OLD BUSINESS

5. Minutes
6. Lighting of Flagpole

PENDING BUSINESS

7. Charlestown Marina
8. Fireboat Pier
9. Program Open Space
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Codification
13. Ethics Ordinance
14. Calvert Street lot - Charlestown Fire Company
15. Hot Spots Program
16. MML - Book on Municipal Governments
17. Y2K Compliance
18. Post Office - Repairs
19. Board of Appeals Vacancy
20. Governor's Crime Control Grants
21. Stone Wharf - Handicapped Access
22. MML Chapter Dinner - 04/22/99



Town Meeting of April 13, 1999  
Agenda (cont'd.)  
Page 2 of 2

- 23. MML Conference - Early Registration 04/16/99
- 24. Town House Lease

NEW BUSINESS

- 25. County Commissioners' Meeting
- 26. Meter Crock - Steven Lewis
- 27. Community Service Work Program
- 28. Sheriff's Office - Contract
- 29. Cecil's Most Beautiful Person
- 30. TCI - Franchise Agreement
- 31. Building Permits
- 32. Town Brochure
- 33. Town Truck
- 34. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/13/99 TIME: 7:30 P.M.

- Sett Hault
- George Smith
- Rebecca Phillips
- Robert E. Phillips
- J. M. Miller
- Bill McMillan
- Val Hahn
- Mildred Cooper

04/13/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash - General Checking</b>			
Baynes, Keith A.	March Statement - represent at mtg w/ Price atty. review ...	6310.1 - Legal Counsel	120.00-
BFI	Inv # -0115246-03099-0358 - March trash collection	6651.1 - Trash Collection	3,202.69-
North East Florist, Inc.	Inv #105683 - funeral arrangement - D. Adkins	6210.1 - General Government	61.00-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	105.30-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	12.62-
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	25.17-
SA-SO	Cust #6082400 Inv #6027730 - 3" plastic 46 pc stencil kit ...	6714.1 - Reimbursable gran...	14.51-
Maryland Materials Inc.	Acct #60502 Inv #128606 - rip rap & crusher run to redo r...	6714.1 - Reimbursable gran...	180.63-
Alarm Systems Co. of Maryland	Acct #0142A Inv #001501B - qrtly alarm monitoring	6450.1 - Alarms	54.00-
Sheriff's Patrol	gasoline for February '99 patrol	6920.1 - Police Protection	31.65-
Sheriff's Patrol	Inv #99-02 - Charlestown Patrol for Feb '99	6920.1 - Police Protection	1,375.62-
Injured Workers' Ins. Fund	Policy #2801346-1 installment premium due	6160.1 - Workmen's Compen...	297.00-
Bradley Electric Service	Inv #400 & Inv #401 - install lighting at flagpole at stone w...	6715.1 - Other	2,885.00-
Mac's Shacks	Acct #110342 - Inv #14661 - (2) portable toilets for playgr...	6730.1 - Contract Maintena...	55.00-
Harrison Repairs	Inv #18995 - spot weld chain link fence to 1/4" metal pla...	6730.1 - Contract Maintena...	65.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6220.1 - Office Supplies	142.85-
Rogers Home and Hardware	Inv #233186 - straw for Louisa Ln/Veterans Park; Inv #233...	-SPLTT-	26.24-
Lowe's Home Centers Inc.	Acct #2237 - Inv #21706293567 - items to repair shed for ...	-SPLTT-	206.61-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #258262 - sinker nails for oil tank - Tow...	-SPLTT-	343.35-
Wal-Mart	Acct #2634 - Inv #6240577 - cleaning supplies	6220.1 - Office Supplies	11.71-
Chesapeake Publishing Corp.	Acct #ELN1180 - ad for semi-annual tax payment option	6210.1 - General Government	285.00-
AT&T	Acct #8014-058-9492 - Inv #6392318895	6440.1 - Telephone	14.11-
<b>Total 1010.1 - Cash - General Checking</b>			<b>9,521.75-</b>
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Baynes, Keith A.	March statement - review final docs for loan refi; prep & f...	-SPLTT-	160.00-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	114.32-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	90.45-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	12.10-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station Rt. #7	58.59-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	85.08-

04/13/99

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	SpHL	Amount
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	277.05-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	422.35-
First Maryland Bank Trust	CDA Town of Charlestown 1999 Series A - 5/1/99 paym't w...	7110.2 - Original Constructi...	10,227.79-
Total 1010.2 - Cash - Utility Checking			11,447.73-
Total 1000.2 - Utility Fund Cash Accounts			11,447.73-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Mae's Shacks	Acct #110342 - Inv #14661 - (1) portable toilet for shop - ...	6420.3 - General Maintenance	55.00-
Rogers Home and Hardware	Inv #232234 - grass seed & straw for reseeding along town...	6300.3 - Streets	65.50-
Lowe's Home Centers Inc.	Acct #2237 - Inv #21708295233 - light bulbs, roller brush; ...	6420.3 - General Maintenance	106.84-
Benjamin Lumber Co., Inc.	Cust #1186 - Inv #260376 - (1) manure fork for shop	6420.3 - General Maintenance	27.80-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	602.29-
Battery Man	Acct #183 Inv #36804 - (1) battery for town truck	6024.3 - Truck Repair	70.56-
East Jordan Iron Works, Inc.	Acct #10 - Inv #966789 - (2) qtrn wr grates - sbreets	6300.3 - Streets	782.00-
Sonshine Motor & Tire	Inv #8463 -- repair truck tires	6024.3 - Truck Repair	5.00-
WalMart	Acct #2634 - March statement	-SPUJT-	39.84-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #26525 - picco 16" chain 5/32 files & f...	-SPUJT-	292.56-
McAllister, Michael S.	part paym't - revised survey & plat prep of Tasker St (to d...	6300.3 - Streets	440.00-
Total 1005.3 - New-Checking-Special (Special checking County)			2,487.39-
Total 1000.3 - Special Fund Cash Accounts			2,487.39-
<b>TOTAL</b>			23,456.87-

**DUE TO A  
LACK OF QUORUM  
THE TOWN MEETING OF  
FEBRUARY 23, 1999  
WAS CANCELLED**

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/23/99 TIME: 7:30 P.M.

Rebecca Phillips

Bob Phillips

Jack E. Howell

Al W. McDonald

Val Hahn

R. Whitby

Paul + Joan Atkinson

## TOWN MEETING OF FEBRUARY 9, 1999

### MINUTES

The February 9, 1999 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 Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Public Hearing - Ordinance #99-1 - President Vandervort read Ordinance #99-1 which would amend the Subdivision of Land Ordinance to allow the Zoning Administrator, in certain circumstances, to sign a plat of record. President Vandervort asked if there was any comment or discussion of the ordinance. As there was no comment, President Vandervort closed the public hearing on Ordinance #99-1. Commissioner Phillips made a motion to pass Ordinance #99-1, seconded by Commissioner Doss. The motion passed 4-0.

Public Hearing - Ordinance #99-2 - President Vandervort read Ordinance #99-2 which would amend the Zoning Ordinance by changing the appeal period from ten days to thirty days. President Vandervort asked if there was any comment or discussion of the ordinance. As there was no comment, President Vandervort closed the public hearing on Ordinance #99-2. Commissioner Doss made a motion to pass Ordinance #99-2, seconded by Commissioner Phillips. The motion passed 4-0.

Public Hearing - Bond Refinancing Ordinance - President Vandervort summarized the Ordinance, to be numbered as Ordinance #99-3, that the Town is attempting to refinance the existing water loan the Town had with the Farmers Home Administration, USDA. He further stated the Town would be looking at a 30 year loan, instead of the 33 year loan now, and an interest rate of up to 5.3%. He stated the Town would not take the loan if the interest rate was higher than 5.3%. President Vandervort asked if there was any comment or discussion of the ordinance. As there was no comment, President Vandervort closed the public hearing on Ordinance #99-3. Commissioner Phillips made a motion to pass Ordinance #99-3, also known as the Bond Refinancing Ordinance, seconded by Commissioner Pumpaly. The motion passed 4-0. Mr. Hearne stated Mr. Hillman, of the Maryland Infrastructure Program, requested the Town decide whether the Town wanted to pay the accumulated interest on the current loan at the time of closing or add that to the new loan. He further stated Mr. Hillman was asking to have that information sent to him via fax. After brief discussion, Commissioner Phillips made a motion to pay the accumulated interest at the time of closing, seconded by Commissioner Doss. The motion passed 4-0.

Miller Environmental - Monthly Report - George Smith, of Miller Environmental, Inc., presented the January 1999 monthly water operations report to the Board. Mr. Smith stated Miller Environmental was considering making one capital improvement

request for the FY2K budget. He further said they were waiting for prices before asking for the replacement of the water tower level sensing device.

OLD BUSINESS

Minutes - A motion was made by Commissioner Phillips to approve the minutes of the January 26, 1999 meeting, seconded by Commissioner Doss. The motion passed 4-0.

PENDING BUSINESS

Charlestown Marina - Mr. Hearne stated there was nothing new although, in previous discussions with Keith Baynes, the Town's attorney, Mr. Baynes mentioned the Town didn't have to wait until the end of February to start the judgment process for the rent for January and February. Commissioner Pumpaly asked if a business, owing taxes and under litigation, could continue to operate. President Vandervort stated he would ask Mr. Baynes about it.

Fireboat Pier - President Vandervort stated he talked to a couple of companies who were interested in transporting the dredged material and preparing the spoils site. He further stated the Town would need to get the bid specs redone to split the bid process for the dredging and construction. He further stated the Maryland Department of Natural Resources Boating Administration had contacted the Town regarding making the stone wharf more handicapped accessible and accessible to boaters. He further stated the State had given the Town grant monies to do so. He stated he talked and met with Hoyt Moxley about doing the work and Mr. Moxley had quoted a estimate of \$5,000. He stated the State had given the Town \$15,000 in grant money. After some discussion, Commissioner Pumpaly asked when Mr. Moxley would be able to do the project. President Vandervort stated Mr. Moxley would be able to start in 3-4 weeks. After more discussion, a motion was made by Commissioner Phillips to have Hoyt Moxley make the stone wharf handicapped accessible and add the lower deck for boat accessibility, seconded by Commissioner Pumpaly. The motion passed 4-0.

Program Open Space - Mr. Hearne stated there was nothing new.

Sidewalk Retrofit Program - Mrs. Morgan stated the contractor was here working in Town. She further stated she talked to the State Highway Administration inspector who believed the job would be done in a week, weather permitting.

Tasker Lane - President Vandervort stated Michael McAllister, the



surveyor, would be starting on Tasker Lane shortly. Mr. Hearne asked President Vandervort what to do with the expenses Tatman and Lee Associates had for researching for a previous survey. President Vandervort asked Mr. Hearne to have them bill the Town.

Codification - Mr. Hearne stated he talked to General Code Publishers today and they should have a proposal to the Town by Friday.

Ethics Ordinance - President Vandervort suggested the Board table the matter until Commissioner Letts was present. After some discussion, Commissioner Pumpaly asked why the Town was working on this. At this time, 8:35 p.m., Commissioner Letts arrived at the meeting. After much discussion about the ordinance, President Vandervort stated the comments made by the State Ethics Commission were pretty generic, having to do mostly with clarification of terms used, etc. Commissioner Phillips suggested the Board, individually, work on the few clarifications being suggested and amend the ordinance and be done with it. President Vandervort asked the Board to suggest the wording needed to make the minor changes in time for the next meeting.

Lighting of Flagpole at Stone Wharf - President Vandervort stated he met with Jerry Bradley, of Bradley Electric, and William McMullen, of Conectiv, to explain how the installation should be done. He further stated Mr. Bradley may be able to start this week and possibly by the next meeting, the flagpole will be lit.

New Millennium Celebration - President Vandervort stated there was nothing new. Commissioner Doss stated he had discussed the matter with the fire department. President Vandervort asked who was supposed to be heading this. Commissioner Phillips stated she believed at the last meeting, Rebecca Phillips was to be.

Calvert Street lot - Charlestown Fire Company - Mr. Hearne stated there was nothing new as President Vandervort needed to finalize the letter requesting the letter of concurrence. President Vandervort asked Mrs. Morgan to remind him to do the letter.

Hot Spots Program - Commissioner Letts stated he was still waiting for the application.

TCI - Franchise Agreement - Mr. Hearne stated there was nothing new but he did have some sample agreements but he had not had time to compare them. President Vandervort stated there was mention about people in town not being able to get cable service. After some discussion, the Board decided to draft a letter to Allen McDaniel, general manager for TCI Cablevision in Elkton, and ask him to send

a representative to talk about renewing the franchise.

After much discussion, a motion was made by Commissioner Phillips for the Town to get internet access, seconded by Commissioner Pumpaly. The motion passed 4-0.

Copier Agreement - Mrs. Morgan stated she left a message for Barry Simms, of KDI, to call her regarding the maintenance agreement. She further stated she contacted several other companies but only one, from Baltimore, provided a quote which was \$741. President Vandervort stated KDI was giving a price which was \$40 more than last year, a 10% increase. Commissioner Pumpaly asked if the Town had checked with KDI as to why. President Vandervort stated the Town was trying to.

Colonial Charlestown - 107 House Utility Bill - President Vandervort stated this matter had been tabled several times until there was a full board. He further stated the Town received a letter from Linda Slicer on behalf of the Historic District Commission and Colonial Charlestown, Inc. asking the Town for relief of the 107 House's utility bill. After much discussion, Commissioner J. Letts made a motion to exempt the Tory House from the water portion of the utility bill, seconded by Commissioner Phillips. The motion passed 4-0.

MML - Book on Municipal Governments - The Board decided to table this matter until the next meeting.

Y2K Compliance - President Vandervort stated a meeting would be scheduled shortly with the county regarding Y2K compliance issues. He further stated the Town had started checking the existing hardware and software for problems. He also said the Town may need to purchase a new computer and upgrade the QuickBooks program.

LGIT Grants - President Vandervort stated the Local Government Insurance Trust (LGIT) had grant monies for safety equipment and/or safety education. Mr. Hearne stated William Algard, the Town's maintenance worker, was working on a list of needed safety equipment.

Maryland Emergency Management Grant Funds - Mr. Hearne suggested the Board table this until the next meeting as it was not due until April 15, 1999. The Board agreed to table the matter until the next meeting.

Planning & Zoning Appointment - President Vandervort stated there was an opening on the Board due to the resignation of Commissioner Doss when he was sworn in as Town Commissioner. He further stated

the Town received letters of interest from Howard Hall and Robyn Rowe. After some discussion, the Board, by secret ballot, selected Howard Hall for the opening. President Vandervort stated he would swear Mr. Hall in at the end of the meeting.

Semi-Annual Property Taxes - Mr. Hearne stated the Town needed to place an ad in the newspaper by March 1, 1999 and run it twice to advise people of the semi-annual tax payment option. The Board asked Mr. Hearne to have the ad put in the newspaper.

Collection of Business Taxes - The Board decided to table this matter until the next meeting.

Cross-Country Garden Club - Reservation of Pavilion - President Vandervort stated the Town received a request from the Cross-Country Garden Club to reserve the pavilion at Veterans Park on August 1, 1999. Mrs. Morgan stated this was an annual request from the club. After some discussion, a motion was made by Commissioner Letts to have the pavilion at Veterans Park reserved for the Cross-Country Garden Club on August 1, 1999, seconded by Commissioner Doss. The motion passed 4-0. President Vandervort asked to have a letter sent to the Garden Club letting them know the pavilion had been reserved for them.

Post Office - Repairs - The Board decided to table this matter until the next meeting.

TCI - Cable Upgrade - Mr. Hearne stated the Town received a letter from TCI Cablevision about upgrades to be done to the cable service.

Board of Appeals Opening - President Vandervort stated the Town received a resignation letter from Russell U. Farrell, Jr. as alternate for the Board of Appeals. Commissioner Letts made a motion to accept the resignation, seconded by Commissioner Doss. The motion passed 4-0. Mr. Hearne stated an ad for the opening had been sent to the Cecil Whig.

MML - Request for Contribution on Municipal Book - The Board decided to table this matter until the next meeting.

Cathy Farrell - President Vandervort stated the Town received two more letters from Ms. Farrell regarding her on-going dispute with Mr. Swan. After much discussion, President Vandervort and Commissioner Doss would be talking to Ms. Farrell regarding the problem.

At this time, 9:35 p.m., Commissioner Letts left the meeting.

Building Permits - Mr. Hearne stated Mr. Breslin applied for a building permit for the property on Caroline Street and stated the permit had received preliminary approval and Mr. Breslin was going through the county permitting process.

President Vandervort stated he and Mr. Hearne attended a meeting with the County Commissioners, Al Wein, the County Administrator, Craig Whiteford, County Budget Advisor, and Fred Orr, head of the Department of Public Works regarding the county sewer user fees. He further stated he presented a check to the county as a good faith payment toward the first, second and third quarter 1998 user fees. He said, after much discussion, the County Commissioners were looking into the matter and would contact the Town.

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

Mr. Hearne stated Karl Knapp, of Avalon Yacht Basin, had applied for a wetlands permit to dredge at the marina.

At this time, 10:04 p.m., Commissioner Pumpaly left the meeting.

President Vandervort swore in Howard Hall as a member of the Charlestown Planning and Zoning Commission.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:06 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF FEBRUARY 9, 1999

AGENDA

7:30 P.M.

