

TOWN MEETING OF SEPTEMBER 14, 1999

AGENDA

7:30 P.M.

1. Miller Environmental, Inc. - Monthly Report
2. Edgar McMullen - Wellhead Protection
3. Gary Bott/Charlestown Fire Co. - Calvert Street lot

OLD BUSINESS

4. Minutes

PENDING BUSINESS

5. New Millennium Celebration
6. Program Open Space (Picnic Tables/Benches)
7. Fire Boat Pier
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Ethics Ordinance
11. Y2K Compliance
12. TCI Franchise Agreement
13. Comfort Station
14. Paving
15. Floodlight at Boat Ramp
16. I&I Loan
17. Town Hall - Paint
18. Fair Green Park playground
19. Manhole Repairs
20. Legislative Action Request
21. Homeowners' Tax Credit - Betty Jones

NEW BUSINESS

22. MML Chapter Dinner - 10/28/99 The Granary 6 & 7 p.m.
23. Building Permits
24. Accounts Payable

1999 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
99-54	Gell, Robert, 308 Market Street	install new window, remove					IDA	
99-54	Gell, Robert (cont'd)		\$25.00	08/06/99	Yes		LDA	08/06/99
99-55	Grace, William, 826 Bladen Street	Remove tree	\$5.00	08/06/99	No	----	IDA	08/13/99
99-56	Smith, Jackie Smith, 468 Chesapeake Rd	Replace above ground pool	\$5.00	08/13/99	Yes	F6885	IDA	08/13/99
99-57	Newsome, Judy, 231 Louisa Lane	Install above ground pool	\$5.00	08/24/99	Yes	F6964	LDA	09/02/99
99-58	Cameron Fockler LTD, 441 Fredrick	Single Family Dwelling	\$25.00					
99-59	Lee, Terry, 420 Louisa Lane	Extend Street & Driveway	\$5.00					
99-60	Youngblood, Glenn, 34 Carpenters Pt.	Inground pool with liner	\$25.00				----	----
99-61	Wellwood Yacht Club, 523 Water St	Replace sign if front of	----	----	----	----	IDA	09/03/99
99-61	Wellwood Yacht Club (Cont'd)	Wellwood & on River Shack	\$5.00	09/03/99	No	----	IDA	09/03/99
99-62	Wellwood Yacht Club, 523 Water St	Parking Sign for Bt Trailers	\$25.00	09/03/99	No	----	LDA	
99-63	Boulden, Fred, 89 Edgewater Ave.	Garage & Storage	\$25.00					

TOWN MEETING OF NOVEMBER 9, 1999
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. - Monthly Report

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Fair Green Park playground
4. Program Open Space (Picnic Tables/Benches)
5. Fire Boat Pier
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Ethics Ordinance
9. TCI Franchise Agreement
10. Floodlight at Boat Ramp
11. I&I Loan
12. Town Hall - Paint
13. Manhole Repairs
14. Fire Company lot
15. MML Chapter Dinner
16. Cooper Avenue
17. Fax Machine
18. Cell Phones
19. Property Tax Billing
20. Fire Company donation
21. Street Print paving

NEW BUSINESS

22. Building Permits

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

23. Council of Governments Meeting - 10/27/99 7 p.m. Elkton Town
Hall
24. Christmas Party
25. Excise Tax - Letter to Al Wein by 11/12/99
26. Potential Renter - Town House
27. Parked Cars - Corner of Frederick & Bladen Streets
28. Water tower rust
29. Accounts Payable

TOWN MEETING OF JULY 13, 1999
MINUTES

7:30 P.M.

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report
3. Frank & Edna Falcone - Sewer Connection Request - 56 Long Beach
4. Howard Hall - Additional Police Protection
5. Edgar McMullen - Cemetery Regulations

OLD BUSINESS

6. Minutes

PENDING BUSINESS

7. New Millennium Celebration
8. Charlestown Marina
9. Program Open Space
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Ethics Ordinance
13. Calvert Street lot
14. Y2K Compliance - 7/16/99 10 am Emerg Serv Training Ctr
15. Stone Wharf - Handicapped Access
16. TCI Franchise Agreement
17. Town Brochure
18. Comfort Station
19. Paving
20. Floodlight at Boat Ramp
21. I&I Loan

NEW BUSINESS

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

22. Electric Deregulation Workshop - 7/20/99 8:30 a.m. Howard
Community College
23. Chamber of Commerce Y2K Community Guide & Business Directory
24. MML Chapter Dinner - 7/15/99 6 & 7 pm
25. Planning & Zoning Vacancy
26. Rezoning Procedures
27. Building Permits
28. Accounts Payable

TOWN MEETING OF AUGUST 10, 1999

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
ACS Proposal
Update on Water Availability in Drought
2. Charlestown PTA - Donation for copier

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Program Open Space (Picnic Tables/Benches)
6. Fire Boat Pier
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Ethics Ordinance
10. Calvert Street lot
11. Y2K Compliance
12. TCI Franchise Agreement
13. Town Brochure
14. Comfort Station
15. Paving
16. Floodlight at Boat Ramp
17. I&I Loan

NEW BUSINESS

18. Terry Lee
19. Town Hall - Paint
20. Fair Green Park Playground - Letter of Concurrence

Town Meeting of August 10, 1999
Agenda (cont'd.)
Page 2 of 2

21. TCI - Change of Name to AT&T
22. Cecil County Urban Growth Boundary Plan - Request for Proposal
23. Halloween
24. LGIT Safety Grant
25. LGIT Meeting - 09/30/99 at 3 p.m.
26. Golf Shirts
27. FY2000 CAC Agreement
28. Boys/Girls Clubs of America Services
29. Neighborhood Crime Prevention Grant
30. Auditor
31. Zinn - Quit Claim Deed
32. Building Permits
33. Accounts Payable

1999 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
99-54	Gell, Robert, 308 Market Street	install new window, remove						
99-54	Gell, Robert (cont'd)		\$25.00	08/06/99	Yes		IDA	
99-55	Grace, William, 826 Bladen Street	Remove tree	\$5.00	08/06/99	No	---		08/06/99

TOWN MEETING OF SEPTEMBER 28, 1999
MINUTES

The September 28, 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 were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips and Commissioner Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

OLD BUSINESS

Minutes - A motion was made by Commissioner Phillips to approve the minutes of the September 14, 1999 meeting, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Letts abstained).

PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, the festival organizer, gave her post celebration report to the Board. She thanked everyone who helped make the celebration a success. She mentioned there was a leak in the ladies room at the comfort station. Mr. Hearne stated William Algard and Hershel Armour, the Town's maintenance workers, had checked on it and he was going to mention it later in the meeting. President Vandervort stated he would check it out. Mrs. Phillips stated it was an excellent day all the way around.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated there was nothing new as he hadn't gotten a drawing from Mr. Algard yet.

Fire Boat Pier - President Vandervort stated he tried to contact Keith Baynes, the Town's attorney, as he was supposed to have the scaled-down bid package done by the end of the month but Mr. Baynes hadn't returned his call yet.

Sidewalk Retrofit Program - Mr. Hearne stated the Town received a letter from Don Yingling, of the State Highway Administration (SHA), on the walk through. He further stated Mr. Yingling's letter mentioned a few areas where top soil, seeding and mulch was needed and the driveway at 316 Cecil Street needed to be corrected to tie the existing driveway into the road apron. Mr. Hearne stated Mr. Yingling asked that if President Vandervort had any concerns to contact him. After some discussion, Mr. Hearne stated if one of the commissioners noticed an area that needed to be corrected, to please draw out where it was so he could let Mr. Yingling know. Mr. Hearne stated he doesn't know when they will be doing the final walk through. Mr. Hearne also stated SHA cannot guarantee the grant monies allocated to the Town for FY2000 could be carried over to the next fiscal year.

Tasker Lane - President Vandervort stated he had asked Mr. Baynes to look into that so we need to check with him. He further stated

he hadn't contacted the residents down there about the old asphalt and whether or not they wanted it left on their property or not.

Ethics Ordinance - Commissioner Letts stated if President Vandervort could not get the rewording done, let's turn this over to Mrs. Morgan to do. President Vandervort stated he just hadn't had time to get to it with other things needing to be done. Commissioner Letts stated he was willing to do more and said he was sure Commissioner Doss would be willing to do more on the various tasks the Board wanted done.

Y2K Compliance - Mr. Hearne stated the Town needed a Y2K compliance plan by October 1, 1999. President Vandervort stated Mrs. Morgan was supposed to be working on a form and asked if something else was needed. Mr. Hearne stated he would check with Mrs. Morgan. Commissioner Phillips stated Mrs. Morgan had been selected for jury duty and wanted to know what the Board should do. Commissioner Letts stated that just because Mrs. Morgan had jury duty didn't mean she would serve on a jury. After some discussion, Commissioner Letts stated Mrs. Morgan should be made aware that if she was not selected to sit, she was then to come to work. After more discussion, Commissioner Letts stated the county continued to pay the employee but at the end of their jury service, that jury check would be turned over to the county. After some discussion, Commissioner Letts stated he couldn't remember this situation occurring in the past but suggested the Town might want to establish a policy on it. After more discussion, Mrs. Phillips asked what the Board would do if Mrs. Morgan was on a jury for a week or more. President Vandervort stated the Town would hire a temp just as was done when Mrs. Morgan was out on maternity leave.

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

Floodlight at Boat Ramp - President Vandervort stated another commissioner could handle this by going down and deciding where the floodlight should go. Commissioner Letts stated he thought the Board had already agreed on where to put the light. President Vandervort stated someone needed to meet with William McMullen, of Conectiv, to show him where. Commissioner Letts stated he would take care of it.

I&I Loan - Mr. Hearne stated there was nothing new on that.

Town Hall - Paint - Mr. Hearne stated the ad requesting bids had been in the Cecil Whig. He further stated bid specs were sent by Mrs. Morgan to Larry Brown and Larry Steward, a person recommended by Mr. Phillips. Mr. Hearne stated he asked to have the bids by 5

p.m. on October 5, 1999 so the Board could consider them at the October 12, 1999 meeting. President Vandervort stated the Town should get at least three bids. He further stated the Town may need to contact contractors to see if they were interested in bidding.

Fair Green Park playground - President Vandervort stated he met with the playground representative working on the ship concept for the playground and he should be sending a more three dimensional drawing. He further stated if that was okay, the representative would have a color drawing done. The Board looked at the blueprint drawings. Valerie Hahn, a member of the audience, asked the Board if they had gotten a price from the contractor. President Vandervort stated the contractor was aware of the budget for the project and was working to stay within that \$90,000 budget. After some discussion, President Vandervort stated the Town had gotten a letter of concurrence from POS for the project and the Town had budgeted \$60,000 through POS for which POS would reimburse 75% or \$45,000. He further mentioned the Town had been putting money aside in the budget for several years toward this playground. Mrs. Phillips stated the ship concept was appropriate for the town.

Manhole Repair - Mr. Hearne stated the repairs should only take a couple of days and Dixie Construction should be starting next week.

Homeowners' Tax Credit - Betty Jones - Mr. Hearne stated Mrs. Jones had applied to get previous years' discounts on town taxes as she had qualified for the Homeowners' Tax Credit. President Vandervort stated he hadn't heard from Mr. Baynes about that either so the Board tabled the matter until the next meeting.

Fire Company lot - President Vandervort stated he needed to talk to Mr. Baynes about doing the settlement.

NEW BUSINESS

Commissioner Letts stated the Town now had two years worth of revenue from Bell Atlantic for cell phones. He further stated the Town could have used one the day of the hurricane as Mrs. Morgan let Mr. Algard use her personal cell phone. President Vandervort stated the Town should look into Nextel. After some discussion, the Board asked Mr. Hearne to handle getting cell phones through Nextel. Commissioner Phillips asked how many the Town was getting. Commissioner Letts stated the Board had agreed on three. President Vandervort stated the Town would need to make sure the phones worked in Charlestown.

Mr. Hearne stated Mrs. Morgan contacted Hilyard's and they said

they couldn't repair the fax machine as it was a multi-function machine. Commissioner Doss stated he would get his brother to look at it. He further stated his brother said it was hard to get Hewlett Packard equipment repaired as all the parts were patented and only authorized dealers had them and it was a high dollar repair. President Vandervort stated the Town still had the old fax machine to use in the meantime.

Consumer Confidence Report - Mr. Hearne stated the Maryland Department of the Environment (MDE) had found the report acceptable and Mrs. Morgan had been running copies to mail. President Vandervort stated every resident in Charlestown had to get a copy so it will be sent out in the utility bills. Mr. Hearne stated the Town had to complete a certification form and return it to MDE.

David & Kathleen Ashworth & Nancy O'Hara - Quit Claim Deed - Mr. Hearne stated Mr. & Mrs. Ashworth and Ms. O'Hara were requesting a quit claim deed from the Town based on the 1952 Price & Price survey. President Vandervort stated the standard quit claim deed form should be used. Mr. Hearne stated Mrs. Morgan had already done one up. A motion was made by Commissioner Phillips to give Mr. & Mrs. Ashworth & Ms. O'Hara a quit claim deed, seconded by Commissioner Letts. The motion passed 4-0.

Halloween Hours - Commissioner Letts stated the Town should be the same as the county. Mr. Hearne stated that would be 6-8 p.m. on Saturday, October 30, 1999. A motion was made by Commissioner Letts to set the Halloween hours from 6-8 p.m. on October 30, 1999, seconded by Commissioner Phillips. The motion passed 4-0. President Vandervort asked if the Town was giving out glowsticks again. Mr. Hearne stated the Town had already received them.

Commissioner Phillips stated the Board needed to discuss the MML Chapter Dinner. President Vandervort asked why we needed to plan this early. Commissioner Phillips stated so the date can be reserved with whomever the Town would hold it with. After some discussion, President Vandervort stated we would be hosting the January chapter dinner. After brief discussion, President Vandervort stated there were two places in town where the dinner had been held in the past, the Market Street Cafe and the Wellwood. He was not sure if the Wellwood could hold it. Commissioner Letts asked if someone can contact Larry Metz, of the Wellwood Club, to see if he could. Commissioner Doss stated he would like to see it held at the Market Street Cafe as Bobbi and Chip Spangler, the owners, had donated a lot of things to the Millennium celebration. After more discussion, the Board decided to check with the Market Street Cafe on a menu and the cost per person. Mr. Hearne asked if Commissioner Phillips would handle it and she asked him to.

Mr. Hearne stated John Burrell and several other representatives of the Local Government Insurance Trust (LGIT) would like to meet with town commissioners at 3 p.m. on Thursday, September 30, 1999. President Vandervort asked Mr. Hearne to remind him of that meeting.

President Vandervort stated tomorrow night there's a meeting. Mr. Hearne stated it was being called a council of governments. He further stated it was being hosted by the Town of Cecilton, being modeled after what towns in Frederick County do, meeting once a month to discuss mutual problems or issues. He further stated he didn't know if there would be enough interest to continue with future meetings. After some discussion, Mr. Hearne stated right now they were limiting the meeting to the mayor/president and town administrator of each town. President Vandervort asked if any commissioner had an issue to be discussed at the meeting. Commissioner Letts asked what the purpose of the meeting was. Mr. Hearne stated it was to start a line of communication between each town and the county also, to discuss mutual problems or ideas. He further stated Al Wein, the county administrator, had mentioned the County Commissioners would be discussing the proposed excise tax on building construction.

Mr. Hearne asked when the Board wanted to close the comfort station and remove the portable toilets. After some discussion, the Board wanted the comfort station closed and the portable toilets removed before Halloween. President Vandervort stated he would let Mr. Algard know when to winterize the comfort station as he wanted to be there when he did so.

Accounts Payable - President Vandervort turned the chair over to Vice-President Letts. A motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Letts abstained).

As there was no further business to be discussed, a motion was made by Commissioner Doss to adjourn the meeting at 8:54 p.m., seconded by Commissioner Phillips. The motion passed 4-0.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF SEPTEMBER 28, 1999

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. New Millennium Celebration
3. Program Open Space (Picnic Tables/Benches)
4. Fire Boat Pier
5. Sidewalk Retrofit Program
6. Tasker Lane
7. Ethics Ordinance
8. Y2K Compliance - Plan by 10/01/99
9. TCI Franchise Agreement
10. Floodlight at Boat Ramp
11. I&I Loan
12. Town Hall - Paint
13. Fair Green Park playground
14. Manhole Repairs
15. Homeowner's Tax Credit - Betty Jones
16. Fire Company lot

NEW BUSINESS

17. Consumer Confidence Report
18. Quit Claim Deed - David Ashworth
19. Halloween Hours
20. Accounts Payable

Town of Charlestown

Accounts Payable Bills

09/28/99

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	166.64-
Flagpole Lighting	Acct #2-62-42283-5-0 - flagpole Conestoga St	6420.1 - Electric	46.58-
Sarge's Market	3 rod combos/3 tackle boxes/3 grabbags - New Millen...	6719.1 - Millennium Cele...	150.08-
Fireworks Productions, inc.	remainder due - fireworks display - Millennium Celebra...	6719.1 - Millennium Cele...	7,500.00-
Harvey & Harvey	Inv #0276-0256769 - trash service - Aug'99	6651.1 - Trash Collection	3,638.58-
Injured Workers' Ins. Fund	Policy #2801346-1 - premium due - Workmen's Comp	6160.1 - Workmen's Co...	371.00-
Conowingo Country Store & Fl...	(1) 12x15 American flag; (1) 20x30 American flag; (3) ...	-SPLJT-	822.50-
Sheriff's Patrol	Inv #99-07 - Charlestown Patrol for Aug '99	6920.1 - Police Protection	1,378.84-
Sheriff's Patrol	Inv #99-07 gasoline for Charlestown Patrol - Aug '99	6920.1 - Police Protection	53.87-
Fedex	Acct #1877-2739-1 Inv #7-720-89319 - mail copies of ...	6223.2 - Postage	12.75-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	114.07-
Friedman & Fuller PC	Client #09653.200 Inv #62849 - progress billing - FY99...	6320.1 - Auditor	1,250.00-
Bob's Overhead Door	Inv # 6552 - (6) 4"x4"x12" extruded dock bumpers for p...	6410.1 - Repairs	126.00-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	13.71-
Arrow Electrical Supply Co., Inc.	Inv #3002883-01 - electrical supplies needed to upgra...	6719.1 - Millennium Cele...	176.92-
Maryland Materials Inc.	Acct #60502 - inv #132251 - rip rap to repair footbridge	6740.1 - P&R Miscellane...	78.48-
Phillips, Paul	installation of (5) 115v GFI receptacles & (1) 240v rece...	6719.1 - Millennium Cele...	253.70-
Merry Maids	cleaning Town Hall - 10/04/99	6450.1 - Maintenance	35.00-
Rogers Locksmith	(10) padlocks keyed alike for comfort station	6450.1 - Maintenance	80.00-
Total 1010.1 - Cash-General Checking			16,268.72-
Total 1000.1 - General Fund Cash Accounts			16,268.72-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 - Telephone	116.48-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	13.32-
Miller Environmental, Inc.	Inv #10099949 - preparation of consumer confidence f...	7120.2 - Contract Operat...	1,232.00-
Miller Environmental, Inc.	Inv #10099950 - reimbursement for add'l soda ash	7120.2 - Contract Operat...	2,529.25-
Miller Environmental, Inc.	Inv #10109948 - water system ops contract for Oct '99	7120.2 - Contract Operat...	1,757.60-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	55.90-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	127.12-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	309.49-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	84.12-
Total 1010.2 - Cash - Utility Checking			6,225.28-

Town of Charlestown
Accounts Payable Bills

09/28/99

Name	Memo	Split	Amount
Total 1000.2 - Utility Fund Cash Accounts			<u>6,225.28-</u>
TOTAL			<u><u>22,494.00-</u></u>

TOWN MEETING OF SEPTEMBER 14, 1999

MINUTES

The September 14, 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.

