

**TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
February 9, 2021**

The February 9, 2021 meeting was called to order by President, Karl Fockler at 7:00 PM. Those in attendance were Commissioners Jeff Fields, Karl Fockler, Jack Kronner, and Lou Wood; Wib Pumpaly, Town Administrator; Office Manager, Janine Antoshak; Town Clerk, Debbie Myers; Code Enforcement Officer, Bryan Lightner; Miller Environmental Representative; Josh Griffith; Cecil County Sheriff's liaison Lt. Shawn Mahan; Town Accountant Gray Farquharson. Commissioner Letts was excused.

Commissioner Kronner led the group in the Pledge of Allegiance.

Commissioner Kronner moved to approve of the minutes of January 26, 2021, seconded by Commissioner Fields. Approved 4-0. Commissioner Kronner moved to approve the minutes of the 2-3-2021 work session, seconded by Commissioner Fields. Approved 4-0.

Accounts Payable for 2-9-2021 in the amount of \$120,219.71 were presented for approval. **Commissioner Kronner moved to approve, seconded by Commissioner Wood . Approved 4-0.**

Miller Environmental January Report – Mr. Josh Griffith submitted the following in a written report. A total of 2,696,000 gallons of water was produced with an average daily production of 87,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 27 Miss Utilities were completed as requested, Daily pH and chlorine tests were performed and chemical feed pumps were adjusted as necessary to maintain optimal pH and chlorine parameters. Chemicals were mixed daily to maintain adequate levels for chemical feed with buffer time for fire safety. The chemical inventory was maintained. Daily tests were recorded in the WTF logbook. Monthly samples were collected and sent to certified lab for testing per state requirements. All data sheets for chemical usage, equipment runtime, pH calibration, and routine checklists were utilized and filed. The WTF Maintenance schedule was followed. 4th Quarter meter reading were completed. A question was asked of Mr. Griffith if he was aware and ready for the painting project upcoming and he is and ready to deal with it.

Cecil Co. Sheriff's January Report – Lt. Mahan went over the written report which was submitted showing in January 2021 24 shifts were approved for a total of 96 hours. Of that number 96 hours were covered. Seven shifts operated radar. There were six calls for service and no out of town assists. There were 69 property checks made. There were 26 community contacts. They attempted no warrant service attempts. There were no civil citations issued. There were four (non-radar) traffic citations issued. There were 9 traffic warnings (1 non-radar – 8 radar) issued. There were no repair orders and no parking citations issued. There was one DUI/DWI arrests made 1 traffic arrest made and one criminal arrest made of an adult. The arrest resulted in overtime as it was a drunken fight that resulted in the individual being checked out at Union

Hospital prior to booking. Lt. Mahan has been promoted and will be in charge of all the Patrol Division . He will continue to be the coordinator for Charlestown at least for the time being.

Code Enforcement December Report – B. Lightner Bryan Lightner submitted a written report which addressed complaints on 8 different properties within town for various issues. 1.) building in disrepair, issued citation/fine; 2.) salvage, unpermitted pavilion, issued citation/fine; Town attorney filed injunction, waiting for District Court date 3.) building in disrepair, issued citation/fine 4) disturbance of the public peace, conducted inspection, sent letter, Attorney has sent letter; 5) Cool Springs Subdivision pet waste issues, conducted inspection, coordinated with HOA; 6) W Old Philadelphia Road stormwater issues Trinity Woods, located stormwater plans; 7) basketball net in the Town road right of way, conducted inspection, sent letter, coordinated with HOA; 8) untagged vehicle in overflow parking in Cool Springs, conducted inspection, coordinated with HOA. There was discussion of the loud music coming from 207 Black Avenue. We have sent letters and our attorney has sent a letter to the resident by process server which seems to get a little better response. We are in hopes that the resident will comply with the request to make the noise level acceptable. If not we will pursue this further. Mr. Lightner has been working with the Cool Springs HOA on untagged vehicles and pet waste and he will be following up with them accordingly.

Maintenance Supervisor's Report

Mr. Steve Willard, Maintenance Supervisor submitted the following written report.