Public Hearings: Ordinance 99-1  
Ordinance 99-2  
Bond Refinancing Ordinance

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Water System Loan - Refinancing
12. Lighting of Flagpole at Stone Wharf
13. New Millennium Celebration
14. Calvert Street lot - Charlestown Fire Co.
15. Hot Spots Program
16. TCI - Franchise Renewal
17. Copier Agreement
18. Colonial Charlestown - 107 House Utility Bill
19. MML - Book on Municipal Governments
20. Y2K Compliance

Town Meeting of February 9, 1999  
Agenda (cont'd.)  
Page 2 of 2

21. LGIT Grants
22. Maryland Emergency Management Grant Funds
23. Planning and Zoning Appointment

NEW BUSINESS

24. Semi-annual Property Taxes
25. Collection of Business Taxes
26. Cross-Country Garden Club - Reservation of Pavilion
27. Post Office - Repairs
28. TCI - Cable Upgrade
29. Board of Appeals Opening
30. MML - Request for Contribution on Municipal Book
31. Cathy Farrell
32. Buildings Permits
33. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/9/99 TIME: 7:30 P.M.

- Bill Admitt
- George A. Smith
- Larry & Lois Chastell
- Paul & Joan Anderson
- Howard Hall
- Val Fahn

02/09/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash - General Checking			
First National Bank of North East	Safety Deposit Box Annual Fee	6210.1 - General Government	48.00-
Alger Oil, Inc.	Ticket #337355 - 183.60 gal x \$0.849/gal (includes discount)	6430.1 - Fuel	155.88-
Chesapeake Publishing Corp.	Acct #EAM1180 - public hearings - subdv/land ord; varian...	-SPLJT-	280.45-
BFI	Inv #-0115246-01099-0358 - January trash collection	6651.1 - Trash Collection	3,195.66-
Princess Bayside Hotel	remainder paym'l due - Confirm #7675; 7682; 7683; 7684; ...	-SPLJT-	1,338.60-
Sheriff's Patrol	gasoline for Dec '98 Patrol	6920.1 - Police Protection	59.55-
Sheriff's Patrol	Inv #98-12 - Charlestown Patrol for Dec '98	6920.1 - Police Protection	1,571.46-
Conectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	124.28-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	9.99-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.49-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	87.24-
Maryland Municipal League	(1) copy - 1999 Directory of MD Municipal Officials	6210.1 - General Government	15.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6220.1 - Office Supplies	66.30-
Total 1010.1 - Cash - General Checking			6,956.90-
Total 1000.1 - General Fund Cash Accounts			6,956.90-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Baynes, Keith A.	January statement - CDA infrastructure refinancing bond; r...	7143.2 - Legal	240.00-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	107.49-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	94.48-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	12.13-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	56.05-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	149.45-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	247.18-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	480.15-
Miller Environmental, Inc.	Inv #10119940 - pass thru expenses - Jan '99	7120.2 - Contract Operating	26.03-
Total 1010.2 - Cash - Utility Checking			1,412.96-
Total 1000.2 - Utility Fund Cash Accounts			1,412.96-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Kunkle Service Co.	Acct #36904 - Inv #N165143 - plier to take mower wheel off	6022.3 - Equipment Repair	7.94-



02/09/99

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
Vulcan Signs	Cust #20192 - Inv #331054 - (2) handicapped parking only...	6410.3 - Road Signs	27.15-
Street Lighting	Street Lighting Accl #2-62-00059-9-0	6010.3 - Street Lights	602.29-
Benjamin Lumber Co., Inc.	Cust #1186 - Inv #256890 - (6) duplicate keys for garage ...	6810.3 - Maintenance	8.00-
Gilbert Enterprises Inc.	Inv #300 - December '98 gasoline - town truck	6025.3 - Gasoline	149.69-
Maryland Materials Inc.	Accl #60502 - Inv #127352 7 Inv #127498 - crusher run fo...	6300.3 - Streets	125.71-
Total 1005.3 - New-Checking-Special (Special checking County)			920.78-
Total 1000.3 - Special Fund Cash Accounts			920.78-
<b>TOTAL</b>			<b>9,292.64-</b>

## TOWN MEETING OF JUNE 22, 1999

The June 22, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:37 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr. and Treasurer Christine L. Phillips. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Larry Metz - Rezoning Request - Larry Metz, of the Wellwood Yacht Club, presented a request to rezone a portion of tax parcel no. 154, the Wellwood Yacht Club property, from R-3 to C-1. He explained the property had been used as a commercial enterprise for over 50 years. After some discussion, President Vandervort asked Mr. Hearne if Planning and Zoning would have to hold a public hearing. Mr. Hearne stated they would and the Town would also. He further explained the zoning ordinance does not have a procedure for rezoning but Article 66B says Planning and Zoning needed to hold a hearing and make a recommendation to the legislative body, the Town Commissioners, who would also have to hold a public hearing before making a decision. Mr. Hearne also suggested notifying the adjacent property owners of the rezoning request as a courtesy although this was not in Article 66B. Valerie Hahn, a member of the audience, asked what the change in zoning would mean. President Vandervort read the list of uses allowed in C-1. After more discussion, Commissioner Letts stated that several years ago the Town rezoned the fire company property on Market Street to commercial but that Mr. Hearne said there were no procedures. Mr. Hearne stated there were no written procedures. Commissioner Letts stated he didn't recall the fire company rezoning going through the Appeals Board. President Vandervort asked Mr. Hearne if he had discussed this matter with Keith Baynes, the Town's attorney. Mr. Hearne stated he had not. President Vandervort stated if the Town does go forward on the matter, Mr. Baynes should be consulted. Commissioner Letts suggested the Town request a recommendation from the Planning and Zoning Commission while waiting for Mr. Baynes' opinion. After more discussion, Commissioner Letts made a motion that if the zoning ordinance doesn't have a procedure on rezoning, that one be written and also, move that the Town move forward with Mr. Metz's request for rezoning, checking with Mr. Baynes on how to proceed. After more discussion, Commissioner Letts withdrew his motion. Commissioner Letts made a motion to have a section written to add procedures for rezoning to the zoning ordinance, seconded by Commissioner Phillips. The motion passed 3-0. Commissioner Letts made a motion for the Town to move forward with Mr. Metz's rezoning request for a portion of parcel no. 154 from R-3 to C-1, seconded by Commissioner Phillips. The motion passed 3-0.

### OLD BUSINESS

Minutes - The minutes of the June 8, 1999 Town Meeting were tabled until the next meeting as there was not a quorum of commissioners present who were at that meeting.

### PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, the festival organizer, showed the Board the printed brochures and raffle tickets. Mrs. Phillips asked if President Vandervort had contacted the blacksmith yet. After some discussion, President Vandervort stated he would call the blacksmith regarding the apprentice's fee. Mrs. Phillips stated she was checking with the Girl Scouts to see if they would do face painting during the event. After more discussion, Mrs. Phillips stated she had been unable to contact Edgar Insley about the Boys Scouts doing the fries but if she doesn't get a response from this troop, another troop from North East may do the fries. Mr. Hearne stated David Weinland, of the Maryland Environmental Trust (MET), had stated to Mrs. Morgan that MET would not allow more than the current 60% of Lot B to be used for parking. He further mentioned a copy of an article regarding a White House Millennium Council presenting a designation of "millennium community" to local communities which hold projects reflecting the theme of "honor the past -- imagine the future". After some discussion, Mr. Hearne stated there was a website address mentioned if the Board wanted further information or to apply. After brief discussion, Commissioner Phillips stated she would look at the website.

President Vandervort stated he had been looking at computers and was almost ready to purchase one. After more discussion regarding what software to purchase, President Vandervort asked to have that list discussed after the meeting.

Charlestown Marina - President Vandervort stated the Town received a letter from Keith Baynes that the rent case hearing was scheduled for June 29, 1999 but the papers had not been served on Phillip Price yet. He further stated Mr. Baynes had suggested reattempting service and filing an amended complaint to include June's rent. Commissioner Letts asked when the papers were issued. President Vandervort stated they had been issued a long time ago. He further stated in his talk with Harry Walsh, Mr. Price's attorney, he made it clear Mr. Price needed to pay what he currently owes before the Board would consider negotiating a new lease. President Vandervort stated Mr. Baynes had talked to Mr. Walsh since then and Mr. Walsh had indicated Mr. Price was supposed to be making payment. After more discussion, Commissioner Letts stated the Town should reschedule the court date and if in the meantime, Mr. Price paid, the hearing could be cancelled. After brief discussion, President Vandervort stated he would contact Mr. Baynes.

Program Open Space - Mr. Hearne stated Ken Ropp, of Program Open Space, had sent copies of the faxed information on handicapped accessible benches and picnic tables but the Town hadn't received the information. He further stated he would contact Mr. Ropp again and attempt to get the information mailed to the Town. President

Vandervort stated the Town had requested two Waterway Improvement Grants for FY2001 to correct the chop at the boat ramp and for dredging at the town boat pier. He further stated he sent a letter to Mr. Ropp following up on Mr. Hearne's letter sent previously regarding these requests. Mr. Hearne stated the Town had a grant request in for FY2000 for the engineering work for plans to correct the chop at the town boat ramp.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing new.

Tasker Lane - Mr. Hearne stated Mr. Baynes had not heard anything from Leonard Wilson, Mrs. Cooper's attorney but Mrs. Cooper, who called today, stated she would send a copy she received of a letter sent to Mr. Baynes.

Codification - Mr. Hearne stated the Town received a letter from General Code Publishers that the name of the Town and the town seal would be put on the binders at no charge. He further stated they needed almost camera-ready artwork of the town seal in order to put the town seal on the binders. Mr. Hearne stated the Town didn't have any camera-ready artwork but was able to get one from the Cecil Whig. He further stated the Board would need to decide what color the binders should be. After brief discussion, the Board decided to wait until they visit General Code's booth at the MML Convention before making a decision.

Ethics Ordinance - The Board decided to table this matter until the next meeting.

Calvert Street lot - Mr. Hearne stated John Ulrich had quoted a price of \$400 to do an appraisal of the Calvert Street lot. President Vandervort asked how many appraisals would Program Open Space require. Mr. Hearne stated they require at least two, and a third if there was more than a twenty percent difference between the first two appraisals. After some discussion, Mr. Hearne stated he was looking at the list of appraisers the Town generated for the appraisal of Charlestown Marina. Commissioner Letts suggested contacting Robert Burkheimer. Mr. Hearne stated he would like to have the appraisal to the Town by July 7th or 8th as Ed Slicer has tentatively scheduled the funding request for the land acquisition before the Parks Board on July 12, 1999. Mrs. Morgan asked if Mr. Hearne had a copy of the land acquisition specifications to be sent to the appraiser. Mr. Hearne stated he did.

Y2K Compliance - President Vandervort stated there was nothing new.

Post Office - Repairs - Mr. Hearne stated the county permit was ready to be picked up but he needed a \$30 check for the permit fee.

Mrs. Morgan stated the check was on the accounts payable list this meeting for approval.

Stone Wharf - Handicapped Access - President Vandervort stated the Town received a flier from a vendor for other materials which could be used on the stone wharf besides asphalt. He suggested the Board consider visiting the vendor's booth at the MML Convention as they would be there. He further stated he was getting quotes for the additional handicapped space and picnic table areas from the paving contractors when he has been meeting with them.

TCI Franchise Agreement - The Board decided to table this matter until the next meeting.

Town Brochure - At Mrs. Morgan's request, the Board decided to table this matter until the next meeting as some information would possibly change due to the new trash agreement.

Trash Agreement - President Vandervort stated BFI, the current trash contractor, was requesting a substantial increase in their cost per unit price. Mr. Hearne stated yes they were. After some discussion, President Vandervort stated the two lowest bidders were Harvey and Harvey and BFI but he was concerned about the big increase in the unit price between what BFI was charging currently and what they had bid for the next year. After more discussion, a motion was made by Commissioner Letts to authorize President Vandervort to contact BFI and if the unit price can be close to Harvey and Harvey's, to go with BFI but if not, go with Harvey and Harvey but try to change collection day to Monday, seconded by Commissioner Phillips. The motion passed 3-0. President Vandervort stated he would increase the trash collection budget to \$45,000.

Comfort Station - President Vandervort stated he had looked at the plumbing and he doesn't believe the entire units need to be replaced. He further stated he received some literature from E.J. Dwyer & Company, the distributor for Bradley sinks, but he needed to take the information to the comfort station and compare parts before decided what was needed. Mr. Hearne asked if President Vandervort would be doing this shortly as the Town received another complaint today about the comfort station not being open.

Paving - President Vandervort stated he had meetings scheduled for this week to meet with the paving contractors for quotes on the paving jobs the Town wanted to do.

Mrs. Phillips asked if the Board would approve putting additional portable toilets by the comfort station the day of the New Millennium Celebration. Commissioner Phillips stated they had two

there at the last fall festival. After short discussion, the Board decided to approve getting two portable toilets for that day.

Budget - President Vandervort presented the final draft of the FY1999-2000 budget to the Board. After some discussion, Commissioner Letts made a motion to approve the FY1999-2000 budget as amended, seconded by Commissioner Phillips. The motion passed 3-0.

#### NEW BUSINESS

Floodlight at Boat Ramp - President Vandervort stated Larry Metz, of the Wellwood Yacht Club, suggested the Town have Conectiv install a floodlight at the boat ramp as the area was very dark when people are trying to launch their boats in the early morning hours. He further stated Mr. Metz believed Conectiv would put it up and the monthly service would be around \$7.50 but he didn't know what they would charge to install one. After some discussion, President Vandervort stated he would check on installing lighting in that area.

Resa Laird - Resignation from Planning and Zoning - President Vandervort stated the Town received a letter of resignation from Resa Laird, a member of the Planning and Zoning Commission. He mentioned that Robyn Rowe, who was appointed as an alternate to the Board of Appeals, had originally submitted her letter of interest when there was an opening on the Planning and Zoning Commission. Commissioner Letts stated he felt the opening should be advertised as considerable time had passed since the previous openings on the Planning and Zoning Commission and Board of Appeals had been advertised and there may be other people interested in serving. After some discussion, the Board decided to advertise the opening and to contact Mrs. Rowe to see if she would be interested in switching from the Board of Appeals to Planning and Zoning.

I&I Loan - President Vandervort stated the Town had applied for grant monies to deal with the inflow and infiltration (I&I) problem with the sewer system. He further stated the Town didn't receive grant monies but were offered a low interest loan. He also mentioned Mr. Hearne had checked with Marycarole Martin, loan officer for the Water Quality Infrastructure Program (WQIP) of the Maryland Department of the Environment, and the Town would not suffer any penalties if the Town decided not to go through with the loan. President Vandervort stated he also checked with George Smith, of Miller Environmental, Inc., regarding the loan and Mr. Smith suggested the Town seriously consider the loan as grant monies was not as available as it had been in the past. After much discussion, President Vandervort stated the Town would begin correcting the identified I&I problems on private properties by

contacting the property owners and repairing the I&I problems which were identified on town property. He further stated if there was still an I&I problem after these repairs, the Town may have to enter into the loan but the Town would not be penalized if the Town goes through the process but then decided not to take the loan. After more discussion, Commissioner Phillips made a motion to proceed with the application process for a Water Quality State Revolving Loan, seconded by Commissioner Letts. The motion passed 3-0.

Article 66B Copies - Mr. Hearne stated updated copies of Article 66B were now available and he would like approval to get copies for the Board, the Planning and Zoning Commission, the Board of Appeals and a few extra copies. After brief discussion, Commissioner Letts made a motion to give fifteen updated copies of Article 66B, seconded by Commissioner Phillips. The motion passed 3-0.

Cecil County's Most Beautiful Person - Mr. Hearne stated the County was asking for nominations for this award. After some discussion, the Board suggested this information be placed in the next utility billing insert.

Tree Removal - Cecil Street - President Vandervort stated he looked at the trees on Cecil Street and he felt the trees needed to be trimmed, not removed. He further stated he was very reluctant to have trees removed which may survive by having them trimmed. After some discussion, Commissioner Phillips suggested having William Algard and Hershel Armour, the town's maintenance workers, trim the trees. After some discussion, President Vandervort asked to have Mr. Algard and Mr. Armour trim the trees. He further stated the tree, a large pine, on the Hull property on Conestoga Street he had mentioned at the last meeting may have to be cut. He stated he would look at the tree again.

Mr. Hearne stated James Brandon, the auditor from Friedman and Fuller, called today and was supposed to fax a quote for the audit but the Town hadn't received it yet. He further stated Mr. Brandon had verbally quoted the audit for FY1998-1999 at \$3300, for FY1999-2000 at \$3400 and FY2000-2001 at \$3500 with out-of-pocket expenses not to exceed \$150. Commissioner Letts asked if not bidding this out would be a problem with the \$2500 limit mentioned in the charter. President Vandervort stated there wasn't a problem as auditing was definitely a professional service. Commissioner Letts suggested the Town consider bidding this out next time as the price keeps increasing just to make sure the Town was getting a fair price. After brief discussion, Commissioner Phillips made a motion to have James Brandon, of Friedman and Fuller, do the audit based on the quoted figures, seconded by Commissioner Letts. The motion passed 3-0.

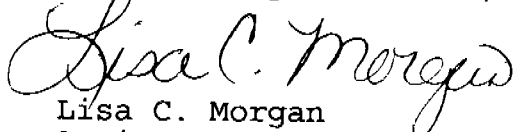
Mr. Hearne stated the air conditioner at the Town Hall was not working. After some discussion, President Vandervort stated it sounded like a bad fan and he would look at it to see if the fan could be replaced but if not, a new air conditioner would need to be purchased. After brief discussion, Commissioner Phillips gave approval for President Vandervort to have the air conditioner repaired, if repairable, or purchase a new air conditioner, seconded by Commissioner Letts. The motion passed 3-0.