Miller Environmental, Inc. - George Smith, of Miller Environmental, Inc., presented the August monthly water system operations report to the Board. President Vandervort stated the road cut for 129 Caroline Street needed to have crusher run added as it was getting deep, particularly on the sides.

Edgar McMullen - Wellhead Protection - Edgar McMullen mentioned there were a couple of properties on Conestoga Street with junk and old cars. He further talked to the Board about York Building/Mason-Dixon Sand & Gravel's plans for further digging near the town. He stated there were public hearings scheduled at the county for the special exception and variance they would need if any commissioner was interested in attending. Mr. McMullen stated he was concerned about the possibility of the gravel company contaminating the Town's wells and water supply. Mr. Smith, of Miller Environmental, stated their digging shouldn't effect the Town's wells as they are on a combined aquifer which was several hundred feet deep. Mr. Smith asked Mr. Hearne if the Town was participating in the wellhead protection program through the county. Mr. Hearne stated it was but it was not near completion. Mr. Smith stated one of the things the survey would do was show the areas the Town needed to be concerned about for the wells.

Gary Bott/Charlestown Fire Company - Calvert Street lot - Gary Bott, assistant fire chief, and George Stanko, member of the Charlestown Fire Company's board of directors, stated the Town's offer on the lot was reviewed and the fire company had a counter-proposal to offer and had authorized Mr. Bott and Mr. Stanko to negotiate the purchase on behalf of the fire company. Mr. Bott stated the fire company's counter-proposal was \$150,000 to purchase the lot and extend the current lease the fire company has on the Town land between the fire house and Market Street Cafe to a 99 year lease at \$1 per year. After some discussion, the Board requested the fire company put the counter-proposal in writing and the Board would discuss the matter further among themselves. After Mr. Bott and Mr. Stanko left, the Board discussed the matter and a motion was made by Commissioner Phillips to offer \$140,000 for the lot and extend the current lease 50 years at \$1 per year, seconded by Commissioner Pumpaly. The motion passed 3-0-1 (Commissioner Doss abstained). The Board attempted to contact Mr. Bott about the Board's proposal.

OLD BUSINESS

Minutes - A motion was made by Commissioner Doss to approve the minutes of the August 24, 1999 town meeting, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, festival organizer, asked President Vandervort if the comfort station would be fixed. President Vandervort stated he had ordered the right parts and once they came in, it would take a few minutes to install them. Mrs. Phillips asked to have the portable toilet moved to the water-side of the ice house.

At this time, 8:10 p.m., Commissioner Doss left the meeting to locate Mr. Bott.

Mrs. Phillips stated Larry Metz, of the Wellwood Yacht Club, requested the barricades be moved down so his patrons could get into his parking lot. She further stated Mr. Metz offered the use of his field for exhibitor parking. Mrs. Phillips stated William Algard and Hershel Armour, the town's maintenance workers, were doing the "exhibitors only" signs and spaces in that area would be reserved for handicapped parking also.

At this time, 8:14 p.m., Commissioner Doss returned to the meeting.

Mrs. Phillips stated Commissioner Phillips had offered to run a popcorn machine and she would need a check for \$36 to Cecil Rental for the machine. Commissioner Doss suggested she contact Bobbi Spangler, of the Market Street Cafe, as they had a machine. Mrs. Phillips asked to have the chain and fence along the park parking lot taken down the Friday before. She also asked that the comfort station be cleaned, powerwashed preferably. Commissioner Doss stated he would take care of it. Mrs. Phillips asked if insecticide could be put down at the park as there were a lot of bugs. President Vandervort stated he could put some down. Mrs. Phillips asked what hours the deputies were scheduled to work. After some discussion, Mrs. Phillips stated she talked to Richard Aro, of the fire police, who could have four men available at \$8.50 per hour per man. After more discussion, a motion was made by Commissioner Doss to have four fire police at \$8.50 per hour per man from 9 a.m. to 10 p.m., seconded by Commissioner Phillips. The motion passed 4-0. Mrs. Phillips asked if the Town needed additional insurance and Mr. Hearne stated he checked and he was told it did not but he would check again. Mrs. Phillips asked if the Town could fill in a hole by the bench in front of the ice house. Commissioner Phillips stated the electric lock on the ladies' room door at the comfort station was not working. President Vandervort stated he would check it. President Vandervort asked if anyone had heard about the banner. Commissioner Phillips stated the other pole was missing. Commissioner Doss stated the fire company should allow a temporary hookup to their flagpole. President Vandervort asked to have Al McDaniel, of TCI Cablevision, contacted to see if he would meet with him at 10 a.m. tomorrow. President Vandervort asked if the new flags had come in. Mrs. Morgan stated she would check on them tomorrow.

Mr. Bott and Mr. Stanko had come back to the meeting. President Vandervort told them the Town was offering \$140,000 and a 50 year lease to the year 2049 at \$1 per year. After more discussion, Mr. Stanko asked the Board to consider \$145,000 and a 75-year lease. A motion was made by Commissioner Pumpaly to offer \$145,000 for the lot and extend the current lease for 75 years for \$1 per year, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Doss abstained). Gary Bott, on behalf of the fire company, accepted the offer and stated they would contact the Town to get the paperwork started.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated there was nothing new as he had not received a drawing from Mr. Algard yet.

Fireboat Pier - President Vandervort stated Keith Baynes, the Town's attorney, had received a copy of the bid documents and should have a sized down version done by the end of the month.

Sidewalk Retrofit Program - Mr. Hearne stated Don Yingling, of the State Highway Administration (SHA), had called today wanting to schedule a walkthrough inspection. He further stated he would call Mr. Yingling back and schedule it. Mr. Hearne mentioned the Town also received notification from SHA that it would receive \$3,433 in sidewalk retrofit grant monies for FY2000. President Vandervort asked if these monies could accrue over several years. Mr. Hearne stated he would check with Mr. Yingling.

Tasker Lane - President Vandervort stated he met with Mrs. Cooper and her attorney, Leonard Wilson, at Mr. Baynes' office and they agreed they would not fight the Town moving Tasker Lane. He further stated he told them the Town intended to take the road only as far as necessary to service the last house and the Town would place a barricade at the end of the road. Mrs. Cooper stated she would take care of putting up her own fence but asked if the Town would consider leasing the land at the end to her so she could control assess. After some discussion, President Vandervort stated the property owners on whose property the old roadbed was on would need to be contacted to see if they wanted it removed or remain where it was. After more discussion, President Vandervort stated the next step would be to the telephone pole moved.

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

Y2K Compliance - Mrs. Morgan told President Vandervort the next meeting was scheduled for tomorrow at 10 a.m. President Vandervort stated he wouldn't be able to attend as he had a meeting with a playground representative at that time.

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

Paving - President Vandervort stated McGuirk Construction had

finished the paving projects except for striping the parking lot. Mr. Hearne stated Ken Ropp, of Program Open Space (POS), was asking when the Street Print project at the stone wharf would start. President Vandervort stated that project would be done.

Floodlight at Boat Ramp - President Vandervort stated he hadn't contacted William McMullen, of Conectiv, to set up a meeting with him.

Town Hall - Paint - Mr. Hearne stated he had general specs done. Commissioner Doss stated Larry Brown was interested in bidding on it. After some discussion, President Vandervort asked to have Mr. Brown contacted to provide a demonstration of the striping technique he would use and suggested if other bidders had techniques the Town hadn't seen before, get them to demonstrate those also.

Commissioner Phillips asked the Board to consider purchasing a powerwasher to clean the Town's buildings. After brief discussion, Commissioner Doss stated the fire company could bring the fire truck and use that to clean the buildings. Mr. McMullen mentioned the church had someone spray to kill the spiders at the church. President Vandervort asked him to get the person's name.

Fair Green Park playground - President Vandervort stated he would be meeting with the playground representative whose concept he was interested in tomorrow at 10 a.m. if anyone else wished to be here.

Manhole Repairs - Mr. Hearne stated he needed to contact the contractor to have him start.

Legislative Action Request - President Vandervort stated the Town submitted a request to the Maryland Municipal League (MML) to sponsor legislation to exempt the Town from paying taxes for the water tower. He further stated he, along with Commissioner Phillips and Mr. Hearne, made a presentation before the MML's Legislative Committee. President Vandervort stated the legislation may not be necessary as the day after the presentation, the Town received a letter from the Assessments Office informing the Town the taxes would abated and instead Bell Atlantic would be taxed. After more discussion, Mr. Hearne stated Sharon Weygand, the town administrator for Perryville, mentioned to him the State's attorney general found some loophole in the law which made Bell Atlantic responsible but if they don't pay, the Town may have to sue them as it was Town property.

Homeowner's Tax Credit - Betty Jones - President Vandervort stated he hadn't talked to Mr. Baynes about this matter yet so the Board tabled the matter until the next meeting.

NEW BUSINESS

MML Chapter Dinner - 10/28/99 The Granary 6 & 7 p.m. - President Vandervort stated the next MML Chapter Dinner was at the Granary on

October 28, 1999 and there was an entree selection on the reservation form. He further stated Mrs. Morgan would need reservation information by October 22, 1999.

Mr. McMullen asked if the Town was going to follow up on those properties on Conestoga Street. President Vandervort stated he felt properties would have to look pretty bad before he would consider sending a letter as he felt people had the right to have their property the way they want it. After some discussion, Commissioner Doss stated he received three complaints about the unoccupied house formerly owned by the Brooks being left unsecured and kids were getting into it. He stated the Town needed to notify the current property owner to secure the residence.

Building Permits - The Board reviewed the list of building permits.

President Vandervort read a letter from Mr. Algard submitted to the Board. He further stated this was about the time each year the Board considered giving raises to the Town's employees making it retroactive to the beginning of the fiscal year. After some discussion, Commissioner Doss made a motion to give the Town's employees a 5% salary increase, seconded by Commissioner Phillips. The motion passed 4-0.

Commissioner Pumpaly talked to the Board about Mr. Knapp's claim that water runoff from Louisa Lane across the Town's parking lot was causing erosion at his embankment. After much discussion, President Vandervort stated the matter was discussed at a meeting a year ago with people from Critical Areas, Forestry, and other agencies and they felt it was better to have the water run the way it was running now across the parking lot and through the shoreline erosion project as that helped filter the water and that the runoff was not causing the erosion on Mr. Knapp's embankment.

Mr. Hearne stated Mr. Algard was requesting to purchase 4 rear snow tires for the town truck. The Board asked to hold off on that purchase as a new truck should be purchased shortly.

Accounts Payable - After brief discussion, a motion was made by Commissioner Phillips to pay the bills with the condition the amount to be paid to McGuirk's be revised to take advantage of the early pay amount, seconded by Commissioner Doss. The motion passed 4-0.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF SEPTEMBER 14, 1999

AGENDA

7:30 P.M.

1. Miller Environmental, Inc. - Monthly Report
2. Edgar McMullen - Wellhead Protection
3. Gary Bott/Charlestown Fire Co. - Calvert Street lot

OLD BUSINESS

4. Minutes

PENDING BUSINESS

5. New Millennium Celebration
6. Program Open Space (Picnic Tables/Benches)
7. Fire Boat Pier
8. Sidewalk Retrofit Program
9. Tasker Lane
10. Ethics Ordinance
11. Y2K Compliance
12. TCI Franchise Agreement
13. Comfort Station
14. Paving
15. Floodlight at Boat Ramp
16. I&I Loan
17. Town Hall - Paint
18. Fair Green Park playground
19. Manhole Repairs
20. Legislative Action Request
21. Homeowners' Tax Credit - Betty Jones

NEW BUSINESS

22. MML Chapter Dinner - 10/28/99 The Granary 6 & 7 p.m.
23. Building Permits
24. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/14/99 TIME: 7:30 P.M.

Edna G. McMullin

George A. Smith - MBI

Mildred Cooper

Rebecca Phillips

Bob Phillips

Ray A. Pitt Charlestown Fire Co.

Angie J. Smith Charlestown Fire Co.

Val Talm

Town of Charlestown

Accounts Payable Bills

09/14/99

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
AT&T	Acct #8014-058-9492 - Inv #6392345257	6440.1 - Telephone	31.48-
Injured Workers' Ins. Fund	Policy #2801346-1 - premium due - Workmen's Comp	6160.1 - Workmen's Co...	20.00-
Radio Shack	Acct #1903060981 - Inv #291598 - (4) pks cassette tap...	6220.1 - Office Supplies	28.76-
Baynes, Keith A.	August statement - mtg w/ Leonard Wilson & Mrs. Co...	6310.1 - Legal Counsel	140.00-
JR's Septic Service	Acct #4102876173 - (1) portable toilet @ comfort stati...	6450.1 - Maintenance	60.00-
Lowe's Home Centers Inc.	Acct #2237 - Inv #21721674501 - treated lumber; app...	-SPLIT-	336.70-
Connectv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	231.78-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	13.80-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	6.49-
Flagpole Lighting	Acct #2-62-42283-5-0 - flagpole Conestoga St	6420.1 - Electric	42.58-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	6.49-
Mac's Shacks	Acct #110342 - Inv #15836 - (2) portable toilets @ athl...	6730.1 - Contract Mainte...	110.00-
American Home & Hardware	Acct #885600 - Inv #616903 - hex huts; flat washers; fa...	-SPLIT-	64.48-
Staples	Acct #7972 3200 0002 7426 -signature stamp	6611.1 - Other	13.88-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #265992 - cement - park bench; inv #...	-SPLIT-	164.84-
Total 1010.1 - Cash-General Checking			1,271.28-
Total 1000.1 - General Fund Cash Accounts			
Total 1000.1 - General Fund Cash Accounts			1,271.28-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	121.85-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	133.15-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	9.93-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	59.25-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	205.39-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	245.06-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	68.46-
Total 1010.2 - Cash - Utility Checking			843.09-
Total 1000.2 - Utility Fund Cash Accounts			843.09-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
McGuirk Construction	paving boat ramp ; Pat's entrance; parking lot; pave h/...	-SPLIT-	10,664.00-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 - Street Lights	602.36-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #30972 - blade & spark plug for mo...	-SPLIT-	111.70-

09/14/99

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21721674501 - we...	-SPLIT-	18.66-
Mac's Shacks	Acct #110342 - Inv #15837 - (1) portable toilet @ shop ...	6420.3 · General Mainte...	55.00-
American Home & Hardware	Acct #685600 - Inv #617040 - 10' 16 ga drain pipe for s...	-SPLIT-	91.18-
Chesapeake Rent All	Cust #1816 - Contract #93512 - pump & hose to disch...	6300.3 · Streets	46.00-
Gilbert Enterprises Inc.	Inv #5491NE - Aug '99 gasoline charges	-SPLIT-	239.83-
Total 1005.3 · New-Checking-Special (Special checking County)			11,828.73-
Total 1000.3 · Special Fund Cash Accounts			11,828.73-
TOTAL			13,943.10-

TOWN MEETING OF APRIL 25, 2000
MINUTES

The April 25, 2000 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 Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

OLD BUSINESS

Minutes – Mrs. Morgan stated at the April 11, 2000 meeting, the Board discussed the mower bids. She further stated there were three independent bids, the third being one from Deer Creek Equipment of Oxford PA for \$6,059. President Vandervort requested the first paragraph of the minutes be revised to state he arrived late to the meeting. Commissioner Phillips made a motion to approve the minutes of April 11, 2000 with the above changes, seconded by Commissioner Doss. The motion passed 3-0.

Resolution No. 2000-3 – President Vandervort read Resolution No. 2000-03 to amend Article VII Section 714 of the Charter into the minutes. President Vandervort requested the sentence “from time to time be established by Cecil County” to “from time to time be established by the Town Commissioners of Charlestown” and requested the sentence “in the same manner as the Cecil County Code” to “in a manner determined by the Town Commissioners of Charlestown”. Commissioner Phillips made a motion to approve Resolution No. 2000-3 with those changes, seconded by Commissioner Doss. The vote on the motion was:

3 Yea 0 Nay 0 Abstentions 2 Absent (Commissioners Pumpaly and Letts)

Resolution No. 2000-4 – President Vandervort read Resolution No. 2000-04 to allow Town of Charlestown to charge a penalty for the late payment of taxes into the minutes. After brief discussion, Commissioner Phillips made a motion to approve Resolution No. 2000-4, seconded by Commissioner Doss. The vote on the motion was:

3 Yea 0 Nay 0 Abstentions 2 Absent (Commissioners Pumpaly and Letts)

Accounts Payable – Mrs. Morgan stated the large invoice for the utility fund was for the water loan payment due on May 1, 2000. She further stated that figure was checked with the debt schedule for the loan and was the correct amount due. A motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner Doss. The motion passed 3-0.