Complete	moved dump button on F550 to a better position in cab
Complete	filled in sink by the basketball court and Firehouse
Complete	Repair hydraulic hose on Kubota tractor
Complete	fixed ice eater cord, resolder wire and shrink wrapped wire for water proofing
Complete	Fixes ice eater it was tripping GFI on town dock
Complete	Replaced tire on white 3500 nail in tire
Complete	new safety light installed on white 3500
Complete	Repair post office loading dock
Complete	Curb stop on Rte 7 has been paved over, needs to be addressed
Complete	State body going for service on 1-14-2021 no check engine light on at present
Ongoing	making parking spot for Miller Environmental at the shop with 57 stone

Ongoing	snow plowing and salt spreading
Ongoing	Still getting plastic bags on yard waste days
Ongoing	118 Cool Springs Rd. Sink hole filled needs more looking into the problem
Ongoing	One ice eater has come up missing from Cdock Slip 3-5, it has been reported to Sgt. Mahan
Revisit in March	Planting a tree at stone pier - we need someone to tell us where the tree needs to be planted - please mark the spot - this has been stalled because of the snowfall, Moon Nursery is now closed till spring

Accountants Report – Gray Farquharson The Fiscal 2020 audit has been finalized and the audited financial statements have been submitted, along with the uniform financial report, to the state legislature office. The auditors issued a clean audit report. Debbie and Janine have managed to go another year without the auditors finding any needed adjustments to their work.

Overall, the Town is steadily improving their fund balance reserves as well as their net position. Fund basis is the basis the books are kept on while government-wide statements present the net position of the Town which takes into account long-term liabilities such as deferred revenue and debt as well as fixed assets and depreciation. Total Fund Balance for the Town is \$353,731 which increased from \$107,384 in FY19 (\$246,347 increase). Total net position for the Town (includes Utility Fund) is \$7,417,448 which is up from \$6,779,040 in the prior year (\$638,408 increase). If anyone has any further questions regarding the financial statements, feel free to reach out to me.”

Tower Point Lease Update Commissioner Fockler had sent out revised copies of the lease with the easement. The portion of the lease that needs to be worked out is the revenue sharing portion. That portion needs to be fleshed out. There is a conference call scheduled for the week of February 15th to further discuss. The deal remains the \$1,000,000.00 until the leases expire and then we get 50% of any other negotiated leases.

Eagle Scout Project – Cemetery Enhancement Commissioner Fockler discussed the upcoming project. He will be signing the Eagle Scout Service Project document and encouraged anyone with historical knowledge of the cemetery to get in touch with either him or Tony Halsey. The project will be reviewed by the Historic District Commission.

Rte 7 Industrial Rezoning Update Commissioner Fockler brought information on a workshop meeting on this and had about 20 people present on the session. The rezoning vote will come up at the County Council on March 2, @ 7:00 PM. If you have an opinion Commissioner Fockler encourages you to attend. The meeting will be virtual. He would love to see a petition out on a survey monkey in opposition.

Noise Issues 207 Black Avenue – This was discussed at The Code Enforcement Officer’s report time.

Teachers without Internet - Tabled

Avalon Park Update – Commissioner Wood brought up what might need to be done at Avalon. She thinks we need to think about what our options are for parking. At this time we have some bad ruts as the ground is soft. We need to clean up the plantings and spruce the area back up. Commissioner Fockler agrees that we need to make the parking more palatable as we are utilizing the ParkMobile app. Commissioner Kronner said that the DNR representative was supposed to get back to us about what needs to be done down there. The whole area is sinking and needs to be raised up. We need to get in touch with Mr. McGuirk to get an estimate on what might be done in that area for parking enhancement. Commissioner Fockler asked Mr. Lightner if there might be a problem with placing the kayak launch where the old boat ramp was. Mr. Lightner said that we would need to send an application to Critical Area to get their OK and if we remove trees replace one for one. Mr. Lightner was also asked about the parking and what might be done. Mr. Lightner mentioned that we might reach out to DNR for some help and use another representative. He also mentioned that we might be able to utilize permeable pavers. We will have a work day on April 24th from 9 to 1 to clean up the park.

Repaint Long Point Flag Pole – Commissioner Kronner stated that the pole definitely needs to be repainted. We had approved this last year and then remanded. Commissioner Kronner suggested that we get an RFP out there. Commissioners Fockler and Wood think that we should not do that until we have decided that we really need to paint it.