Commissioner Phillips stated Mr. Algard and Mr. Armour had provided her with a list of areas they feel should be chemically treated for weed control and asked if the Board would like to get a quote from Ehrlich. She further stated one area they listed was the walking track where grass was growing up between the asphalt. Commissioner Letts asked why the maintenance workers couldn't do that as he had just treated the cracks along the sidewalk in front of his residence himself. Commissioner Phillips stated they were reluctant to do so. After some discussion, Commissioner Phillips stated they had several other areas listed: the ditch next to the town house at Pat's Marina, the parking lot at Fair Green Park, the church's lane through the cemetery, the parking lot at the 107 House, the ditch at Holloway Beach and the edges along the parking lot at the town pier. After more discussion, President Vandervort stated he felt the maintenance workers should be able to spray these areas themselves as none of the areas were sensitive like the playground, because of the kids, or the rocks at the stone wharf, because of the runoff into the water. He further stated he would talk to them because they should be able to do.

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

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:06 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk



TOWN MEETING OF JUNE 22, 1999

AGENDA

7:30 P.M.

1. Larry Metz - Rezoning Request

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. New Millennium Celebration
4. Charlestown Marina
5. Program Open Space
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Codification
9. Ethics Ordinance
10. Calvert Street lot
11. Y2K Compliance
12. Post Office - Repairs
13. Stone Wharf - Handicapped Access
14. TCI Franchise Agreement
15. Town Brochure
16. Trash Agreement
17. Comfort Station
18. Paving
19. Budget

NEW BUSINESS

20. Floodlight at boat ramp
21. Resa Laird - Resignation from Planning and Zoning

Town Meeting of June 22, 1999  
Agenda (Cont'd.)  
Page 2 of 2

22. I&I Loan
23. Article 66B copies
24. Cecil County's Most Beautiful Person
25. Tree Removal - Cecil Street
26. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/22/99 TIME: 7:30 P.M.

- Val Hah
- Becky Phillips
- Bob Phillips
- Jimmie
- W. Hockman
- Sandy Metz Jr

06/22/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash - General Checking			
Chesapeake Publishing Corp.	Acct #ELN1180 - ads for trash contract bids	6610.1 - Administration	87.50-
U.S. Postmaster	annual box fee - PO Box 154	6210.1 - General Government	14.00-
AT&T	Acct #8014-058-9492 - Inv #6392331241	6440.1 - Telephone	10.73-
Treasurer of Cecil County	building permit - post office	6450.1 - Maintenance	30.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	6440.1 - Telephone	108.30-
Woodward-Clyde Consultants	Inv #75582 - water line C. Manor; Inv #75580 - review Coo...	- SPLIT-	968.38-
Total 1010.1 - Cash - General Checking			1,198.91-
Total 1000.1 - General Fund Cash Accounts			1,198.91-
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	32.33-
Miller Environmental, Inc.	Inv #10079945 - water ops - Jul '99	7120.2 - Contract Operating	1,690.00-
Total 1010.2 - Cash - Utility Checking			1,722.33-
Total 1000.2 - Utility Fund Cash Accounts			1,722.33-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking - Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #5297N - May '99 gasoline charges	- SPLIT-	196.75-
Foster's Auto Service	Inv #990608002 - replace air pump & divertor valve & ignit...	6024.3 - Truck Repair	422.76-
Total 1005.3 - New-Checking - Special (Special checking County)			619.51-
Total 1000.3 - Special Fund Cash Accounts			619.51-
<b>TOTAL</b>			3,540.75-

TOWN MEETING OF JUNE 8, 1999

MINUTES

The June 8, 1999 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 Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. - George Smith, of Miller Environmental, Inc., presented the May 1999 monthly water system operations report to the Board. Commissioner Phillips asked what the problem at 614 Bladen Street was. Mr. Smith stated there was a reported water leak which was tested for chlorine. He further stated there was no chlorine so the water may be a problem with an existing well being used to fill a pond on the property or an underground spring. Mr. Smith also presented the draft of the consumer confidence report. President Vandervort stated he read it and it looked fine to him. Mr. Smith stated the report had all the required language and included, but not required, a list of contaminants Miller Environmental, on behalf of the Town tested the water for. After brief discussion, Mr. Smith stated if the Town would approve the draft, he would submit it to the Maryland Department of the Environment for approval and once that was received, the report would be distributed. Commissioner Phillips made a motion to approve the consumer confidence report prepared by Miller Environmental on behalf of the Town, seconded by Commissioner Doss. The motion passed 3-0.

Nicholas Ricciuti and John Scott discussed the proposed Boys and Girls Club being proposed for the county. Mr. Ricciuti stated the club was in the organizational stage and he was the director of the interim board until a director could be hired. He further stated they had made presentations to several towns and communities in the county and the concept had been well received. He asked the Town to consider holding a community meeting so residents could decide what programs were needed for the kids. He further stated building a facility was at least two years away as they were just starting with fundraising.

At this time, 7:45 p.m., Commissioner Letts arrived at the meeting.

Mr. Ricciuti stated in order to have a club they would need a membership of at least 100 kids, a full-time staff member and a building. He further stated they were looking into using the community center in Rising Sun but programs would be held at different locations throughout the county. President Vandervort asked Mr. Ricciuti what was the next step for the Town to take. Mr. Ricciuti stated the Town needed to organize a community meeting so residents could define what programs they would like to see for the kids. He further stated they would come and make the presentation once the meeting was scheduled. He mentioned the interim board would be holding their next meeting on the first

Saturday in July at the Cecil Community College if anyone was interested in attending. After more discussion, Commissioner Phillips asked Mr. Ricciuti if he could fax a sample list of programs being offered through Boys and Girls clubs elsewhere. Mr. Ricciuti stated he would.

#### OLD BUSINESS

Minutes - After some discussion, a motion was made by Commissioner Doss to approve the minutes of the March 23, 1999 town meeting, seconded by Commissioner Phillips. The motion passed 4-0. A motion was made by Commissioner Phillips to approve the minutes of the May 11, 1999 town meeting, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Letts abstained). A motion was made by Commissioner Phillips to approve the minutes of the May 25, 1999 town meeting, seconded by Commissioner Doss. The motion passed 4-0.

#### PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, the festival organizer, asked if President Vandervort had gotten a price for printing the brochure. President Vandervort stated he hadn't and asked if Mrs. Phillips had gotten one from Ace Printing. Mrs. Phillips stated she had been waiting for President Vandervort's quote but would check with Ace Printing now. Mrs. Phillips stated William Algard would donate a decoy and Robert Phillips would donate a piece of woodwork towards a raffle if the Town would have raffle tickets printed. She further asked if Commissioner Letts would do a carving for the raffle. Commissioner Letts stated he would. After more discussion, President Vandervort asked Mrs. Phillips to check with him on last minute additions to the brochure. Mrs. Phillips asked when the Town would need the brochures in order to send them with the next utility billing. After much discussion, the Board asked to have the brochures by July 6, as the Town Hall would be closed on July 5. Mrs. Phillips stated the blacksmith's apprentice would attend the festival for a \$50 fee if the Town would approve it. After much discussion, the Board decided to determine if he would be an exhibitor or a vendor, as it felt a fee should not be charged if someone would be selling items. President Vandervort stated he had budgeted \$15000 for the celebration. After more discussion, Commissioner Phillips asked if Mrs. Phillips had determined the fee for vendors. Mrs. Phillips stated the fee had not been determined yet. After more discussion, Mrs. Phillips stated the Chesapeake Wooden Boat Builders School was be here. She further stated William Doss had the PA system and she needed to ask him if he would agree to be the emcee for the event. After more discussion, Commissioner Phillips suggested adding the

line "and various vendors" to the brochure as there will be additional vendors. She further stated the additional vendors could be included on the posters when they were done. Commissioner Phillips stated they charged vendors \$25 for a 8x10 space at the last Fall Antique Car and Boat Show. Mrs. Phillips asked Commissioner Phillips if she had talked to Lee Demond on the carriage rides. Commissioner Phillips stated she talked to Mr. Demond's wife who said they had a wedding scheduled that day but would check with Mr. Demond to see if they could be here for a couple of hours. Commissioner Phillips asked if any music had been arranged. President Vandervort stated Rick Taylor would be here and they were trying to make more arrangements. After more discussion, Commissioner Doss stated the fire company would hold the chicken barbecue earlier in the day as requested but did not want to sell the food offsite as that would be a problem with the health department. Mrs. Phillips asked if the fire company would have tables for people to eat at. Commissioner Doss stated they would. Commissioner Letts stated the plans for the fishing derby were going well and would be going around to area businesses for donations toward the prizes. After more discussion, Commissioner Phillips suggested holding a 50/50 raffle. Commissioner Doss stated the fire company usually held one with the barbecue. The Board decided to let the fire company handle that. Commissioner Doss also stated he would contact the fire police regarding parking and how much the donation would be. He further stated the fire company agreed to provide the fire truck, ambulance and fire boat for the fireworks. Commissioner Letts stated he had contacted Woody Jackson about the cost of a barge. Mrs. Morgan stated she had the state permit which needed to be signed by the fire chief and sent in with a \$50 check for the fee. President Vandervort stated the Town needed to sign the contract and then the company would do a site visit. Mrs. Morgan asked if the Town needed to contact the Department of Natural Resources police. Commissioner Doss stated the Town needed to contact them and the Coast Guard. After more discussion, Mr. Hearne stated he would check with Eileen Townsend, of the Local Government Insurance Trust, to see if the Town needed any additional insurance. After more discussion, Commissioner Letts made a motion to approve the contract for the \$10,000 extravaganza display with Fireworks Productions, Inc., seconded by Commissioner Phillips. The motion passed 4-0.

Charlestown Marina - President Vandervort stated he talked to Keith Baynes, the Town's attorney, about the Board's decision to have Phillip Price pay what was currently owed to the Town on the rent before discussing a new 15 year lease at 8% of the tax assessor's appraisal of the full market value. He further stated Mr. Baynes talked to Harry Walsh, Mr. Price's attorney, who stated that would be agreeable and payment would be sent shortly. President

Vandervort stated the court date for the rent case was scheduled for June 29, during the Maryland Municipal League conference. He said he tried to contact Mr. Baynes about it but said whenever the hearing's held, he planned to be there.

Program Open Space - Mr. Hearne stated the Town had received funding approval from the State Board of Public Works for the benches and picnic tables. Mrs. Morgan stated the Town received a fax of specifications for handicapped accessible tables and benches from Ken Ropp, of Program Open Space (POS). President Vandervort stated the fax was too dark to read clearly. Mr. Hearne stated that from information in the fax, it would be more expensive to purchase them than the Town had budgeted. After more discussion, the Board asked Mr. Hearne to get better copies of the specs from Mr. Ropp.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing new.

Tasker Lane - Mr. Hearne stated he needed to contact Mr. Baynes' office for copies of letter he sent out on Tasker Lane. Mildred Cooper, a property owner on Tasker Lane, asked where the southern boundary of the Town was. President Vandervort stated the boundary goes to Chesapeake Road. He further stated the Town would be doing a lot of paving this year and he would be meeting with contractors to get bids. He stated he met with Vannoy Contractors today and Thursday he was to meet with McGuirk Construction. Mrs. Morgan stated she was still trying to schedule a meeting with R.H. Patchell. Robert Phillips, a member of the audience, asked if the Town had contacted Grapes. President Vandervort asked to have Grapes scheduled for a meeting also.

Codification - President Vandervort asked if this contract had already been approved. Mrs. Morgan stated the Board tabled this matter at the last meeting. After some discussion, Mr. Hearne stated the contract was for a compilation only with 15 copies in hard-cover binders. After more discussion, President Vandervort asked if Mr. Hearne knew what General Code would charge to put the Town seal on the binders. After more discussion, President Vandervort suggested the Board could consider approving the additional cost at the next meeting. A motion was made by Commissioner Letts to approve the contract with General Code, seconded by Commissioner Doss. The motion passed 4-0.

Ethics Ordinance - The Board decided to table this matter until the next meeting.

Calvert Street lot - President Vandervort stated the appraisal



needed to be done. Mr. Hearne stated he needed to get new specifications for doing an appraisal acceptable to POS from Mr. Ropp. President Vandervort asked if it was okay with the fire company to have the appraisal done. Commissioner Doss stated the fire company gave verbal approval. Mr. Hearne stated he would contact Mr. Ropp on the specs and contact appraisers.

Y2K Compliance - President Vandervort stated there was nothing new.

Post Office - Repairs - Mr. Hearne stated he had taken the permit to County Permits & Inspection for their approval.

Stone Wharf - Handicapped Access - President Vandervort stated he was getting quotes from contractors to pave a 4 foot strip from the parking lot to the pier. He further stated if the picnic table was placed on the other side of the tree, an additional parking space could be added for handicapped parking. Mr. Hearne stated Mrs. Phillips, as chairman of the Historic District Commission, should check with her board if they had a problem with the Town doing the paving. President Vandervort stated the strip of paving was being required by POS to satisfy handicapped accessibility requirements. Commissioner Doss suggested using slate which may look better than asphalt. After much discussion, President Vandervort stated he would like a letter from the Historic District Commission with its comments and he would check on the cost for slate.

Sheriff's Office - Contract - President Vandervort stated the revised contract was mailed and the same day the Town received a call from Sheriff Kennedy that the Sheriff's Office was holding off on any contracts as the County Commissioners wished to meet with the Sheriff's Office and the towns and organizations wanting police services. He stated the Sheriff further indicated these meetings would probably not be held until fall. President Vandervort stated the Sheriff said until that time, the Town would be charged \$25 per hour as of July 1. Mr. Hearne stated Delegate Rudolph called to let us know the Town didn't receive any funds through the Byrne Memorial Fund.

TCI Franchise Agreement - The Board decided to table this matter until the next meeting.

Commissioner Phillips asked if Mr. Hearne knew what the new green box in her yard was for. Mr. Hearne stated TCI may have installed it due to the upgrading of the cable or to facilitate the connection of additional properties. After brief discussion, Mr. Hearne stated he would check with TCI about it.

Town Brochure - President Vandervort asked the Commissioners to

review the brochure so comments could be made at the next meeting.

Trash Agreement - Mr. Hearne stated the pre-bid meeting was held June 1, 1999 and the only attendees were Harvey & Harvey and BFI. President Vandervort asked what the name of the third company who received a bid package. Mrs. Morgan stated it was Best Sanitation. President Vandervort asked for York Waste to be contacted but to make sure they knew the bids were due June 15th. Mrs. Phillips asked if the Town had to take the lowest bid. President Vandervort stated the Town takes the best bid. He further stated the Town was very satisfied with BFI but the charter required the contract be put out to bid.

Comfort Station - President Vandervort asked to have the keys to the comfort station so he could look at the plumbing problem. Commissioner Doss stated he would like to see it repairs soon as four people complained to him about public urination outside the comfort station. President Vandervort stated he wanted to look at it as spending \$2000 to repair fairly new plumbing was questionable. He asked if the Board would authorize him to make the decision on the repairs to be made, whether by the maintenance workers, if parts can be purchased, or by the plumber. A motion was so made by Commissioner Phillips, seconded by Commissioner Letts. The motion passed 4-0.

#### NEW BUSINESS

Building Permits - Mr. Hearne stated Richard Price bought the Mulveny property on Conestoga Street and submitted a permit to remodel the house but the Planning and Zoning Commission didn't approve the permit as more details on what was actually going to be done were needed. President Vandervort mentioned there was a dead tree on the Hull property on Conestoga Street which should be taken down. Commissioner Letts asked if the tree was on town property. President Vandervort stated he was not sure. Mr. Hearne stated the Town should submit a permit on the tree to be removed on the Carpenter property. Mrs. Morgan stated there was another dead tree on the neighboring property on the other side of Mrs. Carpenter's driveway. She stated both trees had the power lines running through the middle of them. After some discussion, the Board asked to have quotes gotten.

MML Chapter Dinner - Bel Air, July 15 - Mr. Hearne stated the next MML Chapter dinner was scheduled for July 15, 1999 in Bel Air but no other particulars were available at this time.

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

Commissioner Letts mentioned someone was building something across the street from his house. Mrs. Morgan stated Raymond Hobson had a permit to install a driveway and shed on the property and the work was being done by Steve Lewis. Commissioner Letts stated he was concerned as some of the stakes were moved and it looked like they were getting close to that potters' field. President Vandervort asked Mr. Hearne if he could check on it. Mr. Hearne stated he couldn't do the measurements accurately. After brief discussion, President Vandervort asked for a copy of the permit and he would check.

Budget - President Vandervort presented the proposed FY1999-2000 budget to the Board. Commissioner Letts stated the Town needed to budget for a new truck and for the gazebo or other structure that Commissioner Pumpaly had suggested be put out by the town pier.

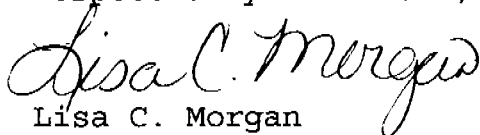
At this time, 10:00 p.m., Commissioner Letts left the meeting.

President Vandervort stated he had budgeted \$20,000 in both the parks and recreation budget and the special fund budget for the purchase of a new truck. He further stated he also budgeted for a new mower. He also said the Town needed to keep an eye on general government expenses as they keep going up and suggested breaking that line item into further categories to see where the money was going. Mr. Hearne asked Mrs. Morgan if she had contacted the auditor, James Brandon. Mrs. Morgan stated he had not. Mr. Hearne stated the Town needed a quote on the cost for him to the audit. Commissioner Doss suggested increased the town buildings electric line item to \$2800 as the flagpole was now illuminated. Mrs. Morgan asked if the telephone budget should be increased as the Town planned to get internet access. President Vandervort stated he would include those changes. President Vandervort stated he wanted to double the building maintenance budget as the Town Hall needed to be painted outside. Commissioner Phillips asked if the office upgrade line item would be increased to include the purchase of new carpet.