PENDING BUSINESS

Policing – President Vandervort stated the Town was submitted a Byrne Memorial Grant application and, as part of that, the Town needed a written agreement with the Sheriff's

Office. He further stated the easiest way would be to modify the draft contract the Town and Sheriff's Office had been negotiating on approximately a year ago. He stated he would work on modifying that to fit the requirements of the grant. Mr. Hearne asked President Vandervort to make the modifications quickly as the grant application had to be received by the Governor's Office of Crime Control and Prevention by Friday, April 28th.

Fair Green Park playground – Commissioner Phillips stated she called Tim Hamilton, of Mid-Atlantic Products, today and he stated the playground equipment would be shipped from the manufacturer on April 27th with a projected delivery date of May 8th. After some discussion, Commissioner Phillips stated she would contact Mr. Hamilton to see if the Town needed to have a forklift available to unload the equipment. President Vandervort stated if the Town needed a forklift, perhaps one of the marinas would allow the use of theirs.

Fire Boat Pier – President Vandervort stated the Town received the revised drawings of the pier. He further stated Ron Daniels, of the Charlestown Fire Company, had seen them and was satisfied with them. President Vandervort stated he was concerned with the ¼" spacing of the planks because if they are treated lumber, they will shrink too much. He also said Century Engineering did not design the floating pier but got quotes for pre-fabricated ones. He stated the final plans should be done in about a week and then the Town would start the bidding process again.

Tasker Lane – Mr. Hearne stated he hadn't sent a letter to Keith Baynes, the Town's attorney, to inform Bell Atlantic the Town does not believe it needed to pay to have the poles moved.

I&I Loan – Mr. Hearne stated he had nothing new at this time.

Water tower rust – President Vandervort stated Miller Environmental, Inc. had told the Town there was a little rust around the hatch area that they felt the Town maintenance workers should be able to take care of it. He stated he looked at the tower and there seemed to be rust along the outside under the overhang. President Vandervort stated Buddy Jones, the individual who worked on the flagpole, worked for a company that painted and inspected tanks. He said Mr. Jones was willing to repel down the tank and let the Town know if there was a rust problem there that needed to be addressed for \$100. A motion was made by Commissioner Phillips to pay Mr. Jones \$100 to repel down the water tank and look at the suspected rust, seconded by Commissioner Doss. The motion passed 3-0.

ADA Ramps – Post Office and Town Hall – Mrs. Morgan stated she had talked to William Algard, one of the Town's maintenance workers, about completing sketches for the ramps and had provided him with a copy of the ADA requirements for ramps. Mrs.

Morgan stated she checked with him today and he hadn't started on this yet but would keep reminding him of it.

President Vandervort asked if Richard's Paving had been contacted about getting the street print project at the stone wharf started. Mr. Hearne stated he had tried to contact them but had to leave a message. Mrs. Morgan stated she had talked to Tracy, of Richard's Paving in early March and had been told they wanted to wait to May because of nighttime temperatures were still in the 30's. Mr. Hearne stated he would try to contact them again.

Truck Purchase – Mrs. Morgan stated she had two proposals on a new truck. She further stated she had gotten a list from Air Flo Manufacturing of companies to contact but hadn't contacted them yet. She also said she would like to get information on state contracts for trucks before the next meeting.

Town Hall paint – Mr. Hearne stated he hadn't contacted the Maryland Department of the Environment yet regarding regulations on lead paint.

Duck Hollow II – Land Donation Proposal – President Vandervort stated he hadn't contacted Frank Lee yet.

NEW BUSINESS

State Highway street improvements – Mr. Hearne stated he would contact State Highway.

Trees on Town right-of-way – President Vandervort stated the Town received a letter from Mr. Langford on Conestoga Street requesting two trees be taken down believing they were in the Town's right-of-way. After discussion, the Board decided to determine if they were in the right-of-way and, also, if they did need to be taken down. The Board also decided if the Town was to remove them, to get quotes from tree services. Mrs. Morgan reminded President Vandervort Mr. Algard had requested him to take a look at the one pin oak at the Town House property. She stated if these two trees were to be taken down, it would be cheaper to have all three done at the same time.

Council of Governments Meeting – 05/11/00 at 7 p.m. – President Vandervort asked where it would be held. Mr. Hearne stated it was usually held at the Elkton Town Hall. Mrs. Morgan stated she would check on the location as this information was derived from a letter from the County stated the County Commissioners would be attending that meeting to discuss the proposed FY2001 tax differential and trash rebates with the towns. Mrs. Morgan stated the FY2001 trash rebate was partly based on 1990 population figures. She suggested the Town accept the rebate with the understanding the amount be adjusted

once Census 2000 population figures were known. President Vandervort stated he would raise that issue at the meeting.

Water Meter Wand Repair – Mrs. Morgan stated the wand needed to be repaired but MEI was currently reading the meters with a borrowed hand-held reader. She stated MEI contacted Sensus and the cost to repair the wand was \$307. Mrs. Morgan stated MEI also provided two quotes to purchase a new hand-held reader like the one they were borrowing. She said the only draw back was the hand-held reader would not have the capability of storing readings onto a disk to be downloaded onto the computer if the Town decided at a later date to purchase the software conversion package to do so. After some discussion, Commissioner Phillips made a motion to purchase a new hand-held water meter reader for \$397.50 but to have MEI store the old wand so if the Town decided to have it repaired it could, seconded by Commissioner Doss. The motion passed 3-0.

Dog Licenses – Mrs. Morgan stated the County was asking if the Town was interested in selling dog licenses this year. After some discussion, the Board decided to decline the offer.

Mrs. Morgan stated the Town received a draft of the Wellhead Protection Plan. She further stated the Town needed to review it as Advanced Land & wanted revisions submitted by May 11, 2000. Mrs. Morgan stated she read it and two of the point source sites the Town could work on eliminating, the underground tanks at the fire company and the school. Commissioner Doss stated he believed the tanks were to be removed when the fire company did the renovations to the firehouse but would check. Mrs. Morgan stated the Town needed to check with the Board of Education on the tanks there to see if they were being removed as part of the renovations of the school.

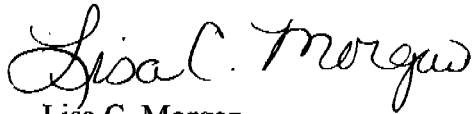
President Vandervort asked to have Mr. Algard told to get the signs up on the Calvert Street lot.

Tom Glusco, one of the new owners of the Beachcomber, introduced himself to the Board. He asked about getting water service from the Town as James Martin, the previous owner, had received a letter in the past about it. President Vandervort stated he seemed to remember the Town offered water service in exchange for locating something on Beachcomber property. He asked Mr. Hearne to look for a copy of the letter in the Town's files. Mr. Hearne asked Mr. Glusco what they were doing about sewer service. Mr. Glusco stated they were in the process of obtaining a permit to hook into the county sewer.

Town Meeting of April 25, 2000
Minutes (cont'd.)
Page 5 of 5

As there was no further business to be discussed, a motion was made by Commissioner Phillips to adjourn the meeting, seconded by Commissioner Doss. The motion passed 3-0. President Vandervort adjourned the meeting at 8:42 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 25, 2000
AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Policing
3. Fair Green Park playground
4. Fire Boat Pier
5. Tasker Lane
6. I&I Loan
7. Water tower rust
8. ADA Ramps – Post Office & Town Hall
9. Truck Purchase
10. Golf Shirts
11. Byrne Memorial Grant
12. Town Hall Paint
13. Duck Hollow II – Land Donation Proposal
14. Charter amendment
15. 3% Penalty for Late Payment of Taxes

NEW BUSINESS

16. State Highway street improvements
17. Trees on Town right-of-way
18. Council of Governments Meeting – 5/11/00 @ 7 p.m.
19. Water Meter Wand Repair
20. Dog Licenses
21. Accounts Payable

ROSTER
CHARLESTOWN TOWN MEETING

DATE: April 28, 2000 TIME: 7:30 pm

Val Hahn

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Central Printing & Offic...	(500) business cards - Michael Doss	6219.1 · Other	35.00-
WINGS	FY01 dues & reservation to WINGS breakfa...	-SPLIT-	35.00-
AT&T	Acct #8014-058-9492 - Inv #6392387136	6440.1 · Telephone	11.58-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at T...	6440.1 · Telephone	109.56-
U.S. Filter/Waterpro	Acct #94258 Inv #6244816 - (5) conversion ...	-SPLIT-	675.55-
Total 1010.1 · Cash-General Checking			866.69-
Total 1000.1 · General Fund Cash Accounts			866.69-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct # 410 287 3708 342 09	6440.1 · Telephone	33.42-
North East Scientific	Inv #1276 - (1) Orion model 230A meter w/ ...	7740.2 · Other	333.00-
Allfirst Bank, Trustee for...	CDA Infrastructure Financing Bonds - 1999 ...	7110.2 · Original Co...	37,562.80-
Miller Environmental, Inc.	Inv #10050055 - water sys operations charg...	7120.2 · Contract O...	1,757.60-
Total 1010.2 · Cash - Utility Checking			39,686.82-
Total 1000.2 · Utility Fund Cash Accounts			39,686.82-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Street Lighting	Street Lighting Acct #2-62-00059-9-0	-SPLIT-	631.72-
Total 1005.3 · New-Checking-Special (Special checking County)			631.72-
Total 1000.3 · Special Fund Cash Accounts			631.72-
TOTAL			41,185.23-

TOWN MEETING OF APRIL 11, 2000
MINUTES

The April 11, 2000 Town Meeting of the Town Commissioners of Charlestown was called to order by Vice-President Joseph G. Letts, Sr. at 7:30 p.m. Other Commissioners present were Treasurer Christine L. Phillips and Commissioner Michael W. Doss. President Steven W. Vandervort arrived later in the meeting. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental (MEI), Inc., presented the March 2000 water system operations report. She also stated the Town passed the annual water tower inspection by the Maryland Department of the Environment (MDE). She said MEI would forward a copy of MDE's report when it was received. Mr. Hearne stated George Smith, of MEI, called and the MTBE samples on all three wells came back negative.

Max Klessig asked the Board if someone would look at the ditches in the area of his property, 210 Market Street, as every time it rains, the water runs onto his property. After some discussion, the Board asked to have William Algard and Hershel Armour, the Town's maintenance workers, look at it and make a recommendation to the Board.

Howard Hall, a member of the Charlestown Planning and Zoning Commission, stated the commission was concerned about requiring driveways to comply with the setbacks of a structure. He further stated it was particularly difficult for property owners of non-conforming lots. After much discussion, the Board asked him to have the Planning and Zoning Commission write down a proposal listing the revisions they would like to make.

OLD BUSINESS

Minutes – [At the April 25, 2000 meeting, Mrs. Morgan stated there were three bids for the mower, the third bid from Deer Creek Equipment for \$6,059 was not identified.] A motion was made by Commissioner Phillips to approve the minutes of the March 28, 2000 meeting, seconded by Commissioner Doss. The motion passed 3-0.

PENDING BUSINESS

Policing – Vice-President Letts stated Deputy Schmidt, of the Cecil County Sheriff's Office (CCSO) was running late and requested the Board to defer this matter to later in the meeting. The Board concurred.

Fair Green Park playground – Mr. Hearne stated he and President Vandervort went to the Parks Board meeting, coming away with the impression the board wouldn't take any action until their next meeting, but he received a call today from Ed Slicer, of County Parks and Recreation, and the Parks Board approved \$50,000 in Program Open Space (POS) funding for the playground. He further stated that would be 56% of the total cost.

Commissioner Phillips asked if the Town would be able to request further POS funding next year for the playground cost. Mr. Hearne stated he would not recommend pushing for more funding for the playground. He further stated he also requested POS funding for paving the parking lot at the athletic complex and he would definitely submit it for funding again next year. Valerie Hahn, a member of the audience, asked when the playground equipment would be installed. Commissioner Phillips stated the target date was still April 24 with 10 days to install. She further stated the dedication would be May 31st. Vice-President Letts asked if Mr. Porter, of Trinity Woods, Inc., had been contacted about the wooden play structure. Commissioner Phillips stated Trinity Woods residents have contacted Mr. Porter about it but Mr. Hearne stated Mr. Porter hadn't contacted the Town yet.

Fire Boat Pier -- Mr. Hearne stated President Vandervort had talked to Century Engineering yesterday and the Town should have draft drawings early next week. He further stated if the drawings were satisfactory Century would do the final sets. Commissioner Phillips asked if a meeting with Century Engineering was scheduled between the draft and final drawing stage. Mr. Hearne stated a meeting shouldn't be necessary unless the Board was dissatisfied with the plans.

Tasker Lane -- Mr. Hearne stated the Town received a letter from Bell Atlantic that stated they would move the pole for \$9,963. He further stated President Vandervort wants to have Keith Baynes, the Town's attorney, write them again as he doesn't believe the Town should have to pay to have them moved. After some discussion, the Board concurred.

Deputy Ron Schmidt, of CCSO, arrived. He presented the monthly statistics for the month of March 2000. Deputy Schmidt stated there was an ongoing problem with skateboarders in the area between the gazebo and the firehouse. Commissioner Doss stated the fire company decided there will be no skateboarding on fire company property and asked if the fire company had to file a letter with CCSO or would signs be sufficient. Deputy Schmidt stated signs that state "no skateboarding on property" would be fine as it gives offenders no room to argue. Commissioner Phillips mentioned the low lying area at the back of the athletic complex being strewn with beer cans and asked deputies to check that area when patrolling. The Board also discussed with Deputy Schmidt the ongoing problem with ATVs, four wheelers being operated on town property and streets. The Board asked to have the CCSO pursue these complaints as someone was going to get hurt the way these vehicles were being operated.

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

Mr. Hearne stated one thing the Town needed to get was a POS sign for Fair Green Park prior to the dedication. Commissioner Letts stated he thought there were some at the

garage and Mr. Hearne stated Mr. Algard had looked and the signs were not usable. President Vandervort stated the Town would get a sign and if not by the dedication, the Town would temporarily use one from the athletic complex.
I&I Loan – Mr. Hearne stated he had nothing new on this.

Town House – Commissioner Phillips stated Best Electric was to return to complete repairs on one light switch.

Water tower rust – Mr. Hearne stated there was nothing new on this. President Vandervort stated MEI believed the town maintenance workers could paint the small areas needed to be done.

Commissioner Phillips asked if Mr. Algard had fixed the leaking faucet in the post office bathroom. Mr. Hearne stated Mr. Algard told him this morning he would get it repaired.

ADA Ramps – Post Office & Town Hal – Mr. Hearne stated Mr. Algard had not given him any drawings as yet.

Truck Purchase – President Vandervort stated he contacted Air-Flo Manufacturing and got some names from them. He further stated Mrs. Morgan was supposed to contact those companies and get proposals from them.

Urban Growth Boundary Plan – Mr. Hearne stated the basic thrust of the meeting was whether the Town would provide water and sewer service outside the Town and interconnect with other systems. He further stated he didn't like that idea as the county recently had a problem with contaminated water entering their system from a Delaware water system they purchase water from. President Vandervort explained one Delaware water plant in one location had their filtering system go down and released unfiltered water into their system which was interconnected with other systems, resulting in a problem for a large area including part of Elkton. After some discussion, President Vandervort stated the Town had a good aquifer and didn't believe the Town should be committing Town water to areas outside of town without annexation. The Board concurred.

Sidewalk Retrofit Program – President Vandervort stated he met with the engineer from the State Highway Administration (SHA) about the sidewalk going out of town from Caroline Street towards the Beachcomber. He further stated the engineer agreed with him the right side of the street would be a safer area to extend the sidewalk. Commissioner Letts asked how far was President Vandervort considering extending the sidewalk. President Vandervort stated sidewalk ended at Caroline Street now and it would cross over at the point to the other side of Bladen Street and be extended down toward Louisa Lane. Commissioner Letts stated he would like to see a different

contractor. Mr. Hearne stated if the same contractor was awarded the State contract, the Town could use their own contractor. President Vandervort also stated the engineer from SHA, looking at the intersection of Bladen and Market Streets, mentioned funding was available for street improvements to make the intersection look better. After some discussion, the Board asked Mr. Hearne to pursue this matter.

Golf Shirts – Commissioner Doss stated he had not been able to contact the person suggested by Commissioner Pumpaly. He further stated once the emblem was done, getting the shirts completed would be the easy part. President Vandervort stated he would like to see them done by the MML Conference. Commissioner Doss stated he would continue working on this.

Time Capsule – Mr. Hearne stated he had nothing new on this.

Playground Dedication Refreshments – Commissioner Doss stated the fire company will do the refreshments. Mr. Hearne asked if the Board authorized money for the fire company towards the refreshments. Commissioner Phillips stated the Board took care of that at the last meeting. After some discussion, Commissioner Phillips stated the parade permit was in the process. Commissioner Letts stated he reviewed the parade setup with Mrs. Morgan and if the permit was not approved yet, it was in the process. He further stated Mrs. Morgan had already contacted Chief Pinder, of CCSO, about deputy coverage that day.

Byrne Memorial Grant – Mr. Hearne stated this grant was for funding for added police protection. He further stated he would have President Vandervort review the paperwork before the submittal deadline of April 28th.

Duck Hollow II – Land Donation Proposal – Mr. Hearne stated Frank Lee was subdividing a parcel of land on the right side of Rte. 267 going out of town past the Magness property. After some discussion, Mr. Hearne stated he nor the Planning and Zoning Commission understand why Mr. Lee wanted to keep one area that is next to Parcel 400, town property. After more discussion, President Vandervort stated he wanted to talk to Mr. Lee himself before the Board decided anything on this issue.

MML Chapter Dinner – 04/20/00 6 & 7 p.m. Chesapeake Inn – President Vandervort reminded the Board the next MML Chapter Dinner was scheduled for April 20, 2000 at the Chesapeake Inn. Commissioner Phillips stated she believed everyone had submitted their reservations to Mrs. Morgan and she had forwarded the information on to the Town of Chesapeake City.