630 Water Street – Temporary Rent Reduction Commissioner Kronner stated that we had given them a discount of \$500 for three months that was supposed to be paid back by December 31, 2020. He wants to get the monies paid back and a new lease signed within 30 days or get new tenants. Commissioner Fockler had a discussion with Mr. Mahaffey and thinks that they would be agreeable to sign a new lease. Commissioner Kronner thinks that we can find someone else who would pay us the same money. Commissioner Wood thinks that we have let it go too far on a month-to-month lease. She thinks that this property needs a year lease. Commissioner Fockler stated that he has no problem getting in touch with the tenants and asking them to sign the lease. Commissioner Fockler will reach out to the tenants. Commissioner Fockler has already had a letter sent to the tenants asking them to pay back the deposit monies. Commissioner Kronner stated that the money was to be paid by the end of the year and they knew it so why are we giving them this slack? Mr. Pumpaly has put a letter together asking for the \$1500 to be repaid back to the security deposit account.

Trailer Park User Fee – Commissioner Kronner stated that we voted on this last year and we need to implement it now. The final ordinance was never voted on. Commissioner Wood stated that she does not think this is a good time as we are still in the time of COVID. She thinks that the campgrounds are going to be hurting right now. Commissioner Fields agrees with Commissioner Wood. Commissioner Kronner brought this up again this year because last year we gave a break to boaters on the slip tax and he does not think that those who use boats were hurting for money. Commissioner Fockler does not think the timing is right with COVID. **Commissioner Wood moved to table this till next year at this time, seconded by Commissioner Fields. Approved 4-0.**

OLD BUSINESS

Mowing/Trimming RFP We will put out an RFP for all of the parcels. Our maintenance supervisor will notify the contractor at least 24 hours in advance when a parcel is not to be cut. Commissioner Fields will be present at the meetings. Commissioner Fockler would like to see the parcels cut on Fridays. Commissioner Fields wants the Maintenance Supervisor to be the hands on contact.

Revisions to Ordinance 2013-02 – Parking Violations Mr. Pumpaly introduced the new wording for Ordinance N. 2013-02. It has been run by our attorney and will hold up in court. The Town of Elkton uses a non police officer for ticket writing. Commissioner Wood said that she was in favor of the change

in the ordinance but cautions that we need to be careful who we use in this position. Commissioner Fields stated that the amount of the fine is quite exorbitant. He suggests a \$50.00 and \$25.00 if paid within 14 business days. Commissioner Kronner moved to approve with the change of a \$50.00 and \$25.00 if paid within 14 business days, seconded by Commissioner Fields. Approved 4-0.

NEW BUSINESS

Miller Environmental Contract Mr. Pumpaly stated that we have been with Miller since 2006. He has heard on the street that there might be problems internal and external problems. This year we can go out on the street for an RFP for a bid for a new water contractor. Commissioner Kronner moved to put this out for an RFP, with no second the motion dies. Commissioner Fields does not think this is the time to change as we are painting the tower this year. It automatically renews on July 31st. Commissioner Fockler stated that he does not know if we are getting the best price. He does not necessarily think that we would go with someone else, but thinks we need to see if we are getting a good price.

Building Permit Request 21-06 – Parking Pad on Town Street In each case where residents request “road extensions” or paving of town land to increase parking at residences it has become the decision of the Town Commissioners. The HDC is not in favor of parking a boat in the Historic District, nor do they like the gravel. Commissioner Wood stated that previous residents have put down pavers or pavement and that it becomes public parking. Commissioner Fockler does not like this piecemeal placing of parking pads. Commissioner Wood is against this. Commissioner Kronner is against this. Commissioner Fockler would like to see an attorney’s opinion before voting on this.

The Commissioners wish Commissioner Letts better health.

Commissioner Fockler reminded those who might be interested in the rezoning to attend the meeting.

Period of Public Comment

Paul Cranny He is a neighbor who is affected and afflicted of the noise disturbance. He has been in contact with the state and will the town be pursuing this issue if he does not comply with the request to quiet his noise? Yes, we think that we will. Please continue to document the sound and the noise levels.

There being no further business before the board, **Commissioner Kronner moved to adjourn, seconded by Commissioner Wood at 9:03PM. Approved 5-0.**

Respectfully submitted,

Debbie Myers, Town Clerk