At this time, 10:25 p.m., Commissioner Doss left the meeting.

As there was no longer a quorum of commissioners present, President Vandervort adjourned the meeting at 10:25 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JUNE 8, 1999

AGENDA

7:30 P.M.

1. Miller Enviromental - Monthly Report  
Consumer Confidence Report Draft
2. CCSO Liaison - Monthly Report

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Charlestown Marina
6. Program Open Space
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Calvert Street lot
12. Y2K Compliance
13. Post Office - Repairs
14. Stone Wharf - Handicapped Access
15. Sheriff's Office Contract
16. TCI Franchise Agreement
17. Town Brochure
18. Trash Agreement
19. Comfort Station
20. Paving

NEW BUSINESS

21. Building Permits
22. MML Chapter Dinner - Bel Air, July 15
23. Budget
24. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/8/99 TIME: 7:30 p.m.

Nick Ricciuti JSS Director 410-9960307

Mildred Cooper

George Smith MEI

JOHN S. SCOTT JR B/E LUCIL (410) 2876767

Rebecca C. Phillips

Robert E. Phillips

Val Hahn

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash - General Checking</b>			
Central Printing & Office Supply. ...	(2) bx envelopes; (1) bx window envelopes; (1) bx letterhead	6220.1 - Office Supplies	173.00-
Radio Shack	Acct #1903060981 - Inv #282088 - (4) 3pk cassette tapes; L...	-SPLJT-	31.63-
BFI	Inv # -0115246-05099-0358 - May trash collection	6651.1 - Trash Collection	3,202.89-
Rising Sun Herald	1 yr subscription to Herald	6210.1 - General Government	14.00-
Baynes, Keith A.	May statement - tele conversation w/ Mr. Walsh re: rent pa...	6310.1 - Legal Counsel	40.00-
Mac's Shacks	Acct #110342 - Inv #14891 - (2) portable toilets for playgr...	6730.1 - Contract Maintena...	110.00-
Woodward-Clyde Consultants	Inv #73249 - review waterline construction at Charlestown ...	6611.1 - Tiffin	78.00-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	97.40-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	11.58-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.49-
Flagpole Lighting	Accl #2-62-42283-5-0 - Flagpole Conestoga St	6420.1 - Electric	40.74-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.39-
American Home & Hardware	Accl #685600 - Inv #591452 - wood patch & drill bit to re...	-SPLJT-	36.28-
Benjamin Lumber Co., Inc.	Accl #1186 - Inv #252936 - nails & wood screws for gazebo...	-SPLJT-	31.57-
Staples	Accl #7972 3200 0002 7426 - office supplies	6220.1 - Office Supplies	64.99-
J.C. Ehrlich Chemical Co., Inc.	chemical vegetative control - playgrd at Fair Green Park ...	-SPLJT-	687.00-
<b>Total 1010.1 - Cash - General Checking</b>			<b>4,631.96-</b>
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	114.32-
Sta 3 electric	Accl #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	93.78-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	9.50-
Rt 7 electric	Rt 7 Station acct # 2-62-35170-7-0	6533.2 - Station Rt. #7	50.80-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	139.78-
Well 3 Electric	Well 3 Accl. # 2-62-35148-9-0	7131.2 - Electric	309.37-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	141.92-
<b>Total 1010.2 - Cash - Utility Checking</b>			<b>859.47-</b>
<b>Total 1000.2 - Utility Fund Cash Accounts</b>			
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking - Special (Special checking County)</b>			
			<b>859.47-</b>

06/08/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Baynes, Keith A.	May statement - review Tasker Ln survey w/ McAllister; hr ...	- SPLT -	80.00-
American Home & Hardware	Acct #685600 - Inv #591283 - listed safety equipment for ...	- SPLT -	309.04-
Northern Tool & Equipment Co.	Inv #531828364 - (1) Homelite 2500W generator, item #154...	6026.3 - Safety Equip - LGL...	554.34-
Harrison Repairs	Inv #19409 - weld dump body of town truck	6024.3 - Truck Repair	569.00-
Mac's Shacks	Acct #110342 - Inv #14892 - (1) portable toilet for shop - ...	6420.3 - General Maintenance	55.00-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	601.61-
J.C. Ehrlich Chemical Co., Inc.	chemical vegetative control - ditch along Frederick St.	6300.3 - Streets	257.00-
Total 1005.3 - New-Checking-Special (Special checking County)			2,425.99-
Total 1000.3 - Special Fund Cash Accounts			2,425.99-
<b>TOTAL</b>			7,917.42-

## TOWN MEETING OF AUGUST 25, 1998

### MINUTES

The August 25, 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.

### OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner J. Letts to approve the minutes of the July 28, 1998 meeting, seconded by Commissioner Phillips. The motion passed 3-0-2 (Commissioners Pumpaly and D. Letts abstained). After some discussion, a motion was made by Commissioner Phillips to approve the minutes of the August 11, 1998 meeting with the change of "contract" to replace "notice of award" regarding the fireboat pier, seconded by Commissioner D. Letts. The motion passed 3-0-2 (Commissioners Pumpaly and J. Letts abstained).

### PENDING BUSINESS

Bell Atlantic - Antennas on water tower - President Vandervort stated the plans from Bell Atlantic's engineer for the antennas had been forwarded to Tatman & Lee Associates, the Town's engineers, for review.

Mr. Hearne stated there was one more set of minutes to be approved, for the workshop meeting on August 18, 1998. A motion was made by Commissioner D. Letts to approve the minutes of the August 18, 1998 workshop meeting, seconded by Commissioner J. Letts. The motion passed 3-0-2 (Commissioners Pumpaly and Phillips abstained).

Continuing with the subject of the antennas, President Vandervort stated the Town received a letter from Tatman & Lee Associates on their review of the plans with a list of comments that needed to be addressed by Bell Atlantic's engineer. After some discussion, President Vandervort asked to have this letter sent to Bell Atlantic so their engineer could clarify these points. Mr. Hearne stated Mr. DeLorimier, of Tatman & Lee Associates, was trying to determine who the tank manufacturer was.

Charlestown Marina - President Vandervort stated Keith Baynes, the Town's attorney, sent a letter to Charlestown Marina's attorney stating that before the Town would enter into any discussion about the lease again, they would have to pay the judgment the Town already had against them and the taxes. He further stated Mr. Baynes asked to have them respond promptly or he was empowered to do whatever was necessary to protect the Town's interest. President Vandervort stated this was done a few weeks ago and he



hadn't heard anything from Mr. Baynes and would check with him.

Fireboat Pier - Mr. Hearne stated the contract was signed with Century Engineering last Thursday and issued the notice to proceed. Mr. Hearne stated Mrs. Morgan had contacted Century Engineering to make sure they received a copy of the updated hydrological study from David Decker, of the Maryland Department of Natural Resources (DNR) and found out Mr. Watchinsky, the project manager for Century Engineering, was no longer with them. Mr. Hearne stated he talked to David Hoover, of Century Engineering, who would now be the project manager, and Mr. Hoover didn't see any problem meeting the Town's time frame. Mr. Hearne also contacted Francis Smith, the C.E.O. of Century Engineering, who confirmed there shouldn't be any problem meeting the time frame. Mr. Hearne said the Town should have the first draft back the day after Labor Day, the draft to be sent back to Century Engineering by September 14th, then Century Engineering would have a second draft to the Town by September 21st and the Town should return that to them by September 28th and the final design should be returned to the Town by October 5th. President Vandervort stated he talked to Ronald Daniels, chief of the Charlestown Fire Company, and assured him the Town wanted him to work closely with the engineers on the design and asked if Mr. Hearne had communicated that to the engineer. Mr. Hearne stated he told Dave Hoover so and gave Mr. Daniel's contact numbers to him and reiterated the same information to Mr. Smith when he talked to him. He added the engineer was originally supposed to supply three copies of the design - one each for Ken Ropp and David Decker of DNR and one for the Town. He asked Century Engineering to send Mr. Ropp's and Mr. Decker's copies directly to them and for an additional design copy sent to the Town so it can be given to Mr. Daniels.

Program Open Space - Fair Green Park - President Vandervort stated there'd been no activity on this matter. After some discussion, President Vandervort stated it was too late to do a community-built playground and the core committee was defunct at this point. Commissioner Phillips stated she thought everyone was waiting until there was a full board present to discuss what direction would be taken. After some more discussion, President Vandervort stated he was working on a new plan, the priority being replacement of the sand base and a more conventional plan incorporating the existing equipment with some new. Commissioner D. Letts stated she had gotten material from vendors at the MML Conference and could pass it along.

Sidewalk Retrofit Program - President Vandervort asked if there was any contact by the contractor. Mr. Hearne stated he hadn't heard anything and the contractor had previously stated it would be 2-3

months.

Tasker Lane - President Vandervort stated he hadn't talked to anyone lately. Commissioner J. Letts asked whose poles they were. President Vandervort stated they were the telephone company's. He further stated the telephone company said they must have had the right to have them there. After more discussion, the Board decided to have Mr. Baynes write a letter to the telephone company to move the poles out of the street. President Vandervort stated he would contact Mr. Baynes.

Maintenance Worker - President Vandervort stated he contacted Hershel Armour about working on an as-needed basis for the Town. He also stated he offered Mr. Armour \$9 per hour as that was what the Board had considered paying a new worker. He said Mr. Armour had indicated he would be willing and would contact William Algard, the Town's maintenance worker, to see what jobs were pending. Mr. Hearne mentioned the Boys Scouts had not painted the cemetery fence. After some discussion, President Vandervort stated Mr. Algard and Mr. Armour would probably be working on that, if the Boy Scouts don't, and replacing some of the posts.

Dock Ladders - Commissioner J. Letts stated he talked to Charlestown Marina and the Town had no response from them. He stated he also talked to Chesapeake Docks, Inc. who had given the Town a quote back on December 7, 1993. He stated he checked with them and that quote for a 5-step aluminum dock ladder, model #1-5, for \$118 per ladder was still good. Commissioner J. Letts asked if the Town would need three quotes to purchase the ladders. After some discussion, the Board decided they would need to get at least one more quote as the cost would be above \$2500. Commissioner Phillips stated she might be able to get prices on them. After more discussion, Commissioner J. Letts stated he would get another quote.

Codification - Mr. Hearne stated he contacted General Code Publishers and talked to Donna Elliott and they would research, at no charge, what they had so far on the Town's ordinances and resolutions. He stated he did find something in an old file that gave an indication that a previous town board had been considering revising the Town's charter. He further stated Mrs. Elliot had asked for the Town to forward the ordinances and resolutions that General Code did not have and then they would talk to the Board about what needed to be done and what the cost would be.

Ethics Ordinance - President Vandervort stated a workshop meeting was held on August 18, 1998 to discuss the ethics ordinance and all the Commissioners should have a copy of the ordinance. He further

stated the consensus of the commissioners at the workshop meeting was to add term limits and what they are to the first paragraph under Article III which defines the Ethics Commission. After some discussion, President Vandervort stated the other item was to delete paragraph (c) in Article IV. After much discussion, President Vandervort stated he would like to send a letter to the Ethics Board with the recommendations for their comments. After more discussion, Commissioner D. Letts made a motion to set 3-year term limits for the Ethics Commission, the initial terms to be staggered at 1-, 2- & 3- year terms, seconded by Commissioner J. Letts. The motion passed 4-1. A motion was made by Commissioner Phillips to delete paragraph (c) of Article IV, seconded by Commissioner D. Letts. The motion passed 5-0.

#### NEW BUSINESS

Water System Loan - Refinancing - President Vandervort stated the Town received information from the State about refinancing loans and with the interest rates being down, it would make sense to refinance the water system loan. After some discussion, he further stated the next step would be to meet with the State. Commissioner Letts stated he thought the State only did this at certain times of the year. Mr. Hearne stated the application would be due by November 20, 1998 and the bond issue would be in February 1999. He stated he tried to contact Richard Hillman, of the Maryland Infrastructure Program, but he hadn't called back. Commissioner J. Letts made a motion to invite Richard Hillman, of the Maryland Department of Housing and Community Development, to a meeting to discuss the refinancing of the Town's water system loan, seconded by Commissioner Phillips. The motion passed 5-0.

Al Wein - Smart Growth Development Plan - Effect on Charlestown - Mr. Hearne stated Al Wein, of the County's Planning & Zoning Office, wanted to meet with Mr. Hearne and President Vandervort regarding a proposed amendment to the County's subdivision regulations regarding adequate public facilities, i.e. schools, in accordance with the State's Smart Growth Plan, and its impact on Charlestown. President Vandervort stated that from what he'd seen the county wanted to limit school capacity to 115% over capacity and Charlestown Elementary was at 125% now so the County would not approve any residential development in town. After some discussion, Mr. Hearne stated he would schedule a meeting with Mr. Wein.

Lighting of Flagpole at Stone Wharf - Commissioner J. Letts stated Hilda Kraft suggested lighting the flagpole so the flag would not have to be put up and taken down. He further stated he talked to Mr. Algard about what we would need and the cost would be nominal.

Commissioner D. Letts asked if the Town would consider lighting the flagpole at the town's cemetery. After some discussion, a motion was made by Commissioner J. Letts to pursue looking into the cost of lighting the flagpole at the Stone Wharf, seconded by Commissioner Phillips. The motion passed 5-0.

Facilities for Non-trailerable Recreational Boats - Grant Monies - Mr. Hearne stated grant monies for the construction of facilities for non-trailerable vessels (26 feet or larger) was available. After some discussion, Mr. Pumpaly talked to the Board about taking down the old barn which people have to walk behind to get to the town pier. He further suggested the Town consider a deck or something to enhance that area. After some more discussion, Commissioner J. Letts asked if monies collected for boat slip fees could be used for this type of project. President Vandervort stated it could. After more discussion, Commissioner Pumpaly suggested a deck like they had at Roger's Tavern in Perryville. President Vandervort stated we will go ahead with seeking grant monies. After more discussion, President Vandervort stated the Town would seek to add slips for larger vessels and improve the existing facility, perhaps with a deck, a walkway, etc. He asked to review the wording of the correspondence Mr. Hearne would be sending. A motion was made by Commissioner Phillips to pursue grant monies for facilities for non-trailerable recreational boats, seconded by Commissioner D. Letts. The motion passed 5-0.

MML Legislative Conference - Cumberland, Maryland - President Vandervort asked when it would be held. Commissioner D. Letts stated October 18, 1998. Mr. Hearne asked if Commissioner D. Letts was receiving her MML magazine at home as Mrs. Morgan had not been getting it at the office. Commissioner D. Letts stated she had. President Vandervort asked if anyone wanted to attend the conference. Mr. Hearne stated he wanted to attend the Friday/Saturday session. President Vandervort asked if the Town would pay the expense. Mr. Hearne stated there should be enough money in his travel fund from Maryland Rural Development Corporation (MRDC), to pay the expense. He asked if the Town would be willing to pay the hotel expense and be reimbursed by MRDC as he would like to stay at the hotel the conference is located. After some discussion, a motion was made by Commissioner J. Letts that the Town would pay the expenses for commissioners who decide to attend the conference, seconded by Commissioner Phillips. The motion passed 5-0.

Charlestown Fire Company - Donation - Mr. Hearne stated the Town received a letter from the Charlestown Fire Company requesting a donation. He further stated \$1600 was budgeted for the fire company and \$25 of that would be for the ambulance club, leaving

Town Meeting of August 25, 1998  
Minutes (cont'd.)  
Page 6 of 6

\$1575. A motion was made by Commissioner J. Letts to donate \$1575 to the Charlestown Fire Co., seconded by Commissioner Phillips. The motion passed 5-0.

Halloween - Glowsticks - Commissioner D. Letts stated she felt they were a big success last year and would be willing to hand them out again on Halloween this year if the Town decided to purchase them. President Vandervort asked how many were purchased last year. Mr. Hearne stated 300 glowsticks were ordered and Commissioner D. Letts stated she did not have many left last year. After some discussion, a motion was made by Commissioner D. Letts to purchase 300 glowsticks from the same company as last year, seconded by Commissioner J. Letts. The motion passed 5-0.

New Millennium Celebration - Commissioner J. Letts asked if the Town was interested in planning an event to celebrate the new millennium. After much discussion, Commissioner J. Letts stated he would be willing to serve on a committee to plan such an event and President Vandervort stated the insert for the next utility bill could ask for volunteers for such a committee.

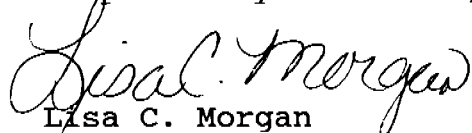
Rens Swan talked to the Board about his on-going problem with Cathy Farrell. After much discussion, the Board informed Mr. Swan that the problem he had with Ms. Farrell's driveway would have to be addressed to the Planning and Zoning Commission. After more discussion, Mr. Swan stated he would consult his attorney and the Board decided to refer any further discussion regarding the matter to the Town's attorney and moved on to the next item of business.

Mr. Hearne stated the Town received a draft of the FY97 State of Maryland Performance Report which detailed all the activities the State carried out to comply with the Consolidated Plan and any comments to the State would need to be in by September 21, 1998.