Mower – President Vandervort stated Mrs. Morgan had gotten a third bid. Mr. Hearne stated he had copies of bids from the following: Cooper's (Glasgow) \$6,000; Cooper's (Cecilton) \$5,611 but with no mower; Greenery Florist & Garden Center \$7,350.00. After some discussion, a motion was made by Commissioner Letts to purchase a John Deere 345 mower with a 54" mowing deck for \$6,000 from Cooper's (Glasgow), seconded by Commissioner Phillips. The motion passed 4-0.

NEW BUSINESS

Town Hall Paint – President Vandervort stated the paint on the outside of the Town had tested positive for lead paint. After much discussion, the Board asked Mr. Hearne to contact MDE on regulations regarding lead paint.

Furnace – Mr. Hearne stated the repairman from Alger Oil had again requested the Town to install a light or receptacle so a drop light could be used in the crawl space under Town Hall near the furnace. After some discussion, the Board asked to have Best Electric install a receptacle and a light.

National Boating Infrastructure Grant – Mr. Hearne stated the Town received a letter regarding funding being available to provide facilities for transient boats 26 ft. or longer. After some discussion, President Vandervort stated this grant was considered before and the Board was not interested. Mr. Hearne stated it would be 75% funding and for transient boats. President Vandervort stated the last time the Board discussed this, Commissioner Pumpaly wanted to take down the old shed by the Town House and put a gazebo or something there. Commissioner Letts stated he liked that idea. President Vandervort suggested checking with the Historic District if there was any objection to removing the old building.

Chamber of Commerce Annual Awards Ceremony – Request for Contribution – Mr. Hearne stated the Chamber of Commerce was asking if the Town had anything to contribute to their silent auction to raise funds. After some discussion, Commissioner Phillips made a motion to donate two of the Charlestown mugs to the silent auction. Commissioner Doss seconded the motion and the motion passed 4-0.

Legislative Update – Mr. Hearne stated SB357 – police protection; SB263 – tax credit for volunteer firefighters; SB640 – county doing town tax billing and SB480 – Miss Utility public underground facilities – liability all passed. He further stated HB408 to eliminate the service charge on semiannual tax bills died. Mr. Hearne stated Patty Rocker, of MML, indicated as there was little opposition to the passed legislation, Governor Glendening should sign them. Mr. Hearne stated the Town needed to do the charter amendment on interest charged on tax bills and a resolution regarding the 3% late penalty

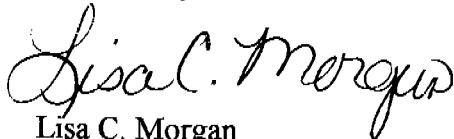
fee. After some discussion, President Vandervort asked Mr. Hearne to draft these for the next meeting.

Building Permits – Commissioner Phillips asked why the North Oxford Laundromat permit was a dead issue. Mr. Hearne stated they had planned on building a house at 106 Edgewater Avenue but didn't go through with the purchase of the property. He further stated Free State Realty did purchase the property and had submitted permit #00-10 to build a house there. Mr. Hearne stated the County put a stop work order on Tiffin Developers as a concrete subcontractor, cleaning out their truck, dumped cement in a ditch that was part of the stormwater management for the development. He further stated the Planning and Zoning Commission even had a workshop meeting with them as their site plans were so deficient. Mr. Hearne stated he would follow up on the Picker permit as they had started construction prior to getting a permit and they haven't returned a county permit to the Town. He also said a permit was approved for the church to remove the outbuilding and the Boudart permit was still being revised to meet Planning and Zoning requirements.

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

Commissioner Letts made a motion to adjourn the meeting, seconded by Commissioner Doss. The motion passed 4-0. As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:24 p.m.

Respectfully submitted.



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 11, 2000
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Policing
4. Fair Green Park playground
5. Fire Boat Pier
6. Tasker Lane
7. I&I Loan
8. Town House
9. Water tower rust
10. ADA Ramps – Post Office & Town Hall
11. Truck Purchase
12. Urban Growth Boundary Plan
13. Sidewalk Retrofit Program
14. Golf Shirts
15. Time Capsule
16. Playground Dedication Refreshments
17. Byrne Memorial Grant
18. MML Chapter Dinner 04/20/00 6 & 7 p.m. Chesapeake Inn
19. Mower

NEW BUSINESS

20. Town Hall Paint
21. Furnace
22. Duck Hollow II – Land Donation Proposal
23. National Boating Infrastructure Grant
24. Chamber of Commerce Annual Awards Ceremony – Request for Contribution
25. Legislative Update
26. Building Permits
27. Accounts Payable

Lined area for notes or additional entries.

Both Homeless
 Van Halen
 H/ACC
 Max H. King

DATE: 4/11/2000
 TIME: 9:30 a.m.

CHARLESTOWN TOWN MEETING

ROSTER

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Harvey & Harvey	Acct #275-49441 Inv #0276-0444621 - Marc...	6651.1 · Trash Colle...	3,638.58-
Charm Net, Inc.	Acct #6419 - internet access service 04/01/...	6440.1 · Telephone	16.95-
Peachtree Business Pro...	Acct #0100203033 - Inv #P01916130001 - " ...	6720.1 · Parking	37.00-
Sheriff's Patrol	gasoline for period of 02/26/00 - 03/24/00	6920.1 · Police Prot...	74.34-
Sheriff's Patrol	Charlestown Patrol - 02/26/00 - 03/24/00	6920.1 · Police Prot...	2,007.42-
Allstate Sign & Plaque ...	Acct #32470 Inv #44823 - 6 "the use of mot...	6720.1 · Parking	337.75-
Bell Atlantic Mobile	Acct #202583968-00001 - Inv #0214141496...	6440.1 · Telephone	50.53-
Staples	Acct # 7972 3200 0002 7426 - office supplie...	-SPLIT-	1,150.99-
Benjamin Lumber Co., I...	Acct #1186 - Inv #275647 - 3 ft door sweep...	-SPLIT-	59.91-
American Home & Hard...	Acct #685600 - Inv #661601 - wall plate; co...	-SPLIT-	114.01-
Wal*Mart	Acct #2634 - Inv #9140640 - valve tools acc...	-SPLIT-	18.66-
Total 1010.1 · Cash-General Checking			7,506.14-
Total 1000.1 · General Fund Cash Accounts			7,506.14-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., I...	Acct #1186 - Inv #276148 - grass seed - str...	-SPLIT-	11.78-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #217084...	6300.3 · Streets	32.71-
Lowe's Home Centers Inc.	Acct #0120402 - Inv #21708488644 - vacuu...	6420.3 · General M...	32.71-
Wal*Mart	Acct #2634 - Inv #9140649 - crescebt wrenc...	-SPLIT-	78.82-
Treasurer of Cecil County	Salt/Sand/Mix 01/20/00; 01/21/00; 01/27/00;...	6500.3 · Snow Rem...	414.00-
Mars, Charles	snow removal	6500.3 · Snow Rem...	450.00-
El's Truck Tire & Auto C...	Inv #4728 - heavy duty truck alignment - to...	6024.3 · Truck Repair	69.95-
Newark Kubota	Acct #40769 - Inv #0222806 - 1 gal 15w40; g...	6022.3 · Equipment ...	23.02-
Total 1005.3 · New-Checking-Special (Special checking County)			1,112.99-
Total 1000.3 · Special Fund Cash Accounts			1,112.99-
TOTAL			8,619.13-

TOWN MEETING OF FEBRUARY 8, 2000
MINUTES

The February 8, 2000 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 Michael W. Doss. 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. (MEI), presented the January 2000 water system operations report to the Board. He stated there was no need to repair the blow-off valve at the corner of Clearview and Delaware Avenues as the system had been looped. He further stated the other buried valve would need to be uncovered. Mr. Smith stated the LMI pump sent to Dennis Chlorination for repair could not be repaired as the plunger motor, which is directly attached to the circuit board, destroyed the board. He stated a new pump with a different configuration was ordered so the problem would not happen again. Mr. Smith also submitted a list of capital improvements to be considered for fiscal year 2000-2001: replace hydrant bonnet seals on 70 hydrants and replacement of 3 electric heaters. After some discussion, President Vandervort asked if the heaters were of the same simplicity as the ones currently in use. Mr. Smith stated they were the same. After more discussion, a motion was made by Commissioner Letts to accept the list of capital improvements for FY2000-2001, seconded by Commissioner Doss. The motion passed 4-0.

Pamela Howard, Cecil County Treasurer – Tax Billing – Pamela Howard, the Cecil County Treasurer, discussed the progress on integrating town taxes onto the county/state tax bill. After much discussion, the Board asked Mr. Hearne to contact Keith Baynes, the Town's attorney, to review the matter to see if further legislation or charter changes needed to be made in order to implement the plan to include town taxes on the county tax bills on July 1, 2000.

OLD BUSINESS

Minutes – A motion was made by Commissioner Phillips to approve the minutes of the January 11, 2000 meeting, seconded by Commissioner Letts. The motion passed 4-0.

PENDING BUSINESS

Fair Green Park playground – Mr. Hearne stated he had forwarded some additional information to the members of the Parks Board on the playground. He further stated the next Parks Board meeting was next Monday and was being held in courtroom 3 at the county office building.

Program Open Space (Picnic Tables/Benches) – Mr. Hearne stated Ken Ropp, of Program Open Space (POS), had approved the handicapped picnic table and bench drawings but suggested the Town check on the county code for footers. He further stated

Mr. Ropp had also put in a reminder that there needed to be a paved surface to the structure and a four ft. apron for access.

Fire Boat Pier – Mr. Hearne stated Mr. Ropp was concerned with several items in Century Engineering's proposal for a redesign to a wooden pier. After much discussion, the Board asked Mr. Hearne to schedule a meeting with Mr. Ropp, Bill Rocky of Century Engineering, and Ron Daniels of the Charlestown Fire Co. They further asked to be notified of the date and time of the meeting so if a commissioner wanted to attend, they could.

Tasker Lane – Mr. Hearne stated there was nothing new. President Vandervort asked if the survey showing where the new road was supposed to go had been sent to Bell Atlantic. Mr. Hearne stated it had been.

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

I&I Loan – Mr. Hearne stated Walid Saffouri, of the Maryland Department of the Environment (MDE), sent a letter stated the Town would have a \$10,000 grant available along with a loan of \$215,000. He further stated the grant was a direct result of Delegate Rudolph's involvement after talking to him at the last Legislative Update breakfast. After more discussion, Mr. Hearne stated he would move forward with the loan paperwork.

Town House – storm windows – President Vandervort stated Christian Stromberg, the new tenant, would be taking residence on March 1, 2000. Mrs. Morgan stated Mr. Stromberg called and would like to do a walk through before then and wanted to know when the new lease would be sent to him. President Vandervort stated Mr. Stromberg had some concerns about the lease the Town had used in the past and, in reading, he would have to agree some of the terms should not apply. He further stated he had a standard rental agreement that could be used. After more discussion on the cost of the storm windows, the Board asked to have the cost for replacement windows for all the windows of the Town House obtained before the Board decided to get the storm windows. Commissioner Letts stated Hershel Armour, one of the Town's maintenance workers, would need to cut back on his hours so it didn't eat into his social security. President Vandervort stated Millard Bott had indicated he was interested in working for the Town.

Mrs. Morgan stated the Board wanted an electrician to look at the electrical service at the Town House but had not indicated whom. After some discussion, the Board asked to have Bradley Electric contacted.

Water tower rust – President Vandervort asked if Mr. Hearne had gotten the paint specifications for the existing paint on the water tower. Mr. Hearne stated he had. He

further stated he had met with one contractor for a proposal and had another meeting scheduled.

ADA Ramps – Post Office and Town Hall – Mrs. Morgan stated a step over at the post office was temporarily repaired. She further stated Mr. Algard and Mr. Armour would make a further repair when the weather warmed up. President Vandervort stated prices needed to be obtained on installing ramps at the post office and the Town Hall.

Census 2000 – Proclamation – Mr. Hearne stated there was a suggested proclamation to support Census 2000. After some discussion, a motion was made by Commissioner Phillips to pass a proclamation in support of Census 2000, seconded by Commissioner Doss. The motion passed 4-0.

Truck Purchase – President Vandervort stated he has been working on getting quotes. Mrs. Morgan stated she left a message for Linda Rulley, Maryland Department of General Services, but she hadn't returned the call yet. After more discussion, President Vandervort stated he would continue working on prices.

Urban Growth Boundary – Mr. Hearne stated a drawing had been forwarded by the County and Tatman and Lee Associates, contracted for this project, showing projected area Town may consider annexing or providing services to outside of town. Mr. Hearne stated any commissioner who wanted to review it could get a copy from him.

Commissioner Letts stated the Town needed to seriously consider better policing in town. After more discussion, the Board agreed to look at different options on policing. President Vandervort stated the insert for the next utility bill would include a paragraph about not opening fire hydrants. Mrs. Morgan stated the insert should also include information about the new way tax billing will be handled. Commissioner Phillips requested policing be an item on the agenda.

Commissioner Doss stated the chain securing the gates at the athletic complex had been cut and he had secured it with his own padlock. Mrs. Morgan stated she would have Mr. Algard replace the chain and return the padlock to Commissioner Doss.

NEW BUSINESS

Municipal Government Week – Mr. Hearne stated the Town received the information packet from the Maryland Municipal League and President Vandervort asked if a commissioner was willing to work on it. Commissioner Phillips stated she would.

Sidewalk Retrofit Program – Mr. Hearne stated the Town had \$3,433 in grant monies available this year for sidewalk repairs. He reminded the Board the State may not allow the Town to carry over the grant money to the next fiscal year. President Vandervort stated he would like to see the sidewalk extended out down Bladen Street. Mr. Hearne stated the last time the State looked at it they wanted to stay on the same side of Bladen

Street. After more discussion, President Vandervort asked if the crossover could be done on Caroline Street and extended down on the other side of Bladen Street. Mr. Hearne said there was a pole in the way on that side and the State didn't want to get involved in having it moved. President Vandervort stated he would look at it the next time he went by. Mr. Hearne stated he would schedule a meeting with Don Yingling, of the State Highway Administration (SHA) after that.

Building Permits – Mr. Hearne stated there was only 1 permit, the Jarinkos' permit for removing the tree, as the others are still in the process of getting preliminary approval.

Christmas decorations – The Board tabled this matter, as Commissioner Pumpaly was not present.

Golf Shirts – Commissioner Doss asked to have the matter tabled and would get prices shortly.

Chamber of Commerce information – Mrs. Morgan stated there was another Legislative Update breakfast scheduled for Monday, February 21, 2000 from 8 a.m. to 9:30 a.m. She further stated reservations needed to be made by February 17, 2000. Commissioner Phillips stated she wanted to go and Mr. Hearne stated he would like to go but needed to check his schedule first. Mrs. Morgan stated the Chamber had also arranged a Business Card exchange at Williams Chevrolet in Elkton on Thursday, February 17, 2000 from 5-7 p.m. if any commissioners were interested in attending. Mrs. Morgan also said there was another Sales Tax meeting scheduled for Tuesday, February 15, 2000 at Schaefer's from 8 a.m. to 9:30 a.m. None of the commissioners were interested in attending.

MRWA Conference & Awards – Mrs. Morgan stated the MRWA Conference in Ocean City was scheduled for April 30 through May 2, 2000 with early registration due April 6, 2000 if any commissioners were interested in attending. She further stated nominations for MRWA awards were due by March 17, 2000 at 4:30 p.m.

MML Chapter Nominations – After much discussion, the Board nominated Commissioner Letts for Vice-President of the Cecil-Harford Chapter of the MML. Mrs. Morgan stated she would complete the original form for President Vandervort to sign.

MML 2000 Scholarships – Mrs. Morgan stated the Town received the scholarship application packet and notices had been posted at the Town Hall and post office. She further stated she had one individual request an application.

President Vandervort asked if the opening on the Planning and Zoning Commission had been advertised. Mr. Hearne stated it had but there was no response. Commissioner Letts stated Meredith Lubking had expressed interest in filling the opening. Mr. Hearne stated Mrs. Lubking came in the next day and stated she was not interested. After much discussion, Commissioner Doss stated his father would probably do it. After more discussion, a motion was made by Commissioner Phillips to appoint William Doss to the

Town Meeting of February 8, 2000

Minutes (cont'd.)

Page 5 of 5

Planning and Zoning Commission after getting his consent, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Doss abstained).

Fire Company Building Fund – Mrs. Morgan stated the Town received a letter requesting a donation to the fire company's building fund. There was no motion made.

Plowing Driveways of Fire Company Members – President Vandervort stated he had Mr. Algard and Mr. Armour plow the driveways of fire company members during the last snowstorm and asked if the Board wanted them doing this as a regular task. Commissioner Letts stated he stopped the practice the last time he was on the Board because of arguments as to whose driveway should or should not be plowed. After more discussion, the Board decided the matter could be decided with each snowfall and the Board asked that Mr. Algard and Mr. Armour be informed they were not to plow driveways unless directed to by the Board.

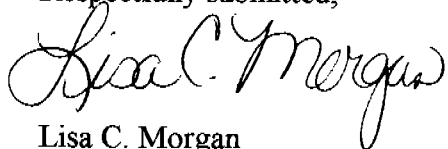
Computer – Mrs. Morgan stated Mr. Hearne needed a new computer as his computer was outdated. After much discussion, Commissioner Letts asked if this was not known at the time the Board had considered replacing Mrs. Morgan's computer for Y2K compliance. President Vandervort stated at the time he felt one updated computer would be all right. After more discussion, a motion was made by Commissioner Phillips to purchase a new computer for Mr. Hearne, seconded by Commissioner Letts. The motion passed 3-1. President Vandervort stated if there was not enough budgeted in the line item for office equipment, any further cost could be taken from the president's discretionary fund.

Time Capsule – President Vandervort stated there was a meeting with Donna Sheets and Voretta Santos, of the Charlestown P.T.A., and Robert Crouch, of Crouch Funeral Homes about the time capsule project. He further stated Mr. Crouch would have the vault placed up at the school so the kids can put their items in. President Vandervort stated anyone interested can place something in the time capsule. He further stated the date for burying the capsule was set for April 5, 2000, Arbor Day, with a rain date of April 12, 2000.

Accounts Payable – After some discussion, a motion was made by Commissioner Phillips to approve the bills, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Letts abstained).

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:33 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF FEBRUARY 8, 2000
AGENDA

7:30 P.M.

1. Miller Environmental – Monthly Report
2. Dr. Robert Gell – Public Access Channel
3. Pamela Howard, Cecil County Treasurer – Tax Billing

OLD BUSINESS

4. Minutes

PENDING BUSINESS

5. Fair Green Park playground
6. Program Open Space (Picnic Tables/Benches)
7. Fire Boat Pier
8. Tasker Lane
9. TCI Franchise Agreement
10. I&I Loan
11. Town House – storm windows
12. Water tower rust
13. ADA Ramps – Post Office & Town Hall
14. Census 2000
15. Truck Purchase
16. Urban Growth Boundary

NEW BUSINESS

17. Municipal Government Week
18. Sidewalk Retrofit Program
19. Building Permits
20. Christmas Decorations
21. Golf Shirts
22. Chamber of Commerce information
23. MRWA Conference & Awards
24. MML 2000 Scholarships
25. MML Chapter Nominations
26. Fire Company Building Fund
27. Plowing Driveways of Fire Company Members
28. Computer
29. Time Capsule
30. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/8/2000 TIME: 7:30 P.M.

Patricia Howard

Val Johnson

Scott Walker

Craig A. Smith

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	11.88-
Chesapeake Publishing ...	ads for p&z opening and Ord #2000-01 & 20...	-SPLIT-	155.64-
Harvey & Harvey	Inv #0276-0405311 - January trash collection	6651.1 - Trash Colle...	3,638.58-
Phillips, Christine L.	reimburse for Windows 98 visual book; Offi...	6221.1 - Supplies	58.94-
Maryland Municipal Lea...	(1) Directory of MD Municipal Officials 2000	6221.1 - Supplies	20.00-
Baynes, Keith A.	tele conversations & correspondence for tel...	6310.1 - Legal Coun...	160.00-
Intuit	QuickBooks Tax Table Update disk	6250.1 - Office Equi...	35.00-
Sheriff's Patrol	gasoline for period of 10/23/99 - 12/31/99	-SPLIT-	186.05-
Sheriff's Patrol	Charlestown Patrol for period of 10/23/99 - ...	6920.1 - Police Prot...	3,888.09-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at T...	6440.1 - Telephone	104.44-
Alarm Systems Co. of ...	Acct #0142A Inv #0016701 - qrtly alarm mo...	6460.1 - Alarms	54.00-
AT&T	Acct #8014-058-9492 - Inv #6392373308	6440.1 - Telephone	0.54-
Central Printing & Offic...	700 election ballots; 500 business cards - R...	-SPLIT-	78.00-
Benjamin Lumber Co., I...	Acct #1186 - Inv #272863 - finish nails & ca...	-SPLIT-	209.83-
American Home & Hard...	Acct #685600 - Inv #649977 - sandpaper; w...	6410.1 - Repairs	31.16-
Staples	Acct # 7972 3200 0002 7426 - office supplies	6221.1 - Supplies	62.98-
Wal*Mart	Acct #2634 - Inv #9140103 - no trespassing ...	6221.1 - Supplies	48.81-
Total 1010.1 - Cash-General Checking			8,743.94-
Total 1000.1 - General Fund Cash Accounts			8,743.94-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	95.85-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	90.49-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT ...	63.05-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	140.00-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	186.87-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	450.70-
Micro Arizala Systems, I...	Utility Billing Update	-SPLIT-	100.00-
Bell Atlantic	Acct # 410 287 3708 342 09	6440.1 - Telephone	33.22-
Miller Environmental, Inc.	Inv #10020052 - water system operation ch...	7120.2 - Contract O...	1,757.60-
Total 1010.2 - Cash - Utility Checking			2,917.78-
Total 1000.2 - Utility Fund Cash Accounts			2,917.78-

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., I...	Acct #1186 - Inv #273880 - black polyester ...	6300.3 · Streets	11.96-
Wal-Mart	Acct #2634 - Inv #9140103 - gloves for sho...	6420.3 · General M...	24.82-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	-SPLIT-	1,240.33-
Mac's Snacks	Acct #110342 - Inv #16352 - (1) portable toil...	6420.3 · General M...	110.00-
York Building Products	Cust #6241 - Inv #127620 - 3.62 tons sand f...	6300.3 · Streets	24.98-
El's Truck Tire & Auto C...	Inv #1304 - repair tire - town truck	6024.3 · Truck Repair	15.00-
Vulcan Signs	Cust #20192 - Inv #6492 - (12) stop signs; (...	-SPLIT-	527.34-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #512165 - spark plug; fit...	-SPLIT-	213.40-
Gilbert Enterprises Inc.	Inv #5665NE - Dec '99 gasoline charges - tr...	6026.3 · Gasoline - ...	226.26-
Total 1005.3 · New-Checking-Special (Special checking County)			2,394.09-
Total 1000.3 · Special Fund Cash Accounts			2,394.09-
TOTAL			14,055.81-

TOWN MEETING OF FEBRUARY 22, 2000
MINUTES

The February 22, 2000 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:36 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.

OLD BUSINESS

Minutes – A motion was made by Commissioner Phillips to approve the minutes of the February 8, 2000 town meeting, seconded by Commissioner Doss. The motion passed 3-0.

PENDING BUSINESS

Fair Green Park – Mr. Hearne stated President Vandervort needed to order the water and sand table for the playground. President Vandervort stated he had just received an updated quote from Recreative, Inc. and would contact the representative to order it. President Vandervort stated there was a meeting of the Parks Board but they still are considering funding for the playground and would be deciding at their April meeting. He further stated he felt sure the Town would receive some funding if not all.

Fire Boat Pier – Mr. Hearne stated there would be a meeting on March 3, 2000 at 1 p.m. with Ken Ropp, of the Maryland Department of Natural Resources (DNR), Bill Rocky, of Century Engineering, and Ronald Daniels, Charlestown Fire Chief, regarding the fire boat pier project. He further stated Mr. Ropp had some concerns regarding the proposal submitted by Century Engineering. Mr. Hearne stated he should be able to transfer remaining monies from an old grant on the boat ramp to the fireboat pier project. President Vandervort asked to be reminded to talk to Mr. Ropp at that meeting regarding the wave chop problem at the boat ramp. Mrs. Morgan stated she thought the Town had received grant money towards that problem. Mr. Hearne stated he had submitted a grant application but the grant wasn't approved.

Tasker Lane – Mr. Hearne stated there was nothing new at this time.

TCI Franchise Agreement – The Board tabled this matter until the next meeting. Commissioner Phillips requested a copy of the agreement be placed in each commissioner's mailbox so it could be reviewed before the next meeting.

I&I Loan – Mr. Hearne stated the Town received a fax from George Smith, of Miller Environmental, Inc. (MEI), the Town's water system operation contractor, who stated the engineering of the project could be considered professional services and recommended the Town's engineers, Tatman & Lee, or Transviron do the engineering. He further stated Mr. Smith considered the \$10,000 grant adequate to cover the engineering costs.

After some discussion, Mr. Hearne stated the Town also received a letter from Walid Souffouri, of the Maryland Department of the Environment (MDE), about moving forward with the grant and loan. He stated he wanted to check with T.J. Huang, of MDE, to see if the Town could use the grant first. President Vandervort stated letters needed to be sent out quickly to those residents whose property were identified through the smoke testing and then the Town could evaluate the remaining I&I problem. Mr. Hearne asked if he should still contact both engineering firms. President Vandervort stated yes but not to do anything until these identified problems had been fixed.

Town House – President Vandervort stated he talked to Christian Stromberg, the potential renter, and he had sent him a standard rental agreement. He further stated Mr. Stromberg had done a walk through of the town house and had some concerns such as the sump pump not being hard wired but wired through a light switch. Mrs. Morgan stated Mr. Algard and Mr. Armour, the Town's maintenance workers, had suggested contacting Merry Maids to clean up after the repairs were done. After some discussion, a motion was made by Commissioner Phillips to have Merry Maids do an estimate on cleaning Town House and if the estimate does not exceed \$200 to have them clean, seconded by Commissioner Doss. The motion passed 3-0.

Water tower rust – Mr. Hearne stated he hadn't received any proposals from the contractors he met with. He further stated Mr. Smith, of MEI, had mentioned the Town's maintenance workers should be able to do this work but asked President Vandervort if he would discuss this with Mr. Algard and Mr. Armour. President Vandervort stated he would do so. Mr. Hearne stated he would contact the contractors about the proposals.

ADA Ramps – Post Office and Town Hall – Mr. Hearne stated this would be delayed until Mr. Armour and Mr. Algard had completed the repairs at the town house. Mr. Hearne also mentioned he would like to have them build more shelves for drawings above the filing cabinets.

Census 2000 resolution – A motion was made by Commissioner Phillips to pass Resolution No. 2000-01 regarding Census 2000, seconded by Commissioner Doss. The motion passed 3-0.

Truck Purchase – President Vandervort stated the Town had received one quote from Bayshore Ford. He further stated he had a verbal quote from Winner Ford but wanted to get it in writing. President Vandervort stated he would also contact other dealerships. Mrs. Morgan stated she had left several messages for Linda Rulley, of the Maryland Department of General Services, regarding state contracts on trucks but she had not responded.

Urban Growth Boundary Plan – Mr. Hearne stated the County Commissioners would be holding a meeting to explain the proposed urban growth boundary plan on March 18, 2000 from 8-12 at Cecil Community College if any commissioner wished to attend.

Sidewalk Retrofit Program – Mr. Hearne stated President Vandervort had wanted to look at the area from Caroline Street going out of town. President Vandervort stated he still believed that was where the Town needed to extend the sidewalk, crossing over at Caroline Street and extending the sidewalk out of town. Mr. Hearne asked if he should schedule a meeting with Don Yingling, of the State Highway Administration (SHA). President Vandervort asked him to do so. A motion was made by Commissioner Phillips for the Town to extend the sidewalk, crossing over at Caroline Street, out of town, seconded by Commissioner Doss. The motion passed 3-0.

Christmas decorations – As Commissioner Pumpaly was not present, the Board decided to table this matter.

Golf Shirts – At Commissioner Doss' request, the Board decided to table this matter.

Time Capsule – Mrs. Morgan stated another meeting would be held next Thursday at 11 a.m. Commissioner Phillips stated people could contribute items to the capsule at the elementary school on Community Day, March 14, 2000 from 4:30 – 7 p.m. Mrs. Morgan stated letters had been sent to the churches, businesses, and individuals regarding the time capsule. She further stated the Town needed to contact Mr. Crouch regarding a marker as that may take some time to order. President Vandervort stated he would like the Town to have another aerial photograph taken of the Town and a copy of that put in the time capsule. Commissioner Phillips stated she would contact Aerial Data Reproductions, Inc. who had done the last one.

Tax Billing – County Doing Town Taxes – Mr. Hearne stated he had talked to Keith Baynes, the Town's attorney, regarding what legislation or charter changes the Town needed to make so the Town would be in compliance with the County. He further stated Mr. Baynes hadn't given him any specifics on what needed to be done. After some discussion, Mr. Hearne stated he would talk to Mr. Baynes again.

Commissioner Phillips asked if the Town had talked to Mr. Baynes about filing papers against Mr. Price for the delinquent lease payments. After some discussion, President Vandervort stated a letter should be sent to Mr. Price first and then Mr. Baynes could be contacted.

Commissioner Phillips asked if the Town Hall had been tested for lead paint. Mrs. Morgan stated she had asked Mr. Algard to get a test kit but he hadn't done so yet. President Vandervort asked if Mr. Algard had taken the flag down at the point. Mrs. Morgan stated he hadn't. President Vandervort stated Mr. Algard was to take the flag down and put one of the smaller ones up. He further stated Mr. Jones at the Flag Shop should look at the flag. Mrs. Morgan mentioned the Board had mentioned getting a larger State flag and she had obtained prices from the Flag Shop. After some discussion, a motion was made by Commissioner Phillips to purchase a 6x10 State flag, seconded by Commissioner Doss. The motion passed 3-0.

NEW BUSINESS

MML Parade of Flags – Mrs. Morgan stated the Maryland Municipal League (MML) had requested if the Town would be participating and the name of the person to be carrying the flag. She further stated she talked to Commissioner Letts earlier today and he would be willing to carry it as he had in the past. The Board asked to have that information sent to the MML.

Boat Slip Fees – After some discussion, Commissioner Phillips made a motion for the boat slip fee for the town pier to remain \$220, seconded by Commissioner Doss. The motion passed 3-0.

7th Annual Rockfish Tournament booklet – Mr. Hearne stated the Chamber of Commerce was seeking advertisements to a booklet for the 7th annual rockfish tournament they sponsor. Mrs. Morgan stated this was not for the Upper Bay Museum which the Town had sponsored an ad in the past. After some discussion, the Town decided not to take an ad.

Cecil County Tourism Committee – Event Planner subcommittee – Mr. Hearne stated the Tourism Committee was requesting each municipality appoint someone to serve on the subcommittee for event planning. After some discussion, Commissioner Phillips stated she was willing to be on the subcommittee.

LGIT Educational & Safety Grant Program – Mrs. Morgan stated LGIT would be awarding safety grants again this year and she had gotten some items from Mr. Algard and Mr. Armour that they would like to submit. Mr. Hearne asked if he could have that information shortly as the application must be submitted by March 15, 2000. Mrs. Morgan stated she should have the list by the next meeting.

State legislation – Mrs. Morgan stated the MML had started sending weekly issues of their Bulletins as the State legislature was in session and Delegate Rudolph was sending a Legislative Wrap-Up fax every Friday. She further stated she had copies of several bills being considered by the legislature as they might be of interest to or have an effect on the Town for each commissioner. She asked if the Board wanted to have individual copies of each publication put in each commissioner's box when it was received. The Board asked to have that done. She also requested if any commissioner wanted a copy of a particular bill to leave a message for her and she would obtain the copy from the MML.

Policing – President Vandervort stated he felt having the Sheriff's Office patrol the Town was the best avenue for the Town to go. He further stated he did not feel the Town needed its own police force and it would also cost a considerable amount of tax dollars to pay for it. President Vandervort stated he would however like to talk to the Sheriff's Office about communication between the Town and the Sheriff's Office. Commissioner Phillips stated she would like to see the Sheriff's Office liaison here at town meetings. After some discussion, Commissioner Doss asked if the Town was planning on lighting

the playground. Mr. Hearne stated the Town had received a public safety grant for lighting.

Dr. Robert Gell, president of Cecil Community College, stated Cecil Community College had courses for television programming but there was limited opportunity for hands-on experience. He further stated each cable company was supposed to provide a public access channel but that's not cost effective. Dr. Gell would like to know if the Town would be interested in participating in a public access channel with the other towns and the County. He further stated a board of directors would need to be established, an operating budget, etc. Dr. Gell stated he just wanted to see what interest there would be before proceeding to contact the cable companies operating in the county.

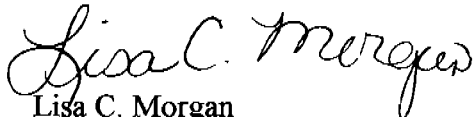
Circuit Rider Program Resolution – A motion was made by Commissioner Phillips to pass Resolution No. 2000-2 regarding the Town's participation in the Circuit Rider Program for fiscal year 2000-2001, seconded by Commissioner Doss. The motion passed 3-0.

Commissioner Doss requested to have business cards printed for him. Mrs. Morgan stated she would have them done.

Accounts Payable – After some discussion, a motion was made by Commissioner Doss 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 9:26 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF FEBRUARY 22, 2000
AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Fair Green Park playground
3. Fire Boat Pier
4. Tasker Lane
5. TCI Franchise agreement
6. I&I Loan
7. Town House
8. Water tower rust
9. ADA Ramps – Post Office & Town Hall
10. Census 2000 resolution
11. Truck Purchase
12. Urban Growth Boundary
13. Sidewalk Retrofit Program
14. Christmas decorations
15. Golf Shirts
16. Time Capsule

NEW BUSINESS

17. MML Parade of Flags
18. Boat Slip Fees
19. 7th Annual Rockfish Tournament booklet
20. Cecil Co. Tourism Committee – Event Planner subcommittee
21. LGIT Educational & Safety Grant program
22. State legislation
23. Policing
24. Circuit Rider Program resolution
25. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/22/2000

TIME: 7:30 p.m.

Hal Hahn

H Holt

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 T...	6440.1 · Telephone	107.62-
Central Printing & Offic...	(1) box letterhead; (2) boxes window envelo...	-SPLIT-	150.50-
Sheriff's Patrol	gasoline for period of 01/01/00 - 01/28/00	6920.1 · Police Prot...	48.65-
Sheriff's Patrol	Charlestown Patrol for period of 01/01/00 - ...	6920.1 · Police Prot...	1,029.86-
Phillips, Christine L.	reimburse for Web page manual	6221.1 · Supplies	24.99-
Imtek Office Solutions	Inv #55980 - maintenance agreement copier	-SPLIT-	520.02-
AT&T	Acct #8014-058-9492 - Inv #6392377744	6440.1 · Telephone	9.45-
Charlestown Fire Co.	ambulance club membership	6910.1 · Fire Comp...	25.00-
Total 1010.1 · Cash-General Checking			1,916.09-
Total 1000.1 · General Fund Cash Accounts			1,916.09-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct # 410 287 3708 342 09	6440.1 · Telephone	33.74-
Miller Environmental, Inc.	Inv #10010053-A - pass through expenses f...	7120.2 · Contract O...	1,930.66-
Miller Environmental, Inc.	Inv #10030053 - water sys operations charg...	7120.2 · Contract O...	1,757.60-
Total 1010.2 · Cash - Utility Checking			3,722.00-
Total 1000.2 · Utility Fund Cash Accounts			3,722.00-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Foster's Auto Service	Inv #118016 - repair carburetor; replace the...	6024.3 · Truck Repair	547.93-
Gilbert Enterprises Inc.	Inv #5728NE - Jan '00 gasoline charges - tr...	6026.3 · Gasoline - ...	201.82-
Total 1005.3 · New-Checking-Special (Special checking County)			749.75-
Total 1000.3 · Special Fund Cash Accounts			749.75-
TOTAL			6,387.84-

TOWN MEETING OF
JANUARY 25, 2000
WAS CANCELLED
BY QUORUM OF
TOWN COMMISSIONERS
DUE TO INCLEMENT
WEATHER

Lisa C. Morgan
Assistant Town Administrator/Town Clerk

Town Meeting of January 11, 2000
Minutes

The January 11, 2000 Town Meeting of the Town Commissioners of Charlestown was called to order at 7:30 p.m. Present were Commissioner Wilbur D. Pumpaly, Commissioner Michael W. Doss, Commissioner-elect Steven W. Vandervort, Commissioner-elect Joseph G. Letts, Sr., and Commissioner-elect Christine L. Phillips. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Election Results

Mr. Hearne stated there were 99 ballots cast in the Town Election held on Monday, January 10, 2000. He stated the results of the election were as follows:

David Jarinko	-	39
Joseph G. Letts, Sr.	-	70
Christine L. Phillips	-	61
Steven W. Vandervort	-	78

As a result, he stated Joseph G. Letts, Sr., Christine L. Phillips, and Steven W. Vandervort had won seats of the Board of Town Commissioners.