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

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF AUGUST 25, 1998

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes

PENDING BUSINESS

2. Bell Atlantic - Antennas on water tower
3. Charlestown Marina
4. Fireboat Pier
5. Program Open Space - Fair Green Park
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Maintenance Worker
9. Dock Ladders
10. Codification
11. Ethics Ordinance

NEW BUSINESS

12. Water System Loan - Refinancing
13. Al Wein - Smart Growth Development Plan - Effect on Charlestown
14. Lighting of Flagpole at Stone Wharf
15. Facilities for Non-trailerable Recreational Boats - Grant Monies
16. MML Legislative Conference - Cumberland, MD
17. Charlestown Fire Company - Donation
18. Halloween - Glowsticks
19. New Millenium Celebration
20. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/25/98 TIME: 7:30 P.M

ERIKA QUESENBERY THE HERALD NEWSPAPER

Rens. W. Swan

Val Hahn

Blank lined area for additional names and affiliations.

# Town of Charlestown

## Accounts Payable Bills

08/25/98

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Mac's Shacks	Acct #110342 - Inv #13956	6730.1 - Contract Mainte...	110.00-
Wellwood Yacht Club, Inc.	reimburse fee for minor building permit - permit not ne...	4223.1 - Planning & Zoni...	5.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...	6440.1 - Telephone	98.08-
Sheriff's Patrol	gasoline for Charlestown Patrol for Jun & Jul '98	-SPLIT-	191.76-
Sheriff's Patrol	Sheriff's Patrol - Inv #98-06 for Jun '98 & Inv #98-07 for...	-SPLIT-	4,983.68-
Central Printing & Office Supp...	(1) bx letterhead; (2) boxes window envelopes	6220.1 - Office Supplies	114.00-
Terminix	termite inspection (Town Hall) - Contract #974010143 ...	6450.1 - Maintenance	35.00-
AT&T	Acct #8014-058-9492 - Inv #6392270751	6440.1 - Telephone	17.40-
Total 1010.1 - Cash-General Checking			5,554.92-
Total 1000.1 - General Fund Cash Accounts			5,554.92-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	32.49-
Joseph G. Pollard Co., Inc.	Acct #A16670 - Inv #A74909 - shipping charges for me...	7142.2 - Office Supplies	4.45-
Total 1010.2 - Cash - Utility Checking			36.94-
Total 1000.2 - Utility Fund Cash Accounts			36.94-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Mac's Shacks	Acct #110342 - Inv #13953 - (1) portable toilet - 08/01/...	6420.3 - General Mainte...	55.00-
Gilbert Enterprises Inc.	July gasoline	6025.3 - Gasoline	112.68-
Total 1005.3 - New-Checking-Special (Special checking County)			167.68-
Total 1000.3 - Special Fund Cash Accounts			167.68-
<b>TOTAL</b>			<b>5,759.54-</b>



WORKSHOP MEETING OF AUGUST 18, 1998

MINUTES

The August 18, 1998 Workshop Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr. and Commissioner Diane M. Letts. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

General discussion of the ethics ordinance was held between the Commissioners. No decisions were made and no votes were taken at this meeting.

Respectfully submitted,

*Stanley W. Hearne*

Stanley W. Hearne  
Town Administrator



TOWN MEETING OF AUGUST 11, 1998

MINUTES

The August 11, 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.

Miller Environmental - Monthly Report - George Smith, of Miller Environmental, Inc., presented the June and July monthly water system operations reports to the Board. He, also, presented a report (see attached copy) regarding the replacement of the pump, motor and pipes at Well 1. He explained the original problem was the electrical board which was damaged following a storm and in repairing that problem, the problem with the pump, motor and pipes was found. He further explained the damage to the board was from the storm but the damage to the pump, etc. was not. He stated there was a spare board in stock which was used to replace the damaged board and the invoice for replacing the pump and other items was given to the Town. After some discussion, Mr. Smith stated they would purchase a new board to place in stock and a copy of the invoice given to the Town so it could be submitted to our insurance company.

OLD BUSINESS

Approval of Minutes - The Board tabled this matter as there were not a quorum of commissioners present who attended the last meeting.

PENDING BUSINESS

Bell Atlantic - Antennas on water tower - Mr. Hearne stated the Town received the final proposed plans for the antennas on the water tower from the engineer for Bell Atlantic. After some discussion, President Vandervort stated he would contact Tatman & Lee Associates, the Town's engineers, about what they would charge to review the plans and the Board requested the plans be forwarded to Tatman & Lee in anticipation of such review being done.

Charlestown Marina - President Vandervort stated Keith Baynes, the Town's attorney, sent two letters to the new attorney for Phil Price, one acknowledging receipt of the attorney's letter and the other giving the Town's position regarding the matter. He further stated Mr. Baynes had not received a reply as yet.

Fireboat Pier - Mr. Hearne stated the draft contract was ready for President Vandervort to review before getting the contract signed by Mr. Baynes and sent to Century Engineering. He also stated Century Engineering needed to send a new insurance policy as the one they had sent had now expired and the new policy would need to

have the Town as an additional insured. He also needed to have written verification of the company's name. President Vandervort asked to have these issues dealt with quickly.

Program Open Space - Fair Green Park - President Vandervort stated the playground project had been put on hold as a consensus had not been reached by the Board regarding the plans and he had advised Leathers and Associates the project may not possible until spring. He further stated he would like to move forward on the purchase of the pavilion as that purchase had already been approved. After some discussion, President Vandervort stated he would contact the company who gave him the quote for the pavilion.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing new.

Tasker Lane - President Vandervort stated there was nothing new.

Maintenance Worker - President Vandervort stated the Board had decided at the last meeting to stay with one maintenance worker and to approach Hershel Armour, who had temporarily worked for the Town, to see if he would be amenable to working on a part-time basis for the Town as needed. He further stated he had not contacted Mr. Armour yet.

Dock Ladders - Mr. Hearne stated he had a copy of the old filed information on dock ladders for Commissioner J. Letts and gave the information to Commissioner D. Letts to give to him. The Board decided to table this matter until Commissioner J. Letts would be present.

Comprehensive Plan - Reprinting - Mr. Hearne stated Tatman & Lee Associates quoted him a price of \$10 per book. After some discussion, a motion was made by Commissioner Phillips to approve the printing of 20 books at the cost of \$10 per book, seconded by Commissioner D. Letts. The motion passed 3-0.

President Vandervort stated he attended the last meeting of the Planning & Zoning Commission and had authorized the purchase of business cards for the new members. After some discussion, the Board decided business cards should be authorized for the other members. Mrs. Morgan stated Betty (Waldrop) McNamara may not be living in town any more. After some discussion, Mr. Hearne will send a letter to her asking her to contact him regarding the matter. After more discussion, a motion was made by Commissioner Phillips to authorize the purchase of business cards for all active members of the Planning & Zoning Commission, seconded by Commissioner D. Letts. The motion passed 3-0.

Larry Metz, president of the Wellwood Yacht Club, discussed with the Board the matter of repeated complaints made to the Health Department, County Permits & Inspection Office, and the County Liquor Board by Commissioner Phillips through the Town Hall. He stated he felt it was a conflict of interest as she had business dealings with the Wellwood Yacht Club which have not been resolved to date. After much discussion, the Board moved on to the next item of business.

Tiffin Developers - Public Works & Three-Party Agreements - Mike Powell, of Powell Realtors, discussed with the Board the public works agreements for the roads and water and the three-party agreement between the Connors, Tiffin Developers and the Town regarding their proposed development in Charlestown Manor. After much discussion regarding the items Mr. Hearne stated still needed to be addressed by Tiffin Developers, a motion was made by Commissioner D. Letts to authorize President Vandervort to sign the agreement once everything Mr. Hearne had listed were complied with, seconded by Commissioner C. Phillips. The motion passed 3-0.

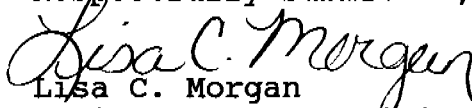
President Vandervort stated Rebecca Phillips, chairman of the Historic District Commission, had talked to him about replacing the lines on the flagpole at the stone wharf. Commissioner D. Letts stated Mrs. Phillips had given her a quote of the cost. She stated the quote was for 175 ft. of 3/8 inch nylon braid at \$0.65/foot and 100 ft. of 1/4 inch nylon braid at \$0.42/foot. She further stated Nicholas Hayes, a member of the Historic District Commission, had gotten the quote from a company in New Castle, Delaware. After some discussion, a motion was made by Commissioner Phillips to purchase the replacement rope for the flagpole at the stone wharf at the prices quoted, seconded by Commissioner D. Letts. The motion passed 3-0. The Board asked to have Mr. Hayes contacted to determine how the purchase would be made.

#### NEW BUSINESS

Accounts Payable - A motion was made by Commissioner Phillips to pay 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 8:56 p.m.

Respectfully submitted,

  
Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF AUGUST 11, 1998

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. Tiffin Developers - Public Works & Three-Party Agreements

OLD BUSINESS

3. Approval of Minutes

PENDING BUSINESS

4. Bell Atlantic - Antennas on water tower
5. Charlestown Marina
6. Fireboat Pier
7. Program Open Space - Fair Green Park
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Maintenance Worker
11. Dock Ladders
12. Comprehensive Plan - Reprinting

NEW BUSINESS

13. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: August 11, 1998 TIME: 7:30 p.m.

George Smith - MBI

Howard Hall

Tichi Hoagy

Lewis W. Hoopes

Val Hahn

Lynn Must  
Mike Paul

# MILLER ENVIRONMENTAL INC.

Water & Wastewater Operations

P.O. Box 189  
Chesapeake City, MD 21915  
Phone 410-885-5306  
Fax 410-885-5282

July 15, 1998

President and Commissioners  
Town of Charlestown  
241 Market Street  
Charlestown, Maryland 21914

Re: Report of Well # 1 Failure

Dear President and Commissioners:

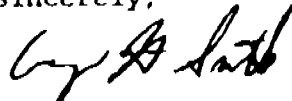
On July 1, 1998 on arrival at the water treatment plant we found well pump # 1 being called for on the control panel but not showing a pump run light. A local thunderstorm had passed through the area the previous evening and we did receive a call from the auto dialer that the power was off to the plant. Electric service was resumed within minutes of the call. We checked the 8 to 20 milli-amp signal and could not get a correct reading back to the control panel. It was determined the 8 to 20 milli-amp circuit board was not functioning and we believe this component took a lightning or voltage surge hit. We replaced the circuit board. Upon further investigation we determined primary voltage was present through the pump motor starter but the pump was not running.

Shore Well Drillers pulled the pump and we observed the pump was locked up at the lower bearing. The pump was replaced with a heavy duty model. pump motor was tested, found to be defective and replaced, both check valves were leaking and were replaced, and five lengths of 3" pipe were replaced due to deteriorated threads at the couplings. We instructed Shore Well Drillers to replace the submersible power wire as preventive maintenance. Well # 1 was placed back in service.

As with well # 2, you now have a heavy duty pump in this well that should provide a longer service life and now produces 80 gpm of water compared to the 65 gpm the original lighter duty pump provided.

Please feel free to contact me if you may require further information.

Sincerely,



George H. Smith  
Vice President

cc: Files



# Shore Well Drillers, Inc.

**Drilling Contractor**

P. O. Box 374  
Cecilton, MD 21913

PHONE: (410) 275-2261

FAX (410) 275-2063

**Miller Environmental Inc.**  
P.O. Box 189  
Chesapeake City, Maryland 21915

July 13, 1998

Re: Pump work - Well #1  
Site: Charlestown  
Invoice # SD 3095

1 - 100H07 Gould Submersible pump	\$ 1,592.00
1 - 7 1/2 H.P. - 230 volt submersible motor	\$ 1,452.00
5 - Lengths of 3" galvanized pipe	\$ 885.00
2 - 3" check valves	\$ 390.00
1 - 3" galvanized nipple	\$ 21.00
120' - 8/3 submersible wire	\$ 132.00
2 - Rolls of 2" black tape	\$ 18.00
3 - Baker 6x7 "O" Rings	\$ 27.00
Labor - seven (7) hours	\$ 875.00

**TOTAL DUE** \$ 5,392.00

**TERMS: ON RECEIPT**  
A service charge of 1 1/2% per month, 18% per year, will be added to all invoices not paid within 15 days of billing.

08/11/98

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 · Electric	12.48-
Woodward-Clyde Consult.	Inv #226143 - review letter for Charlestown Manor	2057.1 · Security dep Tiff...	175.00-
Woodward-Clyde Consult.	Inv #226144 - feivew Westwood plans & made recom...	6610.1 · Administration	105.00-
Baynes, Keith A.	July statement - letter to Phil Price; review consult agre...	-SPLIT-	300.00-
BFI	Inv #980700-0115246 - July trash collection	6651.1 · Trash Collection	3,113.03-
Chesapeake Publishing Corp.	Acct #ELN1180 - ad for Planning & Zoning Commissio...	6610.1 · Administration	227.40-
<b>Total 1010.1 · Cash-General Checking</b>			
<b>Total 1000.1 · General Fund Cash Accounts</b>			
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 · Station #1	124.39-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 · Station #3	96.27-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 · Station RT. #7	63.41-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 · Electric	300.22-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 · Electric	228.41-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 · Electric	70.30-
Shore Well Drillers Inc.	Inv #SD3095 - replace pump & pipes @ Well #1	7750.2 · Repairs	5,392.00-
Miller Environmental, Inc.	Inv #10079835 - pass thru expenses - July '98	7120.2 · Contract Operat...	196.88-
Miller Environmental, Inc.	Inv #10099834 - Water ops contract - Sep '98	7120.2 · Contract Operat...	1,690.00-
<b>Total 1010.2 · Cash - Utility Checking</b>			
<b>Total 1000.2 · Utility Fund Cash Accounts</b>			
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #22549 - parts to repair mower	6022.3 · Equipment Repair	39.92-
Benjamin Lumber Co., Inc.	Cust #1186 Inv #249405 - screws, nuts & bolts for stop...	6410.3 · Road Signs	15.79-
American Home & Hardware	Acct #685600 - Inv #512810 - (6) bgs black top mix for ...	6300.3 · Streets	35.94-
Chesapeake Service Center	Inv #1724 - replace tie rods & Inv #1756 - repair rear br...	-SPLIT-	888.77-
Electric Public Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	616.70-
Wal*Mart	Acct #2634 - July statement	-SPLIT-	66.78-
<b>Total 1005.3 · New-Checking-Special (Special checking County)</b>			
<b>Total 1000.3 · Special Fund Cash Accounts</b>			

**Town of Charlestown**  
**Accounts Payable Bills**

08/11/98

Name	Memo	Split	Amount
TOTAL			<u>13,758.69-</u>

## TOWN MEETING OF MAY 25, 1999

The May 25, 1999 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 Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Pauline Bryant - Animal Control - Pauline Bryant, a resident on Calvert Street, discussed with the Board the problem of dogs running loose all over town. President Vandervort stated the S.P.C.A. was the animal control agency for the county. He further stated he didn't know what the cost would be to hire a dogcatcher for the town. President Vandervort stated he spoke to the Sheriff about the problem. After much discussion, Mrs. Bryant requested the Town enforce the ordinance as the S.P.C.A. does not come out or they ask the complainant to catch the dog and they would pick it up. After more discussion, Mrs. Bryant suggested the Town contact the S.P.C.A. and request they come into town on specific days. Mrs. Bryant also stated she had asked Mr. Hearne if the Town would put a picnic table or bench at the town property at Calvert and Conestoga Streets but there's nothing there. The Board agreed there wouldn't be a problem putting a bench there but the Town was waiting for information on how benches and picnic tables are made handicapped accessible from Program Open Space. President Vandervort stated people with dog complaints should contact the S.P.C.A. and, if they don't respond, to contact the Sheriff's Office and let the Town know they had a problem with getting the S.P.C.A. to respond.

### OLD BUSINESS

Minutes - The Board tabled the minutes of the March 23, 1999 town meeting as there was not a quorum of commissioners present who were at that meeting. A motion was made by Commissioner Phillips to approve the minutes of the April 13, 1999 town meeting, seconded by Commissioner Doss. The motion passed 3-0. The Board tabled the minutes of the May 11, 1999 town meeting as there was not a quorum of commissioners present who were at that meeting.

### PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, the festival organizer, reported on the planning for the event to date. She further said she talked to Commissioner Letts regarding the fishing tournament and he was working on it and would be ready for the festival. She asked Commissioner Doss about the fire company's chicken barbecue. Commissioner Doss stated it was tentatively scheduled to be earlier to accommodate the festival but final approval would be gotten at the next fire company meeting. Mrs. Phillips stated Charles Murphy had worked on a draft festival brochure to be sent out with the next utility billing. She asked Commissioner Phillips if she had contacted Mr. Demond regarding the

carriage rides. Commissioner Phillips stated Mr. Demond needed to check his schedule but believed he would be available and would call Mrs. Phillips directly to confirm that. Mrs. Phillips asked if Mr. Demond charged a fee or if he would give a percentage of his proceeds to Colonial Charlestown. Commissioner Phillips stated he hadn't charged a fee in the past and as for the other, that was why she was having him contact Mrs. Phillips directly. After more discussion, Mrs. Phillips asked Mr. Murphy if he would be able to hook up the electric service using the old icehouse's electric. Mr. Murphy asked if she had permission from Mrs. Henry to do so. Mrs. Phillips stated she had. Commissioner Phillips stated they could also use the electric service at the comfort station. Mrs. Phillips stated she had talked to Russell Johnstone and was quoted a price of \$175 an hour for the bagpiper. She also stated Commissioner Phillips had mentioned the boat builders from Harford County but hadn't been able to locate them. Mrs. Phillips stated she was going to contact Edgar Insley, the Scoutmaster for the Boy Scouts, to see if they would do the curly fries. Mr. Hearne suggested she write him a note as he does not always get phone messages. Mrs. Phillips stated Colonial Charlestown would be selling t-shirts and sweatshirts. She asked if President Vandervort would schedule a couple of deputies to work that day but she didn't know about the parking. After some discussion, Commissioner Doss suggested contacting the fire police to park the cars. He further stated they usually ask for a donation and then stated he would contact Gerald Hawkins regarding the fire police. After more discussion, Mrs. Phillips asked about the parking. President Vandervort suggesting asking the fire company for the use of their lot on Calvert Street and using Lot B for secondary parking and then overflow parking would be at the ballfield.