Oath of Office

William Brueckman, Clerk of the Circuit Court for Cecil County, administered the oath of office to Joseph G. Letts, Sr., Christine L. Phillips, and Steven W. Vandervort as town commissioners.

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.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the December 1999 water system operations monthly report. Howard Hall, a member of the audience, stated his water had a strong chlorine smell. After some discussion, Mr. Smith stated he would check as there may be some residual in the line and would flush the line if so.

OLD BUSINESS

Minutes – A motion was made by Commissioner Phillips to approve the minutes of the December 28, 1999 town meeting, seconded by Commissioner Letts. The motion passed 3-0-2 (Commissioner Pumpaly and Commissioner Doss abstained).

PENDING BUSINESS

Edgar Insley – Edgar Insley, chairman of the Charlestown Planning and Zoning Commission stated he wanted to resign from that commission as the Boy Scouts were taking much of his time. He also asked if the Board could do something about the low spot in Veterans Park as every time it rained, the water was entering the marina store. After a brief discussion, the Board asked to have Mary Ann Skilling, the Critical Area Commission (CAC) circuit rider contacted to see if there was a problem with the Town filling in the low spot. A motion was made by Commissioner Letts to accept Mr. Insley's resignation, seconded by Commissioner Doss. The motion passed 5-0. Meredith Lubking, a member of the audience, stated she was interested in filling the vacancy. Commissioner Letts stated, and the Board agreed, the practice had been to advertise a commission opening before making an appointment. Mr. Insley also mentioned Mr. Price would like to talk to the Town regarding his delinquent lease payments.

Fair Green Park playground – President Vandervort stated he and Mr. Hearne attended the County Parks Board meeting on January 10, 2000 and Mr. Hearne presented the Town's request for Program Open Space (POS) funding for the playground. After brief discussion, Mr. Hearne stated he felt the Town would get the POS funding, if not this fiscal year then the next. He further stated there were a few questions the Parks Board wanted information on and Mr. Hearne would contact Mid-Atlantic Products for the information and get it to the Parks Board.

Program Open Space (Picnic Tables/Benches) – Mr. Hearne stated the drawings were faxed to Ken Ropp, of POS, but were misplaced. He further stated Mr. Ropp would be stopping by tomorrow to get copies as he would be in the area.

Fire Boat Pier – Mr. Hearne stated during the pre-bid meeting he attempted to contact Americon, the pier manufacturer, and found the company had gone out of business. President Vandervort stated he had contacted Ron Daniels, chief of the Charlestown Fire Company, following that meeting and Mr. Daniels had stated a wood pier would be okay. Mr. Hearne stated he needed to contact Century Engineering to see if the first drawings done in error of a wooden pier were still available. He further stated the Town would need to send a letter to prospective bidders and F.W. Dodge that the bidding process was suspended at this time.

Tasker Lane – President Vandervort stated he still needed to mark the survey and send it to Keith Baynes, the Town's attorney, to forward to Bell Atlantic.

Ethics Ordinance – After reviewing the changes made, a motion was made by Commissioner Phillips to adopt Ordinance No. 2000-01, seconded by Commissioner Doss. The motion passed 5-0. Mr. Hearne stated the ordinance or a summary thereof would need to be advertised in the Cecil Whig. As this ordinance abolished the Ethics Commission and established a new commission with the original members to serve

Town Meeting of January 11, 2000

Minutes (Cont'd.)

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staggered 1, 2 and 3 year terms, the Board placed the names of the previous commission members in a hat and drew a name to fill the seats as follows:

3 years – David Jarinko

2 years – Edgar McMullen

1 year – Dr. Robert Gell

The Board asked to have letters sent to each commission member regarding the adoption of the new ordinance, providing each with a copy thereof, and the term for each member.

I&I Loan – Mr. Hearne stated the Town received a letter from the Maryland Department of the Environment (MDE) stating there was no grant money available for the Town's I&I problem. President Vandervort stated the Town should proceed with correcting problems already identified through the smoke testing done and then re-evaluate the I&I problem. He further stated he talked to Nelson Bolender, president of the County Commissioners, and they would be meeting some time in the coming year to discuss the sewer agreement. Mr. Hearne stated he would contact T.J. Huang, of MDE, to see when costs would be incurred if the Town moved forward with a loan. After brief discussion, a motion was made by Commissioner Phillips to proceed sending letters to property owners whose property had been identified as contributing to the I&I problem, seconded by Commissioner Letts. The motion passed 5-0.

Fax Machine – Mrs. Morgan stated she would check with International Computer Associates to see if repair had been made.

Town House – Commissioner Letts stated he toured the town house and it's in bad condition and recommended the Town proceed with the repairs William Algard and Hershel Armour, the Town's maintenance workers, had suggested. After brief discussion, a motion was made by Commissioner Doss to do the repairs listed, seconded by Commissioner Phillips. The motion passed 5-0. A motion was made by Commissioner Doss to have an electrician to inspect the electrical service, lights, and outlets at the town house, seconded by Commissioner Letts. The motion passed 5-0. President Vandervort stated Christian Stromberg, the new tenant, would be taking occupancy in March and was concerned that the repairs be done.

Parked Cars – Corner of Frederick and Bladen Streets – After much discussion, Commissioner Letts stated the Sheriff's Office should be contacted about the untagged vehicle. Mrs. Morgan stated visibility may be better since Mr. Algard and Mr. Armour removed the bushes from the one corner.

Water tower rust – Mr. Hearne stated there was nothing new.

ADA Ramps – Town Hall and Post Office – Mr. Hearne stated there was nothing new.

Town Meeting of January 11, 2000

Minutes (Cont'd.)

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Census 2000 – Commissioner Letts stated Doris Berry, the former Town Clerk, couldn't recall if the Town provided a location for census workers. Mr. Hearne stated Rosalyn Bott, a former commissioner, couldn't either.

Codification – Adopting Ordinance – Mr. Hearne stated Mr. Baynes reviewed the ordinance, found no problems with it and provided a summary of the ordinance to advertise in the Whig if the Town passed the ordinance. A motion was made by Commissioner Letts to adopt Ordinance No. 2000-02 making the code prepared by General Code Publishers the Town's code, seconded by Commissioner Doss. The motion passed 5-0.

Property Taxes – County Doing Town Tax Billing – Mr. Hearne stated the Annotated Code allowed counties and towns to charge only up to 8% interest unless except. He further stated Cecil County was excepted and charged 12%. Mr. Hearne also said the Town would need to be compatible with the county and had discussed this with the county and state legislators. He also said the towns would all have to agree on giving discounts or none could. Mr. Hearne stated the legislation would be needed to allow payments to be made in thirds as the county allowed now. He also stated the County would accept payments made on Discover cards and payments would be accepted at several local banks in addition to the Treasurer's Office. President Vandervort stated he talked to the state legislators about legislation for a discount for active fire company members and they asked the Town to send a letter outlining the proposal.

Truck Purchase – President Vandervort stated he hadn't received anything yet from the dealerships he contacted. Mrs. Morgan suggested contacting the State to see if there was an existing state bid the Town could piggyback the purchase off of.

Urban Growth Boundary – The Board decided to table this until the next meeting.

Veterans Park – The Board decided to table this until the next meeting.

NEW BUSINESS

County Commissioners' Meeting – 3/21/00 7 p.m. Charlestown Elementary School – President Vandervort stated the County Commissioners would be holding one of their meetings on March 21, 2000 at 7 p.m. at the Charlestown Elementary School. Mrs. Morgan asked if the Board would be providing refreshments. After brief discussion, a motion was made by Commissioner Phillips to provide refreshments, seconded by Commissioner Doss. The motion passed 5-0.

Legislative Update Breakfast – 1/24/2000 8-10 a.m. Wesley's Restaurant – President Vandervort stated a Legislative Update Breakfast sponsored by the Cecil County Chamber of Commerce had been scheduled for January 24, 2000 from 8 a.m. to 10 a.m. at Wesley's Restaurant if any commissioners were interested in attending. Commissioner Phillips and Commissioner Doss stated they would like to attend. Mr. Hearne stated he would like to attend also. The other commissioners stated they would need to check their

Town Meeting of January 11, 2000

Minutes (Cont'd.)

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schedules and Mrs. Morgan reminded them she would need to know by January 1, 2000 to make the reservations.

Commissioner Pumpaly asked if anything had been done about people riding ATVs on the street and the new town lot. Commissioner Letts stated he contacted two residents regarding the ATVs. After some discussion, Commissioner Letts stated he had requested Mr. Algard put up "no trespassing" signs but President Vandervort had told Mr. Algard not to do so. After more discussion, the Board decided to look into signs for no ATVs or something similar rather than no trespassing signs.

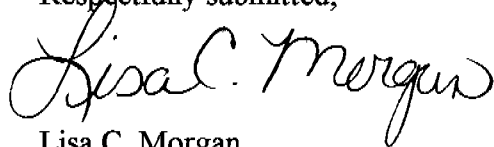
Commissioner Phillips stated the Christmas banners were not put up. Commissioner Pumpaly stated the banners were shot. After brief discussion, Commissioner Phillips stated she would look into the cost of new decorations.

Commissioner Phillips suggested, and the Board agreed, a thank you letter be sent to the Market St. Café for hosting the MML Chapter Dinner.

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

As there was no further business to be discussed, a motion was made by Commissioner Letts to adjourn the meeting, seconded by Commissioner Doss. The motion passed 5-0. President Vandervort adjourned the meeting at 9:08 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF JANUARY 11, 2000

AGENDA

7:30 P.M.

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

OLD BUSINESS

5. Minutes

PENDING BUSINESS

6. Fair Green Park playground
7. Program Open Space (Picnic Tables/Benches)
8. Fire Boat Pier
9. Tasker Lane
10. Ethics Ordinance
11. TCI Franchise Agreement
12. I&I Loan
13. Fax Machine
14. Town House
15. Parked Cars - Corner of Frederick & Bladen Streets
16. Water tower rust
17. ADA Ramps - Post Office & Town Hall
18. Census 2000
19. Edgar Insley
20. Codification - Adopting Ordinance
21. Property Taxes (County Handle Billing for Town)
22. Truck (Purchase)

Town Meeting of December 28, 1999
Minutes (cont'd.)
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23. Urban Growth Boundary

24. Veterans Park

NEW BUSINESS

25. County Commissioners Meeting - 3/21/00 7 p.m. Elementary Sch.

26. Legislative Update Breakfast - 1/24/00 8-10 a.m. Wesley's
Rest. (RSVP 1/20/00)

27. Historic District Commission Reappointments

28. Accounts Payable

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 town election; ads for fire bo...	-SPLIT-	195.00-
Fedex	Acct #1877-2739-1 Inv # 7-815-06073 - fedex revised ...	6718.1 · Fireboat pier (gr...	28.00-
Alger Oil, Inc.	Acct #667541 - ticket #437441- 175.5 gal x \$1.099/gal	6430.1 · Fuel	192.87-
Harvey & Harvey	Acct #275-49441 - Inv #0276-0389113 - December tra...	6651.1 · Trash Collection	3,638.58-
Connectiv	Town Hall Electric - Acct #2096 3159 9997	6420.1 · Electric	128.21-
Garage electric	Garage electric Acct #2096 5479 9995	6420.1 · Electric	15.19-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	10.75-
Flagpole Lighting	Flagpole Cone St - Acct # 2105 5729 9992	6420.1 · Electric	56.00-
Town Pier Electric	Town Pier electric Acct # 2056 2019 9997	6985.1 · Electric	17.10-
Injured Workers' Ins. Fund	Policy #2801346-1 - premium due - Workmen's Comp	6160.1 · Workmen's Co...	371.00-
Radio Shack	Acct #1903060981 - Inv #303425 - (4) pks cassette tap...	6220.1 · Office Supplies	19.96-
BJ Promotions, Inc.	Acct #TOW4970 Inv #13953 - 144 13 oz. glass mugs - ...	6218.1 · Promotional	963.59-
Baynes, Keith A.	December statement - settlement on fire co property; r...	6310.1 · Legal Counsel	200.00-
North East Florist, Inc.	Inv #113209 & 114017 - poinsettias, wreath & centerpi...	6216.1 · Memorials	130.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	7.77-
American Home & Hardware	Acct #685600 - Inv #647126 - nylon strap, assorted scr...	-SPLIT-	26.56-
Benjamin Lumber Co., Inc.	Cust #1186 - Inv #271805 - screws to refasten recepta...	6983.1 · Maintenance, R...	3.69-
Total 1010.1 · Cash-General Checking			6,004.27-
Total 1000.1 · General Fund Cash Accounts			6,004.27-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	147.87-
Sta 3 electric	Sta 3 electric - Acct #2096 4739 9994	6532.2 · Station #3	116.67-
Lift Station electric	Lift station acct # 2096 4139 9990	6534.2 · Lift Station	10.75-
Rt 7 electric	Rt 7 Station acct # 2096 9259 9993	6533.2 · Station RT. #7	49.43-
Well 1 Electric	Well 1 acct # 2096 5499 9991	7131.2 · Electric	105.47-
Water Tank Electric	Water tank acct # 2096 5489 9993	7131.2 · Electric	459.01-
Newark Kubota	Inv #R508298 - repair hydraulic line for boom cylinder ...	6022.3 · Equipment Repair	376.23-
W.N. Cooper & Sons Inc.	Inv #33596 & Inv #33481 - Acct #29843	6022.3 · Equipment Repair	53.60-
Total 1010.2 · Cash - Utility Checking			1,319.03-
Total 1000.2 · Utility Fund Cash Accounts			1,319.03-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
American Home & Hardware	Acct #685600 - Inv #647126 - paint, tube & hook grab f...	6420.3 · General Mainte...	17.96-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #271409 - items to repair storm drain ...	-SPLIT-	75.70-
Total 1005.3 · New-Checking-Special (Special checking County)			93.66-
Total 1000.3 · Special Fund Cash Accounts			93.66-
TOTAL			7,416.96-

TOWN MEETING OF MARCH 28, 2000
MINUTES

The March 28, 2000 Town Meeting of the Town Commissioners of Charlestown was called to order by Vice-President Joseph G. Letts, Sr. at 7:38 p.m. Other Commissioners present were Treasurer Christine L. Phillips, Commissioner Wilbur D. Pumpaly and Commissioner Michael W. Doss. Audience attendance sheet is attached hereto.

OLD BUSINESS

Minutes – A motion was made by Commissioner Phillips to approve the minutes of the March 14, 2000 meeting, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Pumpaly abstained).

PENDING BUSINESS

Policing – Commissioner Letts stated he had been advised that several residents had attempted to avoid tickets by using his name or other commissioners' names with deputies patrolling in Charlestown. He further stated he had advised the deputies working Charlestown if they see a violation, no matter who the violator was or who they supposedly knew or was related to, they were to take the appropriate action.

At this time, 7:42 p.m., President Steven Vandervort arrived at the meeting.

Rebecca Phillips, a member of the audience, stated the 107/Tory House had been vandalized and asked if the deputies could check the property when they were in the town. Vice-President Letts stated they were checking the property being aware of the vandalism there and at the Red Lyon Tavern. Commissioner Pumpaly stated he was still getting complaints about ATVs and motorcycles being on the Calvert St. lot. After some discussion, President Vandervort stated he did not want to see no trespassing signs on the property but rather, signs prohibiting ATV's etc. After more discussion, President Vandervort instructed Mrs. Morgan to make ordering appropriate signs a priority.

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

Fair Green Park playground – President Vandervort stated the sand and water table had been delivered and was stored at the garage. Commissioner Phillips stated Tim Hamilton, of Mid-Atlantic Products, would be here some time this week to look at it. President Vandervort asked if he had said anything further about the delivery of the remaining equipment. Commissioner Phillips stated she had talked to his boss and April 24 was still the target date to have the playground installed. President Vandervort stated he talked to William Algard and Hershel Armour, the Town's maintenance workers, about how long it would take them to remove the wooden structure and Mr. Algard stated it would take them a day to get it out. After some discussion, President Vandervort stated

he didn't want the wooden structure removed until right before the new equipment was being installed. Commissioner Letts asked if the wooden structure was still usable. President Vandervort stated it was. After some discussion, Commissioner Doss suggested placing it in Trinity Woods as there should be some area that could be used. The Board asked to have Mr. Porter, the developer, contacted on this.

President Vandervort stated Route 7 flooded again during the last rainstorm. He further stated he walked back and the stormwater management ponds in Trinity Woods weren't full and they were handling the runoff from Trinity Woods. President Vandervort stated the extra water seemed to be coming from behind there or Buck Smith's property. He also said Mr. Porter was interest in having another pipe installed under the railroad if that would help the problem and offered to pay part of the cost. Commissioner Doss stated the gravel pits had been capping off pits and the extra water runoff may be coming from there because of that.

Fire Boat Pier – President Vandervort stated there was nothing new.

Tasker Lane – Mrs. Morgan stated Mr. Hearne, the Town Administrator, had called Keith Baynes, the Town's attorney, to have another letter sent to Bell Atlantic as there had been no response to the last letter.

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

I&I Loan – As Mr. Hearne was not present, the Board tabled this matter until the next meeting.

Town House – President Vandervort stated the new tenants had moved in. He further stated he received a letter from them and one concern was the electric. He asked Mrs. Morgan if the Town had gotten anything from Bradley Electric. Mrs. Morgan stated she had left 3 messages for Mr. Bradley but had not gotten a response. President Vandervort stated he had asked her to call Best Electric because of that. Mrs. Morgan stated she talked to them and they were willing to send a technician out but she asked them to wait until she had contacted the tenants as they should know someone would be entering the property. She further stated she talked to Christian Stromberg, one of the tenants, and he had no problem with Mr. Algard and the technician from entering the house. Mrs. Morgan said she would call Best Electric tomorrow and make arrangements. President Vandervort also stated Mr. Stromberg had left some paint samples for the porch and after some discussion, the Board agreed to have Mr. Algard purchase the paint and the tenants would paint the porch. President Vandervort also asked Mrs. Morgan to have Mr. Algard purchase two heating registers to replace missing ones inside the house and to have him inspect the oil tank and, if needed, paint the tank.

Water tower rust – President Vandervort stated there was nothing new.

ADA Ramps – Post Office and Town Hall – Mrs. Morgan stated Mr. Algard had not started on this project yet. Commissioner Phillips stated the Town needed to have

someone look at it to see if it was even feasible to do. She further mentioned the postmaster would be contacting Mr. Hearne about the projected population growth of the town. The Board agreed the situation with the post office would bear watching.

Truck Purchase – Commissioner Phillips stated the Town received another proposal for a truck. President Vandervort stated he would like to see the proposal revised for a tailgate spreader first. After some discussion, President Vandervort asked to have Pro-Class contacted for a proposal before the Board made a decision.

Urban Growth Boundary Plan – written comments due by 04/21/00 – President Vandervort asked if anyone had attended the meeting. Commissioner Phillips stated Mr. Hearne had and would probably update the Board at the next meeting. Mrs. Morgan stated Mr. Hearne had brought back two copies of the plan for the commissioners to review as the county wanted written comments back by April 21st.

Sidewalk Retrofit Program – President Vandervort stated he met with Don Yingling, of the State Highway Administration (SHA), and the Town had approximately \$6,000 available. He further stated he would still like to see the sidewalk extended out of town toward the Beachcomber. After some discussion, President Vandervort stated Mr. Yingling would have an SHA engineer come and look at the proposed work.

Christmas decorations – Commissioner Pumpaly stated he had looked at the brochures he had gotten and the prices for decorations are outrageous. He suggested the Town concentrate decorating the town center rather than along the entire length of the main roadways through town. He further suggested the Board wait until after the MML Conference in Ocean City so they could check with vendors there and also talk to the fire company and the church about holiday decorations.

Golf Shirts – Commissioner Doss stated he had not received the quote he had been waiting on. Commissioner Pumpaly suggested he contact “Stash” at the marina who does work such as this for a price.

Time Capsule – President Vandervort stated he saw the time capsule up at Charlestown Elementary School. Commissioner Phillips asked if President Vandervort had seen the suggestion for the marker. President Vandervort stated he had and as ground usually needed to settle before a marker was placed, the Town should wait to order the marker until after the time capsule was buried so the actual date could be put on the marker.

County Doing Tax Billing – Mrs. Morgan stated the legislation had come out of committee and was on the senate floor but hadn't been voted on yet.

Mrs. Morgan also stated the legislation regarding a tax credit for firefighters had passed the Senate and had been assigned to the House Ways and Means Committee but a hearing has not been scheduled yet.

LGIT Educational & Safety Grant Program – Mrs. Morgan stated hard hats were included onto the list. After some discussion, President Vandervort suggested the Town also included a pressure washer if it could somehow be justified. After more discussion, a motion was made by Commissioner Letts to submit the list of items requested by Mr. Algard and Mr. Armour for monies under the safety grant program with the inclusion of a pressure washer, seconded by Commissioner Doss. The motion passed 5-0.

Playground Dedication Refreshments – Commissioner Letts stated the Town may need to obtain a parade permit from SHA for the kids to follow the time capsule to the playground. Mrs. Morgan stated she would check with them on it. Commissioner Letts stated the Board had discussed the Town donating money to the fire company toward the cost of providing refreshments during the ceremonies. After some discussion, Commissioner Letts made a motion to give \$300 to the fire company to pay for refreshments if they were willing to do so, seconded by Commissioner Doss. The motion passed 5-0. Commissioner Doss stated he would inform the fire company at their next meeting in April.

NEW BUSINESS

Consumer Confidence Report – Mrs. Morgan stated Mr. Hearne wanted the Board to be aware it was time for the Town to prepare and mail out copies of the Consumer Confidence Report to its residents. She further stated Mr. Hearne was in the process of preparing of the report and was hoping it would be included with the next utility billing. She also said he was going to check with George Smith, of Miller Environmental, Inc. (MEI), to see if the testing for MTBEs in the raw well water would be completed by then so that information could be included also.

Mrs. Morgan stated Beth Hamilton, of MEI, had submitted a request for the Town to order 5 water meter lids and 5 conversion kits to replace bad sensors. She further stated Mrs. Hamilton had used the ones the Town had in stock. After some discussion, a motion was made by Commissioner Letts to approve the purchase of 5 lids and 5 conversion kits, seconded by Commissioner Doss. The motion passed 5-0.

Byrne Memorial Grant – Mrs. Morgan stated Mr. Hearne had received application forms for the grant again this year and wanted to know if the Town was interesting in applying for funding. She further stated the grant was for increased law enforcement activity. After some discussion, the Board stated Mr. Hearne should apply for funding as the Town had recently seen the need to increase patrols, particularly foot patrols, due to the vandalism occurring.

MML Chapter Dinner 04/20/00 6& 7 p.m. Chesapeake Inn – President Vandervort stated the next dinner would be held at the Chesapeake Inn on April 20, 2000 and the Board needed to let Mrs. Morgan know if they were planning to attend.

Mrs. Morgan stated the Maryland Municipal League had sent a formal invitation to the Town to attend the unveiling of “Maryland’s 157: The Incorporated Cities and Towns”

at the State House rotunda in Annapolis on May 5, 2000. She further stated the response card requested the names of individuals attending so the Board needs to let her know as soon as possible who was planning to attend.

Commissioner Phillips stated she sent a letter to the Town regarding the chapter dinner. As several commissioners would be attending the dinner and the unveiling, the only other request was for a representative of the Town to work with the Book Committee on the book distribution. After some discussion, Commissioner Doss stated he would handle that.

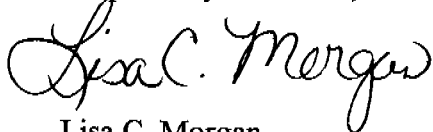
Mower – Mrs. Morgan stated Mr. Algard had obtains three quotes on a new John Deere mower: Cooper's (Glasgow) - \$6000; Harford County Greenery Florist & Garden Center - \$7,350; and Cooper's (Cecilton) - \$5,610.75 but with no mower deck. After much discussion, the Board asked Mr. Algard to obtain one more quote for the mower and President Vandervort stated he would check to see if funds were available in the current budget rather than wait to make the purchase next fiscal year.

Mrs. Phillips asked if the Town would consider purchasing a "no skateboarding allowed" sign for the 107/Tory House if they were already ordering signs for the Calvert St. lot. After brief discussion, Commissioner Letts made a motion to purchase a sign for the 107/Tory House, seconded by Commissioner Doss. The motion passed 5-0.

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

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 28, 2000
AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Policing
3. Fair Green Park playground
4. Fire Boat Pier
5. Tasker Lane
6. TCI Franchise Agreement
7. I&I Loan
8. Town House
9. Water tower rust
10. ADA Ramps – Post Office & Town Hall
11. Truck Purchase
12. Urban Growth Boundary Plan – written comments due 04/21/00
13. Sidewalk Retrofit Program
14. Christmas decorations
15. Golf Shirts
16. Time Capsule
17. County Doing Tax Billing
18. LGIT Educational & Safety Grant Program
19. Playground Dedication Refreshments

NEW BUSINESS

20. Consumer Confidence Report
21. Byrne Memorial Grant
22. MML Chapter Dinner 04/20/00 6 & 7 p.m. Chesapeake Inn
23. Mower
24. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/28/2000

TIME: 7:30 P.M.

Rebecca C. Phillips
Bob Phillips

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Phillips, Christine L.	reimburse mileage for dropping off and pick...	6213.1 · Mileage Re...	22.13-
Bell Atlantic Mobile	Acct #202583968-00001 - cellular service 1/...	6440.1 · Telephone	96.32-
Central Printing & Offic...	(1) box letterhead - Historic District Commis...	6610.1 · Administrat...	56.60-
Injured Workers' Ins. Fu...	Policy #2801346-1 - premium due - Workm...	6160.1 · Workmen's...	371.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at T...	6440.1 · Telephone	119.80-
REC-creative, Inc.	remainder cost - Grand sand & water activit...	6716.1 · Fairgreen ...	2,355.00-
Woodward-Clyde Consu...	Inv #4418 - review revised final plan - Trinit...	-SPLIT-	533.00-
Sheriff's Patrol	gasoline for period of 01/29/00 - 02/25/00	6920.1 · Police Prot...	62.92-
Sheriff's Patrol	Charlestown Patrol - period of 01/29/00 - 02...	6920.1 · Police Prot...	1,123.49-
Chesapeake Rent All	Com#798 - pressure washer - 1/2 used for T...	-SPLIT-	73.44-
AT&T	Acct #8014-058-9492 - Inv #6392382381	6440.1 · Telephone	10.26-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	104.91-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	11.10-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	6.39-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	44.30-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	191.00-
Maryland Materials Inc.	Acct #60502 - Inv #135390 - stone for stone...	6714.1 · Reimbursa...	78.32-
Total 1010.1 · Cash-General Checking			5,259.98-
Total 1000.1 · General Fund Cash Accounts			5,259.98-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct # 410 287 3708 342 09	6440.1 · Telephone	33.67-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	6.39-
Miller Environmental, Inc.	Inv #10040054 - water sys operations charg...	7120.2 · Contract O...	1,757.60-
Total 1010.2 · Cash - Utility Checking			1,797.66-
Total 1000.2 · Utility Fund Cash Accounts			1,797.66-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Chesapeake Rent All	Con #798 - 1/2 pressure washing done on d...	6420.3 · General M...	73.44-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	-SPLIT-	631.72-
Gilbert Enterprises Inc.	Inv #5762NE - Feb '00 gasoline charges - tr...	6026.3 · Gasoline - ...	118.95-

03/28/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Total 1005.3	New-Checking-Special (Special checking County)		824.11-
Total 1000.3	Special Fund Cash Accounts		824.11-
TOTAL			7,881.75-

TOWN MEETING OF MARCH 14, 2000
MINUTES

The March 14, 2000 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 Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. – Monthly Report & MTBEs – George Smith, of Miller Environmental, Inc. (MEI), presented the February 2000 water system operations report to the Board. He also submitted a proposal for MEI to test the Town's wells for the presence of MTBEs. After some discussion, a motion was made by Commissioner Phillips to accept the proposal from MEI to test the raw water from all three wells at a cost of \$80 for each well, seconded by Commissioner Doss. The motion passed 4-0. Mr. Smith also stated Beth Hamilton, of MEI, was asking the Town to purchase a new pH meter as the old one was no longer accurate and she was borrowing one to use. A motion was made by Commissioner Phillips to purchase an Orion Model 230A pH meter at \$327, seconded by Commissioner Doss. The motion passed 4-0.

Mr. Hearne stated the Town received a proposal from Transviron on the I&I problem. Mr. Smith stated the usual procedure used to investigate an I&I problem was to do dry and wet weather flow measurements, next to smoke test and finally TV camera inspection. After much discussion, a motion was made by Commissioner Phillips to redo the I&I investigation from the beginning, seconded by Commissioner Doss. The motion passed 3-1. Mr. Hearne asked if the Board wanted to obtain a second quote. President Vandervort stated this work would fall under professional services but the Town should get another quote. After some discussion, the Board asked Mr. Hearne to contact Tatman & Lee Associates, the Town's engineers, for a quote.

Charlestown Elementary School – Request for Contribution – Donna Sheets, of the Charlestown Elementary School P.T.A., and Linda Haske, Test Coordinator for Charlestown Elementary School, asked the Board to consider a contribution of \$500 to the school that would provide incentives to the students during the weeks they undergo MSPAP testing in May. After a brief discussion, a motion was made by Commissioner Doss to contribute \$500 to the Charlestown Elementary School to provide incentives to students during MSPAP testing, seconded by Commissioner Phillips. The motion passed 5-0.

Donna Sheets stated she talked to Bob Crouch, of Crouch Funeral Home, and he told her a flush marker would be no more than \$300, which he stated was a high estimate. Mr. Hearne asked her to check with Mr. Crouch on how deep the vault should be buried so Mr. Algard and Mr. Armour, the Town's maintenance workers, could be told. Mrs. Sheets also said contributions to the capsule could be made up to 2 p.m. on May 31st, the day of the dedication.

Edgar McMullen – He discussed the progress on the relocation of Tasker Lane with the Board. After much discussion, the Board asked Mr. Hearne to contact Keith Baynes, the Town's attorney, and have him send another letter as Bell Atlantic had not responded to the last one.

Mr. McMullen's son also stated he lived on Tasker Lane and asked if the Town would send a letter to Mr. Zartler who had renters in one of his houses. He stated their trash had been strewn all over their property, the Town's property, up and down the street. He further stated he would be contacting Environmental Health as the trash was attracting rats. Mr. Hearne stated he would send a letter to Mr. Zartler and asked Mr. McMullen to let him know who at Environmental Health was handling that complaint.

Ken Simmons/Michael Davitt/Fred Mallory – sewer connection for 21 Long Beach Road – Mr. Simmons stated they would like to run an 8" line from the Town's sewer manhole on Cecil Street to Long Beach Road, install another manhole there and run the line down to the front of the property and connect the house with a lateral. He further stated they were willing to pay the out-of-town sewer connection fee, engineering costs and construction costs but would not want it in exchange for annexation. After some discussion, President Vandervort stated the road where they proposed to run the line isn't within the Town and the Board didn't know who owned it. He further asked if Mr. Simmons had checked with the County about providing sewer service. Mr. Simmons stated the response they received was the sewer main was the Town's. After much discussion, Mr. Simmons stated he would contact Fred Orr, of the County's Department of Public Works, to see if they could run a line through to Seneca Point. Commissioner Phillips stated the Board would check as to the reason why some residences on Long Beach Road are connected to the sewer.

North East Little League – Use of ball field – David Howell, of the North East Little League, was requesting permission to use the ball field for practices and, toward the end of April, for make up games. He stated the League had its own insurance and would contact League headquarters for a copy of the insurance certificate. After brief discussion, Commissioner Doss made a motion to permit the North East Little League to use the ball field for practices and, if needed, for make up games, provided a copy of the insurance certificate was received by the Town, seconded by Commissioner Letts. The motion passed 4-0. Mrs. Morgan asked Mr. Howell if the Town would be able to get some diamondtex for the infield. He said Mr. Algard could contact him about it as the League had some.

OLD BUSINESS

Minutes – A motion was made by Commissioner Phillips to approve the minutes of the February 22, 2000 town meeting, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Letts abstained).

PENDING BUSINESS

Fair Green Park playground – President Vandervort stated the water & sand table had been ordered. He further stated the playground should be installed by mid-April. Commissioner Phillips stated the dedication had been postponed to May 31, 2000. Mr. Hearne asked President Vandervort if he was still interested in getting new aerial photos of the Town as Eric Sennstrom, director of County Planning and Zoning, had said the County had photographs taken in 1996. Mr. Hearne also said photos would be \$150 a piece but Mr. Sennstrom was not sure if Charlestown was on one photo. President Vandervort stated he would have to look at them.

Fire Boat Pier – President Vandervort stated the Town had a meeting with Ken Ropp and David Decker, of the Maryland Department of Natural Resources, and Bill Rockey, of Century Engineering, about re-working the bid package for the pier. Mr. Hearne stated Century Engineering submitted a proposal of \$2800 to rework the bid package and construction drawings for a wooden pier and was approved by Mr. Ropp. He further stated Mr. Rockey indicated Century Engineering should have the package back to the Town by April 24. A motion was made by Commissioner Phillips to accept Century Engineering's proposal of \$2800 to rework the bid package and construction drawings for a wooden pier, seconded by Commissioner Doss. The motion passed 4-0.

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

I&I Loan – Mr. Hearne stated he had provided copies of his notes from his meeting with Al Wein, County Administrator. After some discussion, Mr. Hearne stated the County, with their attorney, would like to meet with the Town and our attorney regarding the sewer agreement. President Vandervort stated his position would be the Town should be treated as a wholesale customer as the Town installed the sewer mains, maintains the pumps, paid for the electric and does the customer billing.

Town House – President Vandervort stated the Town received a quote to wrap the windows with aluminum. After much discussion, a motion was made by Commissioner Phillips to purchase replacement windows for the town house. After more discussion, Commissioner Phillips withdrew her motion. The Board decided to put \$8,000 in the next fiscal budget to have replacement windows installed at the Town House and the window frames wrapped with aluminum.

Water Tower rust – Mr. Hearne stated there was nothing new.

ADA Ramps – Post Office and Town Hall – Mr. Hearne stated there was nothing new.

Truck Purchase – President Vandervort stated Winner Ford backed out of giving a quote on a new truck. After more discussion, President Vandervort said Porter Chevrolet was supposed to be faxing a quote. After more discussion, the Board decided to look for the brochure on dump beds gotten at the MML Convention last year and see if Porter Chevrolet could work with them.

Sidewalk Retrofit Program – Mr. Hearne stated he tried to contact Don Yingling, of the State Highway Administration, to schedule a meeting but hadn't called back.

Christmas decorations – The Board tabled this matter until the next meeting.

Golf Shirts – Commissioner Doss stated he was waiting for quote from three vendors and he should have the information in time for the next meeting.