At this time, Commissioner Letts arrived at the meeting.

Mrs. Phillips asked if the Town would pay for the cost of the fire police. President Vandervort suggested finding out the cost and then deciding. Mrs. Phillips stated she still needed to contact Commissioner Pumpaly regarding the music. After some discussion, Mrs. Phillips stated the brochures would be handed out at businesses and the local banks and probably would have 2,000 printed. Commissioner Phillips made a motion to accept the Charlestown Millennium Celebration brochure, seconded by Commissioner Doss. The motion passed 4-0. Mrs. Phillips stated she would prefer having the brochures printed by Ace Printing and asked if she needed to get a price from them first before having the printing done. The Board decided to just have the printing done. After more discussion, President Vandervort stated the Town would probably need a barge for the fireworks. After more discussion, Commissioner Letts stated he would check with Joseph

Garcia in North East regarding the cost of a barge. Commissioner Doss asked if anyone knew where the PA system was. After some discussion, Mr. Murphy stated he would check the 107 House for it. Commissioner Letts stated he might be able to get one from the North East Fire Company and would check on it. President Vandervort asked Commissioner Letts about the planning for the fishing tournament. Commissioner Letts stated he was working on the arrangements with Bernard Chiominto and the fishing club he belongs to officiate the tournament and on the prizes to be awarded at the festival. He stated they would be looking for donors to fund the prizes and the donors would be acknowledged on a sign displayed at the fishing tournament. Mr. Hearne asked if Mrs. Phillips had considered t-shirts, caps or some other way to identify event staff so visitors could identify them. After some discussion, Mrs. Phillips stated she would order white t-shirt with blue printing with staff on the back.

Mr. Hearne asked Mrs. Phillips if she had looked at the draft article Mrs. Morgan had done for the Maryland Municipal League's Book on Municipal Governments. After much discussion, Mrs. Phillips stated she would work on it and have it back to the Town in time for the article to be sent on June 1, 1999 to the MML. After reviewing the pictures to be included with the article, Commissioner Letts asked President Vandervort if a decision was made to put another light on the flagpole. President Vandervort stated he hadn't had a chance to view the pole from the water to see if another light was needed. He also said the Town should get a larger flag when the current one wears out.

Mr. Hearne asked if the Board wanted to consider the fireworks contract at this time. President Vandervort stated a motion was needed to accept the contract. Commissioner Phillips made a motion to sign the contract with Fireworks Production to hold the extravaganza fireworks display on September 25, 1999, with a rain date of October 2, 1999. After some discussion, Commissioner Phillips withdrew her motion. President Vandervort asked what questions needed to be answered before the contract was signed. Commissioner Doss stated the Town needed to check with the fire department regarding the fire engine and ambulance being available. Commissioner Letts stated the Town needed to get a permit and the fire chief would have to approve it. After more discussion, the Board decided to look into the permitting requirements before signing the contract.

Charlestown Marina - President Vandervort stated he informed Keith Baynes, the Town's attorney, regarding the Board's decision to continue seeking a judgment for the back rent owed by Phillip Price. He further said he informed Mr. Baynes that once Mr. Price

had paid up to date, the Board would consider a new lease. President Vandervort stated Mr. Baynes was not sure Mr. Price had been served the court papers at this time. After more discussion, Mr. Hearne reminded President Vandervort that the court hearing was scheduled at the same time the MML Convention was being held in Ocean City.

Fireboat Pier - President Vandervort stated he talked to Scott Lang, of Century Engineering, about making the specs less voluminous. He stated the Town may be able to use some of the funds from the stone wharf project to cover this expense. He also said he talked to Ken Ropp, of Program Open Space (POS), regarding the picnic tables and benches for Veterans Park and the stone wharf and Mr. Ropp said half the benches or tables would need to be handicapped accessible. After some discussion, Mr. Hearne stated the ground around the benches or tables would also have to be a stable surface so a person in a wheelchair could go over the ground. President Vandervort stated Mr. Ropp indicated POS would be willing to pay for any handicapped accessibility improvements made to the stone wharf. He stated Mr. Ropp suggested paving a 4 ft. strip of asphalt down the pier so wheelchairs could use it. Commissioner Letts stated that could be discussed but that wasn't mentioned before the project started. President Vandervort stated the Town could put down fine stone but it would need to be maintained as a smooth, level surface and stated he would check to see what the cost of paving would be.

Sidewalk Retrofit Project - Mr. Hearne stated he talked to Don Yingling, of the State Highway Administration, and the contractor should be in the area next month. He further stated Mr. Yingling would then schedule the walk through.

Tasker Lane - President Vandervort stated he talked to Mr. Baynes, who had the survey, and told him the Town intended to put the road back in the right-of-way. He further stated Mr. Baynes was working on a draft letter to Mrs. Cooper, which may be sent to her attorney. After some discussion with Mrs. Cooper, President Vandervort stated the Town would not be moving the road until Mr. Baynes had reported back to the Town on the response to his letter. After more discussion, President Vandervort stated Mrs. Cooper, or her attorney, would be receiving a letter from Mr. Baynes very shortly.

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

Ethics Ordinance - President Vandervort stated he was supposed to make changes to the wording but did not have the time. At his

request, the Board decided to table this matter until the next meeting.

Calvert Street lot - President Vandervort asked if the appraisal of the lot had been arranged. Mr. Hearne stated he needed to get permission from the fire company to have the lot appraised and was waiting to receive updated procedures on how the appraisal needed to be done for land acquisition under POS before arranging for the appraisal.

Y2K Compliance - President Vandervort asked Mr. Hearne when the next meeting was. Mr. Hearne stated he didn't know but would have Mrs. Morgan check. President Vandervort stated the other commissioners were welcome to attend if they were interested.

Post Office - Repairs - Mr. Hearne stated the permit to add to the existing dock had been done and was being sent to the county for their review. He further stated the permit should be considered by the Planning and Zoning Commission at their next meeting.

Commissioner Doss stated he talked to the fire company and the Town had permission to do the appraisal.

Board of Appeals Vacancy - President Vandervort asked if Nelson McCall, the chairman of the Board of Appeals, had called back. Mr. Hearne stated he hadn't heard from Mr. McCall. President Vandervort stated he talked to Robyn Rowe, who had expressed interest in serving of the Planning and Zoning Commission, and she would be interested in filling the vacancy. A motion was made by Commissioner Letts to appoint Robyn Rowe to complete Russell Farrell's term as an alternate on the Board of Appeals, seconded by Commissioner Phillips. The motion passed 4-0.

Sheriff's Office Contract - President Vandervort stated he talked to Sheriff Kennedy who indicated the Town should make any changes and send it back.

At this time, Commissioner Doss left the meeting.

After much discussion on the amendments to the contract, President Vandervort turned the meeting over to Vice-President Letts. A motion was made by Commissioner Vandervort to approve the contract with the amendments just made, seconded by Commissioner Phillips. The motion passed 2-0-1 (Commissioner Letts abstained). Vice-President Letts turned the meeting back over to President Vandervort.

At this time, Commissioner Doss returned to the meeting.



TCI Franchise - When asked, Mr. Hearne stated TCI should be hooking up cable service to 110 Frederick Street some time within the next week. He also mentioned there may be periodic outages as TCI continues to upgrade the cable service. President Vandervort stated a notice was put in the last utility billing insert for anyone who has had trouble getting cable service to call Town Hall. Mr. Hearne stated Mrs. Morgan had been keeping a list of the people who had called in. The Board decided to table discussion of the franchise agreement until the next meeting as the agreement didn't need to be renewed until 2001.

Town Brochure - At President Vandervort's suggestion, the Board decided to table this matter until the next meeting when Mrs. Morgan would be present.

Trash Agreement - Mr. Hearne stated the pre-bid meeting was scheduled for June 1, 1999 at 10 a.m. and the bid opening was scheduled for June 15, 1999 at 5 p.m. He further stated three companies, BFI, Harvey & Harvey and Best Sanitation were sent bid packages at their request. Commissioner Letts asked if this was the last year for the current contract. President Vandervort stated it would run out June 30, 1999. Commissioner Letts stated he had received any complaints about the trash service being provided by BFI.

Comfort Station - President Vandervort stated he hadn't looked at the comfort station. Mrs. Phillips asked what the problem was. President Vandervort stated there was a plumbing problem that needed to be looked at.

Paving - Parking Spaces at Church - Mr. Hearne stated Mrs. Morgan was contacting several paving contractors to schedule meetings with them. Commissioner Letts suggested contacting John McCann who did the work on the boat staging area. President Vandervort stated the Town was contacting McGuirk and a couple of other contractors. Robert Phillips, a member of the audience, suggested Vannoy's.

#### NEW BUSINESS

TCI - Channel Availability - Mr. Hearne stated the Town received a letter from TCI Cablevision which stated they were negotiating for a country music channel. He stated the letter mentioned either CMT or GAC would be selected and a channel would reserved for that use once negotiations are final.

Volunteers - Party to Celebrate "Cecil's Most Beautiful Person" - Mr. Hearne stated the Town received a letter from the County giving a meeting date for volunteers to plan the "Cecil's Most Beautiful

Person" party. He further stated the meeting would be held on May 26, 1999 at 9 a.m. at the Cecil County Chamber of Commerce's office. President Vandervort stated if anyone wished to volunteer to arrange the party should attend that meeting.

FY2001 Waterway Improvement Projects - Mr. Hearne stated Program Open Space was requesting the Town list any waterway improvement projects for FY2001 funding. President Vandervort stated one project which needed funding was the extension of the southside stone jetty at the boat ramp to decrease the wave action at the ramp. Mr. Hearne stated he would include that and reminded President Vandervort the Town had \$5000 in state funding for engineering of that extension. Commissioner Doss suggested funding for dredging at the stone wharf to increase depth where boats could tie up. Mr. Hearne stated if commissioners had any other requests to let him know as the list needed to be sent to POS by June 15, 1999.

President Vandervort stated he tried to make copies of the proposed budget but it was not printing right and some of the calculations were not adding up right. He further stated he would correct the problems and put copies of the proposed budget in each commissioner's box prior to the next meeting. He stated he would expect commissioners to make comments/changes to the budget at the next meeting.

Commissioner Doss asked if the Town would put reflectors on the bulkheads at the boat ramp as boaters have a hard time seeing the ramp after dark. After some discussion, Commissioner Doss made a motion the Town place two reflectors at the boat ramp to aid boaters using the ramp, seconded by Commissioner Letts. The motion passed 4-0.

Commissioner Phillips stated there has been an ongoing problem of cars sitting on Black Avenue on the grass strip. She further stated she was told there had been open drug dealing and alcohol occurring there. After some discussion, a motion was made by Commissioner Doss to place no parking signs on the riverside of Black Avenue, seconded by Commissioner Phillips. After further discussion, Commissioner Doss amended his motion to have no parking signs placed on both sides of Black Avenue along the grass area, seconded by Commissioner Phillips. The motion passed 4-0. Commissioner Letts stated there was a problem again with the skateboard ramps being left on the road or on town property along the road on Black Avenue. He suggested the ramps being removed and taken to the landfill, not up to the garage where they can be reclaimed. After brief discussion, Commissioner Doss made a motion to have William Algard and Hershel Armour, the Town's maintenance

workers, remove the skateboard ramps and take them to the landfill, with assistance from the Sheriff's Office if needed, seconded by Commissioner Phillips. The motion passed 4-0.

Commissioner Letts asked President Vandervort if he had included monies in the budget for a new town truck as the current one was starting to cost the Town money with repairs. President Vandervort stated he included \$20,000 in the streets line item and \$20,000 in the parks and recreation line item. Commissioner Letts reminded President Vandervort the Town would need to consider getting a truck the plow could be attached to.

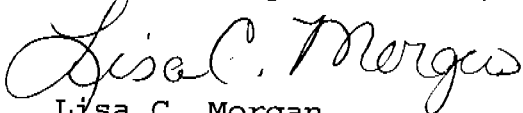
At this time, Commissioner Letts left the meeting.

Accounts Payable

At this time, President Vandervort turned the meeting over to Commissioner Doss. A motion was made by Commissioner Phillips to approve the bills, seconded by Commissioner Vandervort. The motion passed 2-0-1 (Commissioner Doss abstained). Commissioner Doss turned the meeting back over to President Vandervort.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:14 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MAY 25, 1999

AGENDA

7:30 P.M.

1. Pauline Bryant - Animal Control

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. New Millennium Celebration
4. Charlestown Marina
5. Fireboat Pier
6. Program Open Space
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Codification
10. Ethics Ordinance
11. Calvert Street lot
12. MML - Book on Municipal Governments
13. Y2K Compliance
14. Post Office - Repairs
15. Board of Appeals Vacancy
16. Stone Wharf - Handicapped Access
17. Sheriff's Office Contract
18. TCI Franchise Agreement
19. Town Brochure
20. Trash Agreement
21. Comfort Station
22. Paving - Parking Spaces at Church

Town Meeting of May 25, 1999  
Agenda (cont'd.)  
Page 2 of 2

NEW BUSINESS

23. TCI - Channel Availability
24. Volunteers - Party to Celebrate "Cecil's Most Beautiful Person"
25. FY2001 Waterway Improvement Projects
26. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/25/99 TIME: 7:30 P.M.

Rebecca C. Phillips

Robert Phillips

Val Fah

Charles Murphy

Eric Phillips

Mildred Cooper

05/25/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash - General Checking			
Maryland Rural Development Corp.	Circuit Rider Program paym't - 4th qtr FY99 (4/1/99 - 6/3...	6530.1 · Administration	2,984.25-
Sheriff's Patrol	Gasoline for Charlestown Patrol - Apr '99	6920.1 · Police Protection	67.98-
Sheriff's Patrol	Inv #99-04 - Charlestown patrol - Apr '99	6920.1 · Police Protection	1,654.43-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	5440.1 · Telephone	99.25-
AT&T	Acct #8014-058-9492 - Inv #5392325969	5440.1 · Telephone	21.31-
Total 1010.1 · Cash - General Checking			4,827.22-
Total 1000.1 · General Fund Cash Accounts			4,827.22-
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	33.00-
Miller Environmental, Inc.	Inv #10069944 - water ops - Jun '99	7120.2 · Contract Operating	1,690.00-
Total 1010.2 · Cash - Utility Checking			1,723.00-
Total 1000.2 · Utility Fund Cash Accounts			1,723.00-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Chesapeake Service Center	Inv #5012 - replace fuel pump, Inv #4912 - replace ignitio...	-SPLIT-	401.45-
Sonshe Motor & Tire	Inv #8725 - new truck tire mount & balance	6024.3 · Truck Repair	198.40-
Gilbert Enterprises Inc.	Inv #5179E - April '99 - gasoline for town truck & inower	-SPLIT-	212.67-
Total 1005.3 · New-Checking-Special (Special checking County)			722.42-
Total 1000.3 · Special Fund Cash Accounts			722.42-
<b>TOTAL</b>			<b>7,272.64-</b>

## TOWN MEETING OF MAY 11, 1999

The May 11, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:43 p.m. Other Commissioners present were Treasurer Christine L. Phillips and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental - Monthly Report - Beth Hamilton, of Miller Environmental, presented the April 1999 water system operations report to the Board. She also presented a report regarding the results of the semi-annual fire hydrant flushing. President Vandervort stated Hershel Armour, one of the Town's maintenance workers, had reported a hydrant on Louisa Lane with a loose cap and water running from it. He further asked Mrs. Hamilton if she knew anything about it. Mrs. Hamilton stated Mr. Armour had told her about it and it was one she had personally flushing during the hydrant flushing but she couldn't recall any reason why she would have left the hydrant like that if she had.

Cecil County Sheriff's Office Liaison - Deputy Ronald Schmidt, of the Cecil County Sheriff's Office, introduced himself to the Board and stated, due to miscommunication at the Sheriff's Office, was unaware he was to attend the town meetings. He further stated he was still compiling the monthly statistics but would send them to the Town as soon as they are done. Commissioner Phillips asked if the deputies would be doing any walking details in town. Deputy Schmidt stated it would be up to the Town if they wanted them to. President Vandervort asked if the deputies would have a problem with the Town requesting them. Deputy Schmidt stated he didn't see a problem as the deputies do walking details in Cecilton. After more discussion, President Vandervort stated walking details would be primarily for daylight hours, down by the marinas and areas where deputies know there have been problems. Commissioner Phillips stated it would good around the gazebo and at the beach at Veterans Park on the weekends as the Town had problems with people bringing their jet skis onto the beach which wasn't allowed. After more discussion, the Board decided a four hour shift would be evenly split between driving and walking, particularly since the walking patrol was more visible. After more discussion, the Board decided to have the deputies start walking patrols immediately.

### OLD BUSINESS

Minutes - The Board tabled the minutes of the March 23, 1999 and the April 13, 1999 town meetings as there was not a quorum of commissioners present who were at those meetings. A motion was made by Commissioner Phillips to approve the minutes of the April 27, 1999 town meeting, seconded by Commissioner Pumpaly. The motion passed 3-0.

### PENDING BUSINESS



New Millennium Celebration - Rebecca Phillips, celebration organizer, suggested the Board establish a rain date. After some discussion, the Board set the rain date for October 2, 1999. Mrs. Phillips then brought the Board up to date on the arrangements and exhibitors so far. Mrs. Phillips stated she talked to Vernon Bryant, who owned the uniforms and guns for the colonial regiment, about having the regiment fire off the cannon at the stone wharf at 11 a.m. and march down to the ice house and then mingle with the crowd. She also asked if the fire company would consider setting up down on Water Street, and, if not, if they would put up tables so people could eat. The Board decided to ask Commissioner Doss as he was being the liaison with the fire department. Mrs. Phillips stated Mrs. Henry would be holding the "attic treasures" and she was still trying to arrange for a blacksmith.

At this time, 8:10 p.m., Commissioner Doss arrived at the meeting.

President Vandervort asked Commissioner Doss about Mrs. Phillips' request to move the chicken barbecue or, if not, if the fire department would set up tables. Commissioner Doss stated he would check with the fire department. Mrs. Phillips asked when the barbecue would be ready that day. Commissioner Doss stated if they started at 11 a.m., the chicken would be ready by 2 or 3 p.m. Mrs. Phillips asked if there was any way they could start it sooner as people would be looking to eat at noon or 1 p.m. He stated he would see what could be arranged. Mrs. Phillips stated she was trying to contact a bagpiper to play for approximately an hour between 2-5 p.m. Mrs. Morgan stated she was planning on attending the Highland Games at Fair Hill this Saturday and would try to get a contact name. Commissioner Phillips asked if there were still plans to have music at the event. After much discussion, Mr. Pumpaly stated he would contact someone he knew in the music business. President Vandervort asked if the Board had looked at the quotes from Fireworks Productions, Inc. He stated since the event was only once every thousand years, he would like to have the extravaganza display. After brief discussion, a motion was made by Commissioner Phillips to approve the \$10,000 extravaganza display from Fireworks Productions, Inc. for September 25, 1999 with a rain date of October 2, 1999, seconded by Commissioner Pumpaly. The motion passed 4-0.

Charles "Buddy" Jones - Painting Flagpole - Mr. Jones stated he understood the Board approved his quote contingent on him providing proof of insurance. He also stated his quote was based on what he was told the Board wanted which was to get the pole painted as cheaply as possible. He further stated he now understood the town had wanted a quality job done. He also said this was the first time anyone had ever required him to have insurance. Mr. Jones

requested to revise his quote from \$1275 to \$1690. He further stated he would require half the amount as a deposit and the other half upon completion of the job.

At this time, 8:35 p.m., Commissioner Letts arrived at the meeting.

After some discussion, Commissioner Phillips stated she believed she made the original motion so she now amended that motion to having two coats of paint and primer put on the flagpole for the revised quote of \$1690 by Charles Jones with a \$845 deposit and the remaining \$845 paid upon completion, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner Letts abstained). Mr. Hearne asked if Mr. Jones could give a letter to the Town stating that as he was a sole proprietorship with no other employees that he was not required to pay workmen's compensation. Mr. Jones stated he would have the letter and a copy of the insurance certificate to the Town tomorrow.

Tasker Lane - President Vandervort stated Michael McAllister, the surveyor, had staked out the right-of-way on Tasker Lane and did a walk through with some commissioners on May 4, 1999. He further stated that the paving at the end was entirely out of the right-of-way. President Vandervort stated he would suggest the town move the paving back into the right-of-way, keeping it to the right side, and paving only as far down as needed to give the last property owner access to his property. After much discussion between the Board and Mrs. Cooper, a property owner on Tasker Lane, President Vandervort stated the Board would contact Keith Baynes, the Town's attorney, who in turn would contact Leonard Wilson, Mrs. Cooper's attorney, on the Town's intentions for Tasker Lane. After more discussion, Commissioner Phillips made a motion to move the paving to where the survey showed the right-of-way, pave up to the water meter at the last house, replace the hedgerow which had to be removed to preserve Mrs. Cooper's privacy and place a guardrail or barricade at the end of the paving, seconded by Commissioner Letts. The motion passed 5-0. President Vandervort asked to have a copy of Mr. Wilson's letter faxed to Mr. Baynes and he would call him about it. Mr. Hearne asked if copies of the survey should be given to him. President Vandervort stated he wanted Mr. Baynes to have two copies of the survey, one for him and one to forward to Mr. Wilson. Mrs. Morgan stated she would drop off the copies the next day.

Charlestown Marina - President Vandervort stated Phillip Price made payment to Mr. Baynes of both judgments, including interest and costs, and the 1998-1999 county and town taxes. He further stated as the Town paid the 1997-1998 county taxes at last year's tax sale and the first judgment that Mr. Price paid included those taxes,

the county will refund the monies paid by the Town to the Town. After some discussion, President Vandervort stated the judgments paid included the rent owed to December 1998 and Mr. Price still owed the Town for rent from January to April 1999. Mr. Hearne stated Mr. Price had offered to make payments on the rent starting in September. After more discussion, Commissioner Letts stated the Town should wait until he paid the rent up to date before talking to him about a new lease. President Vandervort stated Mr. Price wanted to pay the rent for the first year based on 8% of the Ulrich appraisal and then the following May pay rent based on 8% of the tax assessor's full market value. After more discussion, Commissioner Phillips stated the Town shouldn't offer to negotiate a new lease until Mr. Price had paid the rent up to date. Commissioner Letts stated he agreed with that as the Town had to force Mr. Price to pay what he had. After more discussion, Commissioner Phillips made a motion to keep the court date for the rent hearing and then when the rent was paid up to date, offer him a 15-year lease based on 8% of the tax assessor's appraisal of the full market value with built-in penalties. After more discussion, Commissioner Doss seconded the motion. The motion passed 5-0.

Fireboat Pier - President Vandervort stated there was nothing new.

Program Open Space - Mr. Hearne stated the State Board of Public Works had reviewed the Town's funding request for the picnic tables and benches for Veterans Park and the stone wharf. He further stated Ken Ropp, of Program Open Space, had tried to contact President Vandervort to meet with him about the stone wharf and fireboat pier projects but had also mentioned half of the picnic tables would need to be handicapped accessible. Mrs. Morgan stated Sandi Trent, of Program Open Space, had called her to find out where we were purchasing the tables from and was informed the Town was building them. After more discussion, Mr. Hearne stated Mr. Ropp wanted to know when the Town would be moving forward on the fireboat pier project. President Vandervort stated he was hesitant about continuing because of Program Open Space, after the fact, requiring things to be done that weren't mentioned before the project started. After more discussion, President Vandervort asked to have a meeting scheduled with Mr. Ropp for next Thursday. Mr. Hearne mentioned Mr. Ropp had been to Skip Jack Cove, which supposedly had docks from the same company the Town wanted to use and they were having problems with them.

Sidewalk Retrofit Program - Mr. Hearne stated he was unable to contact Don Yingling, of the State Highway Administration, about scheduling the walk through. He further stated he would try to set up the walk through on a Tuesday or Thursday.

Codification - Mr. Hearne asked President Vandervort if he had read the contract. President Vandervort stated he had glanced at it but asked to have the matter tabled until the next meeting.

Ethics Ordinance - President Vandervort stated he would incorporate the wording changes and would bring it to the next meeting.

Calvert Street lot - President Vandervort stated the next step would be to have an appraisal done on the property. After some discussion, President Vandervort stated the Town could get the appraisal done and, if there was no grant money available, the Town could buy the lot, and later if grant money was available, the Town would get reimbursed. After more discussion, Commissioner Letts made a motion to have an appraisal done, seconded by Commissioner Phillips. The motion passed.

Hot Spots Program - Commissioner Letts stated the County had two options - to expand the existing program or create a new one with the towns and the County decided to expand the existing one.

MML - Book on Municipal Governments - Mrs. Morgan read the rough draft of the article written so far. After some discussion, the Board gave a copy of the rough draft to Mrs. Phillips for the members of Colonial Charlestown to review. Mrs. Phillips asked when the article needed to be done. Mrs. Morgan stated it had to be sent to the Maryland Municipal League by June 1, 1999.

Y2K Compliance - President Vandervort stated he would getting the new computer from Staples. He stated he would also get Quick Books '99. Mr. Hearne asked if the computer would have a spreadsheet. President Vandervort stated he would probably get something like MS Office and Excel. Mr. Hearne stated, in talking with Kevin Brooks, of the Maryland Rural Development Corporation, Mr. Brooks stated the Town may be able to get free internet access through the Pratt Library and would sent the information. Mrs. Morgan asked President Vandervort if he had also looked at cell phones. After some discussion, Commissioner Phillips stated if President Vandervort was going to Staples, she could go with him on Thursday and would look at cell phones.

Resolution 99-1 - Circuit Rider Program - President Vandervort stated this was a resolution for the Town's continued participation in the circuit rider program for 1999-2000. A motion was made by Commissioner Letts to pass Resolution 99-1, seconded by Commissioner Phillips. The motion passed 5-0.

Post Office Repairs - Mrs. Morgan stated she reminded Mr. Algard to do a detailed drawing but he hadn't done so.

Board of Appeals Vacancy - Mr. Hearne stated there was nothing new.

Sheriff's Office Contract - President Vandervort stated the revised contract deleted the section on workmen's compensation. Commissioner Phillips stated she didn't like the Town being designated as the employer. After more discussion, President Vandervort asked to have a meeting scheduled with the Sheriff. He further mentioned the Town had some time as the Sheriff's Office would continue the current arrangement until the end of July.

Town Brochure - The Board decided to table this matter until the next meeting.

Trash Agreement - Mr. Hearne stated he had given each commissioner a copy of the proposed bid package for a new trash agreement. Commissioner Letts asked if this was the last year on the current contract. President Vandervort stated it was and the Town needed to bid the new contract out according to the charter. A motion was made by Commissioner Letts to advertise for bids on a new trash contract, seconded by Commissioner Doss. The motion passed 5-0. President Vandervort asked Mr. Hearne to include in the bid specs that the Town would be responsible for bulk items and recyclables. Mr. Hearne asked the Board what dates to set for the pre-bid meeting and bid due dates. After some discussion, the Board decided to set the pre-bid meeting for June 1, 1999 and the bids due on June 15 so that the Town could possibly award the contract at their June 22, 1999 meeting.

Tax Rate - After some discussion, Commissioner Letts made a motion to keep the tax rate for 1999-2000 at \$0.80 per \$100 of assessed value, seconded by Commissioner Phillips. The motion passed 5-0.

At this time, 10:25 p.m., Commissioner Letts left the meeting.

Tax Billing - Mrs. Morgan stated Automation Counselors, Inc. (ACI) gave a quote of \$1200 to do the next tax billing. She further stated this was \$200 less than last year and included the cost of envelopes the tax bills would fit. A motion was made by Commissioner Phillips to have ACI do next year's tax billing, seconded by Commissioner Doss. The motion passed 4-0. Mrs. Morgan stated the State legislature passed a law which will change how tax payments would be made on owner-occupied properties in 2000-2001. She stated currently taxes on these properties are paid once a year unless the taxpayer opts to pay in two semi-annual installments but in 2000-2001, taxes would be paid in two semi-annual installments unless the taxpayer opts to pay in one payment.

LGIT Grant - Mr. Hearne stated the Town needed to authorize the

purchase of the safety equipment for which the Town received grant monies from LGIT for half the cost. A motion was made by Commissioner Phillips to purchase the safety equipment, seconded by Commissioner Doss. The motion passed 4-0.

Mary Carpenter - Tree - Mrs. Morgan stated Mary Carpenter was requesting the Town remove a tree on Cecil Street. She further stated Mr. Algard looked at it but was not sure if it was on town property. After some discussion, the Board asked to have Mrs. Carpenter send a letter to the Town giving permission to have the tree removed. After more discussion, the Board asked to have two estimates on removing the tree gotten from tree services. Mr. Hearne asked to have the tree service selected to certify whether the tree was viable or not.

Town Flag - Mr. Hearne stated the flag had been ordered. Mrs. Morgan stated the flag had been expensive because of the silk embroidery and being double-sided. She further stated the flag should be done in 2-3 weeks. Mrs. Phillips asked to have the original flag returned to Colonial Charlestown. Mrs. Morgan stated the original flag would be returned with the new one. After some discussion, Commissioner Phillips stated if Colonial Charlestown wanted an exact replica of the original flag, they would have to request an estimate be gotten.

Comfort Station - President Vandervort stated he didn't have a change to look at the faucet/sink units at the comfort station. After some discussion, the Board decided to table this matter until the next meeting.

Paving - Parking Spaces at Church - Mrs. Morgan asked if the paving was to be paid by the Town or the church. After some discussion, the Board wanted to get estimates for paving the parking spaces along with estimates for paving Tasker Lane. Mrs. Morgan reminded the Board they had discussed several other areas to be paved but had deferred them until they knew whether Tasker Lane needed to be moved. She further stated those areas were the boat staging area, which there was grant money to do, the entrance to Pat's Marina, and Canvasback Lane. The Board asked to have estimates gotten. President Vandervort asked Mr. Hearne if the Town gets State highway revenues for the roads in Trinity Woods. Mr. Hearne stated it doesn't because the roads were still private and haven't been deeded over to the Town. President Vandervort asked to have a meeting scheduled with Stephen Porter, the developer of Trinity Woods, to determine when the transfer of the roads would be made.

J.C. Ehrlich Co. - Commissioner Phillips asked if this item was on the agenda. Mr. Hearne stated he and Mrs. Morgan had forgotten to

include it but the cost breakdown for the areas was here. After being provided with a copy and some discussion, a motion was made by Commissioner Phillips to have J.C. Ehrlich Co. do chemical vegetative management at the playground at Fair Green Park, Frederick Street and the stone wharf for \$944, seconded by Commissioner Pumpaly. The motion passed 4-0.

#### NEW BUSINESS

Building Permits - President Vandervort stated he attended the Planning and Zoning Commission meeting last night when the Scott Gardens development was presented. He further stated the developer would eventually be coming to the Town board for public works agreements. Mr. Hearne stated there were copies of the preliminary plat available for the commissioners to review.

LGIT Board of Trustees Ballot - Mr. Hearne stated LGIT had forwarded a ballot to the Town to affirm the selection of three trustees to their Board. After brief discussion, Commissioner Phillips made a motion to cast the ballot in favor of the three nominees, seconded by Commissioner Doss. The motion passed 4-0.

Lift Station - Repairs - President Vandervort stated he hadn't seen this information. Mr. Hearne stated David Hollenbaugh, of the County's Department of Public Works, had dropped the estimate off. He further stated Mr. Hollenbaugh believed the estimate to be high and that he hoped H.I.E. Contractors would have done an estimate but they were not interested and had suggested this company. After some discussion, President Vandervort stated the Town would need to get additional estimates. Commissioner Pumpaly recommended contacting Patchells and Robert Phillips, a member of the audience, suggested contacting McGuirk.

Dog Licenses - Mrs. Morgan stated the County Treasurer's Office had sent a letter to the Town outlining the procedure to use if the Town would be selling dog licenses. After brief discussion, the Board asked to have a reply sent that the Town would not be selling dog licenses.

Accounts Payable - President Vandervort asked what the bills from Jenkins Plumbing were for. Mrs. Morgan stated the one bill for \$95 was to repair the drinking fountain which work had been authorized by the Board several months ago but the original plumber never came to fix it so Jenkins Plumbing was contacted to do the work. She stated the other invoice was for repairing pipes at the comfort station and mentioned when she received the invoice she was not sure it was an estimate or an invoice and had to ask Mr. Hearne. After some discussion, a motion was made by Commissioner Phillips

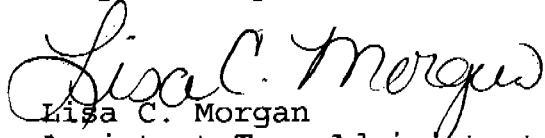
Town Meeting of May 11, 1999  
Minutes (cont'd.)  
Page 9 of 9

to pay the bills, seconded by Commissioner Pumpaly. The motion passed 4-0.

President Vandervort reminded the Board the County Commissioners' meeting would be next Tuesday at Charlestown Elementary School at 7:00 p.m.

As there was no further business to be discussion, a motion was made by Commissioner Phillips to adjourn the meeting, seconded by Commissioner Doss. The motion passed 4-0. President Vandervort adjourned the meeting at 11:10 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk



TOWN MEETING OF MAY 11, 1999

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
2. CCSO Monthly Report

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Charlestown Marina
6. Fireboat Pier
7. Program Open Space
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Codification
11. Ethics Ordinance
12. Calvert Street lot
13. Hot Spots Program
14. MML - Book on Municipal Governments
15. Y2K Compliance
16. Post Office - Repairs
17. Board of Appeals Vacancy
18. Stone Wharf - Handicapped Access
19. Sheriff's Office Contract
20. TCI Franchise Agreement
21. Town Brochure
22. Trash Agreement

Town Meeting of May 11, 1999  
Agenda (cont'd.)  
Page 2 of 2

23. LGIT Grant
24. Mary Carpenter - Tree
25. Town Flag
26. Comfort Station
27. Paving - Parking Spaces at Church
28. Tax Rate
29. Tax Billing

NEW BUSINESS

30. Building Permits
31. LGIT Board of Trustees Ballots
32. Lift Station - Repairs
33. Dog Licenses
34. Resolution 99-1 - Circuit Rider Program
35. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: May 11, 1999

TIME: 7:30 P.m.

George D. Smith

Bill Hanft

Val Hanft

Paul S.

Rebecca Phillips

Mildred Cooper

Joan Atkinson

Karen Schroder

Robert E. Phillips

05/11/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
BFI	Inv #-0115246-04099-0358 -April trash collection	6651.1 · Trash Collection	3,202.89-
Chesapeake Publishing Corp.	Acct #ELM1180 - notice for meeting date change for P&Z C...	6610.1 · Administration	16.88-
Jenkins Plumbing	Inv #1225 - repairs to pipes at comfort station; Inv #1221 ...	-SPLJF-	612.00-
Baynes, Keith A.	April statement - ltr to H. Walsh on ants due on judgment...	6310.1 · Legal Counsel	255.00-
Alger Oil, Inc.	Accl #667541-18 Inv #909718 & 909577 - furnace maint ag...	-SPLJF-	258.00-
North East Florist, Inc.	Inv #109248 - funeral arrangement - H. Adkins	6210.1 · General Government	61.00-
Maryland Materials Inc.	Accl #50502 - inv #129116 - rip rap for stone wharf	6714.1 · Reimbursable gran...	33.00-
Woodward-Clyde Consultants	Inv #70203 - inspected water lines at Charlestown Manor	7760.2 · Miscellaneous	1,245.00-
Benjamin Lumber Co., Inc.	Accl #1186 - Inv #350695 - chain & keys for Veterans Par...	-SPLJF-	130.52-
Rogers Home and Hardware	Inv #233771 - 2" cap & 2" short nipple for top of oil tank ...	6410.1 · Repairs	4.58-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	91.60-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 · Electric	11.47-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	7.63-
Flagpole Lighting	Accl #2-62-42283-5-0 - flagpole Conestoga St	6420.1 · Electric	24.07-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	6.39-
Total 1010.1 · Cash-General Checking			5,980.03-
Total 1000.1 · General Fund Cash Accounts			5,980.03-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Sta 1 electric	Station 1 Accl. # 2-62-34912-9-0	6531.2 · Station #1	110.17-
Sta 3 electric	Accl #2-62-35062-2-0 - Station 3 electric	6532.2 · Station #3	101.35-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	11.99-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 · Station RT. #7	61.19-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 · Electric	178.59-
Well 3 Electric	Well 3 Accl. # 2-62-35148-9-0	7131.2 · Electric	267.94-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 · Electric	345.23-
Total 1010.2 · Cash - Utility Checking			1,076.46-
Total 1000.2 · Utility Fund Cash Accounts			1,076.46-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Rogers Home and Hardware	Inv #233771 - grass seed and straw - streets	6300.3 · Streets	34.85-

05/11/99

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
McAllister, Michael S.	remainder paym'l - survey of Tasker Lane	6300.3 - Streets	285.00-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	602.29-
Cecil County Roads Department	Inv #2 - salt/sand mix - ticket #587542; 588215; 588432; ...	6300.3 - Streets	441.00-
Allstate Sign & Plaque Corp.	Inv #35682 - (1) street sign (1) two-way bracket & (1) fou...	6410.3 - Road Signs	113.32-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #27215 - oil & string for weedeater; sig...	- SPLIT-	105.95-
American Home & Hardware	Acct #685600 - Inv #578926 - oil & screw bit for shop; Inv...	- SPLIT-	25.11-
Total 1005.3 - New-Checking-Special (Special checking County)			1,607.52-
Total 1000.3 - Special Fund Cash Accounts			1,607.52-
<b>TOTAL</b>			8,644.01-

THE JULY 14, 1998

TOWN MEETING

WAS CANCELLED

DUE TO A LACK OF QUORUM

Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 28, 1998

MINUTES

The July 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 Vice-President Joseph G. Letts, Sr. and Treasurer Christine L. Phillips. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Fireboat Pier

President Vandervort stated the Town received bids for the design and inspection and a meeting was held with Century Engineering, the apparent low bidder, and David Decker, of the Maryland Department of Natural Resources. After some discussion, Commissioner Letts made a motion to award the engineering contract to Century Engineering, seconded by Commissioner Phillips. Mr. Hearne stated the entire cost of the contract was \$9,986, broken down to \$6864 for the design and \$3122 for inspection. The motion passed 3-0.

Planning & Zoning Commission - Appointments - President Vandervort stated there were two openings on the Planning & Zoning Commission as the Town received resignations from Meredith Lubking and John Spangler. He further stated he believed the Town received two letters of interest. Mr. Hearne stated the Town had received five and each Commissioner had a packet with copies of the resignations and the letters of interest. A motion was made by Commissioner Letts to accept the resignations of Meredith Lubking and John Spangler, Jr. from the Planning & Zoning Commission, seconded by Commissioner Phillips. The motion passed 3-0. President Vandervort requested letters be sent to them and the Town have plaques done thanking them for their service to the Town. After some discussion regarding the letters of interest received from Kimberly Reisinger, Michael Doss, Resa Laird, John Magness, and Leslie Upperco, the Board voted by ballot and selected Resa Laird and Leslie Upperco. A motion was made by Commissioner Letts to appoint Resa Laird and Leslie Upperco to the Planning & Zoning Commission, seconded by Commissioner Phillips. The motion passed 3-0. President Vandervort requested appointment letters be sent to them.

Maintenance Worker - William Algard, the Town's maintenance worker, talked to the Board regarding the Town's maintenance situation and whether the Town needed another full-time worker. Commissioner Letts stated the background check on Mr. Hoopes showed he had no criminal background, no traffic record and possessed a valid driver's license. After some discussion, the Board decided to table this matter until the situation was discussed with Hershel Armour if he would be interested in working on a part-time basis.

Town Truck - Mr. Algard told the Board the rear brakes on the Town truck needed to be repaired. He further stated Chesapeake Service

Center came and towed the truck to their shop and they gave an estimate of \$510.00 to repair. Commissioner Letts stated the Town needs to start considering purchasing a new truck, either new or a good used one. The Board agreed to have the brakes repaired.

LGIT Agreement - President Vandervort stated there was a new agreement from the Local Government Insurance Trust (LGIT) which needed to be signed. Commissioner Letts asked if this was a renewal. Mr. Hearne stated no, it was a revised agreement deleting the section regarding capitalization. He further explained that when the trust was initially started each participating town or county was required to put a certain amount of money into the trust in case the trust had a catastrophic loss. He stated they hadn't experienced that and there was no further need for capitalization and those monies were being refunded. He stated a consent form and membership certificate needed to be executed.

Critical Area Commission - FY99 Grant Agreement - President Vandervort stated each year through an agreement the Critical Area Commission provides grant monies to the Town to administer that program. A motion was made by Commissioner Letts to continue participating with the Critical Area Commission and sign the FY99 grant agreement, seconded by Commissioner Phillips. The motion passed 3-0.

Wellhead Protection Program - Mr. Hearne stated the County had forwarded a memorandum of understanding with the State that they would get \$80,000 from the State to do some mapping, etc. for several towns and the County. He stated the money would not do everything but it would start the designing of a protection program for the Town's wells.

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

Resolution 98-1 - Circuit Rider Program - Mr. Hearne stated the approval date on the original resolution needed to be changed as it was dated for the last meeting which was not held due to a lack of quorum. He also stated there would be a small increase of \$537 to the Town's share of the cost of the program. After President Vandervort read Resolution 98-1 to the Board, Commissioner Letts made a motion to approve Resolution 98-1, seconded by Commissioner Phillips. The motion passed 3-0.

Town Pier - Mr. Hearne stated this was in regard to the incident which occurred July 3 where people were putting the wrong boats in the slips. President Vandervort asked who requested this be placed



on the agenda. Mr. Hearne stated it was requested by Mr. McDaniel. After some discussion, President Vandervort suggested a sign indicating which slips are transient slips may be a solution.

Sidewalk Retrofit Program - Mr. Hearne stated the contractor is working in this district but he said, in talking with the State last week, they indicated it would be 2-3 months yet before the contractor would start here.

Cathy Farrell - Letter - President Vandervort stated the Town received another letter from Cathy Farrell regarding Mr. Swan. Commissioner Letts stated he didn't see how the Town can resolve the problem. He further stated if Mr. Swan puts things on town property, the Town should be able to make him move it. President Vandervort stated he talked with her and she mentioned something about railroad ties. Commissioner Letts stated he talked to her about it and had told Mr. Algard, if the railroad ties were on town property, to remove them. He further said Mr. Algard suggested contacting Mr. Swan and requesting him move them himself and stated Mrs. Morgan had contact Mr. Swan but Mr. Swan stated he wasn't moving them. President Vandervort stated he looked today and the railroad ties are back from the road along the property line. Commissioner Letts said if they are then they're probably not on town property. President Vandervort stated in the letter sent to Mr. Swan by the Town, the Town had informed Mr. Swan to put his trash out in front of his house which he hadn't done and continued to put it on the other side of the street. President Vandervort stated he had BFI contacted to discontinue Mr. Swan's trash service but BFI may still be picking up his trash and would check with them.

Dock Ladders - Commissioner Letts stated he talked to an employee of Charlestown Marina and she was going to get him some information on them and, also, that Commissioner Pumpaly had stated he might be able to get some information through contacts he had. Mr. Hearne stated he had found some old filed information and Commissioner Letts requested to see that also.

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the June 23, 1998 meeting, seconded by Commissioner Letts. The motion passed 3-0.

Charlestown Marina - President Vandervort stated the Town received a letter from the new attorney for Charlestown Marina who wanted to renegotiate the lease. President Vandervort stated he contacted Keith Baynes, the Town's attorney, who said it seemed to be another delay tactic. President Vandervort stated he told Mr. Baynes that they should pay what they owe the Town as we already have a

judgment and then the Town would talk to them. Commissioner Letts stated he concurred with that position. President Vandervort stated Mr. Baynes was supposed to send a letter to them to that effect. Commissioner Phillips asked about recovering the back property taxes. President Vandervort stated the Town couldn't do anything regarding that until December.

Bell Atlantic - Antennas on the water tower - Mr. Hearne stated he had not received the plans yet as Bell Atlantic had requested some changes they wanted made to the preliminary plans the engineer was going to send to us. He further stated we should receive them sometime this week. President Vandervort stated Mr. Unger, of Bell Atlantic, who's working with the Town on the antennas, had tried to provide a person to contact about moving the telephone poles on Tasker Lane but he was unable to as that is handled by another division. President Vandervort stated, while at the Maryland Municipal League (MML) conference, he talked to the Bell Atlantic representative there and did get a name of a person. Mr. Hearne stated he talked to that individual who suggested the name of an individual and that person referred him back to the person Mr. Hearne originally contacted. President Vandervort stated it may come to the point he would have to contact the president of Bell Atlantic.

Mr. Hearne asked Commissioner Phillips if she got her pictures from the MML. Commissioner Phillips stated she hadn't and President Vandervort asked if they were in. Mr. Hearne stated they were.

President Vandervort stated, while at the MML conference, he sat in a meeting on Program Open Space and, afterward, talked to the director of Program Open Space who stated the biggest thing they do is land acquisition. President Vandervort requested the Board to consider using money from Program Open Space to purchase the vacant fire company lot. Commissioner Phillips asked about purchasing the property owed by the Wellwood Club. President Vandervort stated the property purchased would have to be used for recreational purposes and had talked to Ronald Daniels, chief of the fire company, who had indicated the fire company was moving toward selling the lot.

Tasker Lane - President Vandervort stated he was still trying to find a way to get the poles moved without the Town paying for it. Commissioner Phillips stated if the Town paid for it, the Town would see how fast Bell Atlantic would have someone down here to move them.

President Vandervort asked the Board if they would agree to have him talk to the fire company and Program Open Space about the

possibility of the Town purchasing the lot and he reiterated it would just be discussion on how such a purchase would be done. A motion was made by Commissioner Phillips to begin discussion with the fire company and Program Open Space about acquiring the lot, seconded by Commissioner Letts. The motion passed 3-0.

Building Permits - Mr. Hearne provided a list of building permits.

Comprehensive Plan - Reprinting - Mr. Hearne stated the Town needed more Comprehensive Plan books but didn't have a price yet on the cost of printing additional copies. Commissioner Phillips asked if he could get three prices. Mr. Hearne stated Tatman & Lee did the Comprehensive Plan so we would have to get the books from them but he hadn't gotten a price from them yet. The Board decided to table the matter until the next meeting when Mr. Hearne may have the price.

Program Open Space - Fair Green Park - Mr. Hearne stated the Town received the proposed design for the playground from Leathers and Associates and believed the Board needed to approve the design. President Vandervort stated Leathers & Associates wanted to schedule November 4th as the construction date. After some discussion, the matter was tabled until the next meeting.

Codification - After a brief discussion, the Board decided to table this matter.

Ethics Ordinance - Commissioner Letts stated the Board was supposed to set a date for a workshop meeting to discuss this matter. Commissioner Phillips mentioned the Board wanted to do the same with codification. After some discussion, the Board scheduled a workshop meeting for Tuesday, August 18, 1998 at 7:00 p.m. to discuss codification and the ethics ordinance.

At this time, Commissioner Letts left the town meeting, leaving the Board without a quorum.

Mike Powell - Charlestown Manor - Michael Powell discussed getting the public work agreements for roads and water signed by the Town for the development planned in Charlestown Manor. After much discussion, President Vandervort requested Mr. Hearne contact Mr. Baynes regarding whether the Town should sign these agreements before all approvals have been received and to work toward approving the agreements at the next meeting.

Valerie Hahn, a member of the audience, asked if the bid received from Century Engineering on the fireboat pier was less than Tatman & Lee Associates' original proposal. President Vandervort stated

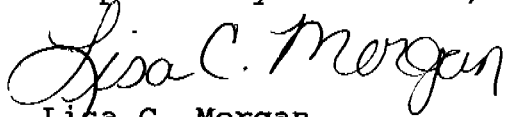
Town Meeting of July 28, 1998  
Minutes (cont'd.)  
Page 6 of 6

it was and the reason the Board had the contract put out to bid was they had felt they could get a better price.

Michael Doss, a member of the audience, asked if the Town could remove a pair of shoes hanging from a telephone line as it is supposed to indicate to drug dealers that it was safe to sell drugs in the area. The Town will look into getting it removed.

As there was no further business to be discussed, the meeting was adjourned by President Vandervort at 8:50 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator

TOWN MEETING OF JULY 28, 1998

AGENDA

7:30 P.M.

1. Christopher Eastridge - State's Attorney's Office candidate
2. Miller Environmental - monthly report
3. Cecil County Sheriff's Office Liaison
4. Mike Powell - Charlestown Manor

OLD BUSINESS

5. Minutes

PENDING BUSINESS

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

NEW BUSINESS

16. Town Pier
17. Cathy Farrell - letter
18. Planning & Zoning Commission - (2) Appointments
19. Critical Area Commission - FY99 Grant Agreement
20. Wellhead Protection Program - Memorandum of Understanding
21. LGIT Agreement
22. Comprehensive Plan - Reprinting
23. Building Permits
24. Resolution 98-1 - Circuit Rider Program
25. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/28/98 TIME: 7:30 P.M.

- Val Hahn
- H. Hall
- William C. O'gard
- Robert E. Phillips
- Myrl Doss
- John A. King
- Mike Paul
- Samuel

## Town of Charlestown Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Delmarva Power	Town Hall Electric Acc: # 2-62-34921-0-0	6420.1 · Electric	233.37-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	6.82-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	6.49-
Fire Prevention Co., Inc.	Inv #41739	6450.1 · Maintenance	23.00-
Automation Counselors Inc.	Cust #1511 - Inv #183485 - shipping fees for tax billing	6210.1 · General Govern...	45.00-
AT&T	Acct #8014-058-9492 - Inv #6392264796	6440.1 · Telephone	19.74-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	102.90-
Total 1010.1 · Cash-General Checking			437.32-
Total 1000.1 · General Fund Cash Accounts			437.32-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	11.52-
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 · Telephone	32.78-
Total 1010.2 · Cash - Utility Checking			44.30-
Total 1000.2 · Utility Fund Cash Accounts			44.30-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	June gasoline	6025.3 · Gasoline	122.17-
Total 1005.3 · New-Checking-Special (Special checking County)			122.17-
Total 1000.3 · Special Fund Cash Accounts			122.17-
<b>TOTAL</b>			<b>603.79-</b>

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Delmarva Power	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	233.37-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.82-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.49-
Fire Prevention Co., Inc.	Inv #41739	6450.1 - Maintenance	23.00-
Automation Counselors Inc.	Cust #1511 - Inv #183485 - shipping fees for tax billing	6210.1 - General Govern...	45.00-
AT&T	Acct #8014-058-9492 - Inv #6392264796	6440.1 - Telephone	19.74-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	102.90-
Total 1010.1 - Cash-General Checking			437.32-
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	11.52-
Bell Atlantic	Acct #410 287 3708 342 09 - telephone at Water Tower	7132.2 - Telephone	32.78-
Total 1010.2 - Cash - Utility Checking			44.30-
<b>Total 1000.2 - Utility Fund Cash Accounts</b>			
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	June gasoline	6025.3 - Gasoline	122.17-
Total 1005.3 - New-Checking-Special (Special checking County)			122.17-
Total 1000.3 - Special Fund Cash Accounts			122.17-
<b>TOTAL</b>			<b>603.79-</b>