County Doing Tax Billing – Mr. Hearne stated he would like to get the agreement signed although if the pending legislation was not passed the agreement would be moot. A motion was made by Commissioner Doss to sign the agreement with the County to have the County doing tax billing for town taxes, seconded by Commissioner Phillips. The motion passed 4-0.

LGIT Safety Grant – Mr. Hearne stated Mr. Armour & Mr. Algard had submitted a list of items they would like the Town to submit under the safety grant. He further stated they still needed to provide an explanation as to why each item was needed. Mr. Hearne said LGIT would pay 50% of the cost of the items up to \$1500. After some discussion, Commissioner Doss asked if they had hard hats. Mrs. Morgan stated she would ask them and if not, she would get a price to include them on the list.

At this time, 9:55 p.m., President Vandervort turned the chair over to Vice-President Letts and left the meeting.

Policing – The Board tabled this matter until the next meeting.

NEW BUSINESS

Resolution No. 2000-03 – 3 % late fee on tax bills – At Mr. Hearne's request, the Board tabled this matter until the next meeting.

FY2001 POS funding requests – Mr. Hearne stated he had completed applications for extending the wood jetty at the boat ramp and for dredging at the stone wharf. After some discussion, the Board asked Mr. Hearne to submit them but to put the extension of the wooden jetty at the boat ramp as first priority.

Mr. Hearne stated Ed Slicer, of County Parks and Recreation, had sent a letter asking the Town to submit any projects which hadn't received funding this year be submitted for FY01. Commissioner Doss asked Mr. Hearne if left over grant money could be used to pave the parking lot at the athletic complex. Mr. Hearne stated he would check with Ed Slicer, of County Parks and Receptions, about that. He further stated he would check with Mr. Slicer if this would also pertain to the playground funding request.

Meetings – Vice-President Letts reminded the Board of several upcoming meetings commissioners might wish to attend.

Cross Country Garden Club – Request to Use Veterans Park – Mr. Hearne stated the Town received a request from the Club to use Veterans Park on August 8, 2000 from 12-3 p.m. A motion was made by Commissioner Doss to allow the Cross Country Garden Club to use Veterans Park on August 8, 2000 from 12 to 3 p.m., seconded by Commissioner Phillips. The motion passed 3-0.

Building Permits – Mr. Hearne stated there were only minor building permits receiving approval since the last meeting.

Playground Dedication Refreshments – Mr. Hearne stated he was not sure if the Charlestown Fire Company would be providing refreshments during the playground dedication on May 31, 2000. Commissioner Doss stated they probably would but he would check with them on it. The Board agreed if needed the Town would provide items or cost of items for refreshments.

Mr. Hearne stated the Town received a fax from Kevin Best, of the Maryland Municipal League, in response to whether a non-resident property owner of the Town could serve on an appointed commission. He further stated Mr. Best concluded a non-resident individual could serve on an appointed commission except for the Historic District Commission where one could serve as long as the majority of the commission members were town residents. Mr. Hearne stated Mr. Best determined the only commission a non-resident could not serve on was the Election Board.

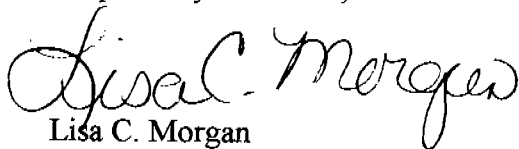
Mr. Hearne stated he had provided a copy of trees and plants available through the TREE-mendous Maryland Program if the Town needed to order any for replanting.

Mr. Hearne stated each commissioner had a copy of a quote on a new mower. Commissioner Letts stated Mr. Algard had gotten it as he had told Commissioner Letts that the town mower may not last through this year. After some discussion, the Board agreed to budget \$6000 for a new mower for next fiscal year.

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

As there was no further business to be discussed, a motion was made by Commissioner Letts to adjourn the meeting, seconded by Commissioner Phillips. The motion passed 3-0. Vice-President Letts adjourned the meeting at 10:10 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 14, 2000
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report & MTBEs
2. Charlestown Elementary School – Request for Contribution
3. Edgar McMullen
4. Ken Simmons/Michael Davitt/Fred Mallory – sewer connection
5. North East Little League – Use of ballfield

OLD BUSINESS

6. Minutes

PENDING BUSINESS

7. Fair Green Park playground
8. Fire Boat Pier
9. Tasker Lane
10. TCI Franchise Agreement
11. I&I Loan
12. Town House
13. Water tower rust
14. ADA Ramps – Post Office & Town Hall
15. Truck Purchase
16. Urban Growth Boundary Plan – Mtg. 3/18/00 8 a.m.-12N Community College
17. Sidewalk Retrofit Program
18. Christmas decorations
19. Golf Shirts
20. Time Capsule
21. County Doing Tax Billing
22. LGIT Educational & Safety Grant Program
23. Policing

NEW BUSINESS

24. Resolution No. 2000-03 – 3% late fee on tax bills
25. FY2001 POS funding requests
26. Meetings:
 - Bd of Ed FY01 Budget brief 03/23/00 Bd of Ed ofc 4 p.m. (RSVP by 3/17)
 - Co. Commissioners Update 03/21/00 11:30-1:30 Aft Deck (RSVP by 3/17)
 - County Commissioners Meeting 03/21/00 7:00 p.m. Charlestown Elementary
27. Cross Country Garden Club – Request to Use Veterans Park
28. Building Permits
29. Playground Dedication Refreshments
30. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/14/2000 TIME: 7:30 P.M.

- Ruth Noel
- Samuel J. Noel
- George H. Smith - MET
- Edgar M. Smith
- A. M. Smith
- Ruth Simon
- Val Hahn
- Donna Steets
- Kelly Fisher
- Andy J. Hashe
- Frank E. Howell

03/14/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Terminix	termite contract - 12/01/99 - 11/30/00	6450.1 · Maintenance	40.00-
Radio Shack	Inv #310530 - (6) 3-pk cassette tapes	6220.1 · Office Sup...	29.94-
Maryland Association of...	Annual Membership Dues	6610.1 · Administrat...	50.00-
Alarm Systems Co. of ...	Acct #0142A Inv #0017141 - qrtly alarm mo...	6460.1 · Alarms	54.00-
Harvey & Harvey	Inv #0276-0423847 - February trash collecti...	6651.1 · Trash Colle...	3,638.58-
McMullen, Edgar	reimburse for purchase of (2) basketball net...	6740.1 · P&R Misc...	16.78-
Century Engineering Inc.	Inv #11940 - attendance at pre-bid meeting ...	6718.1 · Fireboat pi...	156.25-
Preston's Stationery, Inc.	Cust #2452 DEPT - Inv #492-0 - (2) pks col...	6220.1 · Office Sup...	57.32-
Elkton Carpet & Tile	Inv #1654 - purchase & installation of vinyl f...	6410.1 · Repairs	1,084.86-
Atlas Pen & Pencil Corp.	576 hexagon pencils, dk gm w/ gold (includ...	6218.1 · Promotionals	112.58-
Charm Net, Inc.	Acct #6419 - internet access service 03/01/...	8440.1 · Telephone	16.95-
Baynes, Keith A.	conference w/ Stan re: property tax collectio...	-SPLIT-	120.00-
Staples	Acct # 7972 3200 0002 7426 - office supplies	6221.1 · Supplies	211.53-
Wal*Mart	Acct #2634 - inv #9151479 - film & liquid so...	6221.1 · Supplies	21.85-
Lowe's Home Centers Inc.	Acct #2237 - inv #21703385443 - primer, se...	-SPLIT-	857.61-
Benjamin Lumber Co., l...	Acct #1186 - inv #274206 - 12 white acrtb ...	-SPLIT-	213.53-
American Home & Hard...	Acct #685600 - Inv #658424 - (1) cartridge -...	6410.1 · Repairs	11.69-
Total 1010.1 · Cash-General Checking			6,693.47-
Total 1000.1 · General Fund Cash Accounts			6,693.47-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Harco/CPS Waterworks	System No. 18442 - 4/01/00 - 03/31/00 cath...	7760.2 · Miscellaneous...	325.00-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	118.22-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	114.30-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT....	8.52-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	156.90-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 · Electric	115.21-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	510.47-
Total 1010.2 · Cash - Utility Checking			1,348.62-
Total 1000.2 · Utility Fund Cash Accounts			1,348.62-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			

03/14/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Mac's Shacks	Acct #110342 - Inv #16446 - (1) portable toil...	6420.3 · General M...	55.00-
El's Truck Tire & Auto C...	Inv #2949 - replace rear brakes on truck	6024.3 · Truck Repair	75.00-
York Building Products	Cust #6241 - Inv #128471 - 4 tns sand - stre...	6300.3 · Streets	28.98-
Total 1005.3 · New-Checking-Special (Special checking County)			158.98-
Total 1000.3 · Special Fund Cash Accounts			158.98-
TOTAL			8,201.07-

TOWN MEETING OF DECEMBER 28, 1999
MINUTES

The December 28, 1999 Town Meeting was called to order at 7:30 p.m. by President Steven W. Vandervort. 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.

OLD BUSINESS

Minutes - A motion was made by Commissioner Letts to approve the minutes of the December 14, 1999 town meeting, seconded by Commissioner Phillips. The motion was approved 3-0.

PENDING BUSINESS

Fair Green Park playground - President Vandervort stated he signed the blueprints and the proposal and had a deposit put down on the playground. Commissioner Letts asked what the final price was. President Vandervort stated it was \$84,500. Mr. Hearne stated Monday, January 10, 2000 he would be making the presentation to the Parks Board for the \$60,000 grant of which the State would reimburse 75% of to the Town. Mr. Hearne further stated the Parks Board had some leftover funding so hopefully they would approve it.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated William Algard, the Town's maintenance worker, had done a revised drawing of the handicapped picnic tables and a drawing of a bench. President Vandervort asked if Ken Ropp, of Program Open Space (POS), had approved the drawing. Mr. Hearne stated he had faxed it to Mr. Ropp but he hadn't responded yet.

Fire Boat Pier - Mr. Hearne stated the specifications and drawings were done. He further stated he delivered a set to one potential bidder and tried to deliver to another but, as the business wasn't open, Mrs. Morgan mailed them a copy. He also said he had given a set to F.W. Dodge for the Dodge Report. Mr. Hearne stated Dissen & Juhn, the company who bid the last time, had requested a copy also.

Tasker Lane - President Vandervort stated he needed to draw the road on the survey to be sent to Bell Atlantic. He further stated he would do so before leaving tonight.

Ethics Ordinance - Mr. Hearne stated Mrs. Morgan made changes to the ordinance as shown and he had also given each commissioner a copy of Mr. Bayne's letter on maximum misdemeanor penalties and the recommendation letter from the State Ethics Commission. Commissioner Letts asked if anyone had a copy of the original changes the Board wanted. After some discussion, the Board tabled it until the next meeting so the original changes were incorporated into the new ordinance.

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

I&I Loan - Mr. Hearne stated there was nothing new.

MML Chapter Dinner - President Vandervort stated the dinner was

scheduled for January 6, 2000. Mr. Hearne asked the Board what their reservations were.

Fax Machine - President Vandervort stated they called today with some questions and he would check with them on the repair.

Town House - Mr. Hearne stated Mr. Algard had made a list of the repairs needed to be made. After some discussion, Commissioner Letts stated he would like to see another price on the linoleum for comparison. President Vandervort asked to have Mr. Algard check on the price for the paint with Home Depot.

Parked Cars - Frederick and Bladen Streets - Commissioner Letts stated if there was a sign on that side of Frederick Street, it was not there now. Mr. Hearne stated a letter was sent to Dr. Gell about removing the fence for parking and Dr. Gell had stopped in twice but both times were on days Mr. Hearne was off. Mr. Hearne stated he would contact the State Highway Administration about a sign for Bladen Street.

Water tower rust - Mr. Hearne stated Tom DeLorimier of Tatman and Lee Associates, the Town's engineers, and George Smith of Miller Environmental, Inc., the Town's water system operators, had suggested some contractors for this work. He further stated he would try to contact them before the next meeting with the project probably being done in the spring.

ADA Ramps - Post Office & Town Hall - The Board decided to table this matter until the next meeting.

Senator Hooper letter - Tobacco Industry settlement money - President Vandervort asked this item be removed from the agenda and suggested if anyone had an idea for a program the Town could submit for, to bring the idea up at a meeting.

Census 2000 - Mr. Hearne stated the letter was asking the Town if it had a location census workers could use to assist the public in completing census forms. President Vandervort suggested contacting Rosalyn Bott and David Jarinko, former Town Commissioners who may have been on the Board at the time of the last census, or Doris Berry, former Town Clerk, who would have been there at the time also.

Edgar Insley - President Vandervort stated a letter was sent to Mr. Insley and Mr. Hearne stated there had been no response from Mr. Insley. Commissioner Phillips suggested resending the letter, getting a certificate of mailing.

Codification - Mr. Hearne stated he had forwarded the ordinance to Mr. Baynes to review and the Town should have his comments back by the next meeting.

Property Taxes (County Handle Billing for Town) - Mr. Hearne stated some of the towns want to talk to Pam Howard, the County Treasurer,

further before they decide. He further stated a meeting was scheduled for next Wednesday but not the time. Mr. Hearne stated he had another meeting and could not attend but suggested someone attend from the Town. Mr. Hearne stated the Town would need to amend the Charter on the interest from 8% to 12% to match the County's rate and this would require legislation passed in Annapolis. He further stated legislation would also be required to give the same discounts as the County does. President Vandervort stated he mentioned the fire company's request for a tax break and the other towns were interested and perhaps this could also be mentioned to the legislators. Mr. Hearne stated the County also accepted taxes to be paid in 3 payments and that would be a change in the Town's code. President Vandervort and Commissioner Phillips asked to be kept informed about the meeting and Commissioner Phillips stated she would go if anybody else couldn't.

Town Truck - President Vandervort stated he stopped at several dealerships and asked them for a proposal. He further stated he should have some proposals for the next meeting.

Urban Growth Boundary - Mr. Hearne requested and the Board agreed to table this matter until the next meeting.

NEW BUSINESS

Business Day in Annapolis - 1/13/00 10:30-8:00 (RSVP by 1/10) - Mr. Hearne stated the Chamber of Commerce was sponsoring a day in Annapolis to meet with the legislators. He further stated the cost was \$50 per person and reservations would need to be in by January 10, 2000. After some discussion, the Board decided not to go as the election may change members of the Board.

Agricultural Preservation Task Force Report - President Vandervort stated the Town received the report and letter from the County stating a meeting on the report and how it pertained to the Smart Growth plan would be held at the Blue Heron Restaurant at 12 p.m. on January 7, 2000 if anyone was interested in attending.

Emergency Services Y2K Telephone Line - President Vandervort stated the County had an emergency Y2K telephone line available and each commissioner received a copy of the information.

Mr. Hearne stated he and Mrs. Morgan had backed up everything on the computers. Commissioner Phillips stated she had a program which would give free internet access. President Vandervort stated he heard Bell Atlantic had internet service in the area and he would contact them about it.

Commissioner Phillips asked if the cell phones had been ordered. Mr. Hearne stated Mrs. Morgan hadn't ordered them yet but was going to.

Veterans Park - President Vandervort stated the Town had a letter from David Wilson, of the RC&D Council, who had suggested two ways

of repairing the gully. He further stated Mr. Wilson hadn't price out either one. President Vandervort stated he contacted Mr. Wilson with the intent of perhaps getting grant money toward the repairs. After brief discussion, President Vandervort stated the Town should be able to do the work probably around March or so. Mr. Hearne stated he could contact Mr. Wilson about grant money through the Chesapeake Bay Trust. The Board asked him to check on it.

Christmas Party thank yous - Mr. Hearne asked if the Board wanted to send thank you letters to the fire company, William Doss and the Wellwood Club for their help with the party. After brief discussion, President Vandervort asked to have Mrs. Morgan do the letters and he would sign them.

President Vandervort stated Pat's Marina had some damage from the hurricane. He further stated that after asking if the Town would fix it for them, they asked if the Town could get the rock as they didn't have the equipment. President Vandervort said Pat's Marina agreed to reimburse the Town for the rock which was \$22.72. He further stated the question came up if the Town would charge the administrative cost and the time for the maintenance workers and the truck. After brief discussion, the Board agreed to bill Pat's Marina for just the rock.

Mrs. Phillips asked what was happening with the Phil Price lease. Mr. Hearne stated the Town hadn't received any payments since June or July he believed. After some discussion, the Board decided to send a letter to Mr. Price about the past due amount.

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

As there was no further business to be discussed, the meeting was adjourned at 8:34 p.m. by President Steven W. Vandervort.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF DECEMBER 28, 1999

AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Fair Green Park Playground
3. Program Open Space (Picnic Tables/Benches)
4. Fire Boat Pier
5. Tasker Lane
6. Ethics Ordinance
7. TCI Franchise Agreement
8. I&I Loan
9. MML Chapter Dinner
10. Fax Machine
11. Town House
12. Parked Cars - Corner of Frederick & Bladen Streets
13. Water tower rust
14. ADA Ramps - Post Office and Town Hall
15. Senator Hooper - Tobacco Industry Settlement money
16. Census 2000
17. Edgar Insley
18. Codification - Adopting Ordinance
19. Property Taxes (County Handle Billing for Town)
20. Truck (Purchase)
21. Urban Growth Boundary

Town Meeting of December 28, 1999
Minutes (cont'd.)
Page 2 of 2

NEW BUSINESS

22. Business Day in Annapolis - 1/13/00 10:30-8:00 (RSVP by 1/10)
23. Agricultural Preservation Task Force Report
24. Emergency Services Y2K Telephone Line
25. Veterans Park
26. Christmas Party Thank Yous:
 Fire Company
 Wellwood Club
 William Doss
27. Accounts Payable

Town of Charlestown

Accounts Payable Bills

12/28/99

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Merry Maids	cleaning Town Hall - 12/27/99	6450.1 · Maintenance	35.00-
U. S. Postmaster	(6) rolls postage	6223.2 · Postage	198.00-
Morgan, Lisa C./petty cash	reimburse petty cash - see receipts	1005.1 · Petty Cash	96.42-
Cecil County Commissioners	(2) stamp pads purchased - Inv #1009776 Corporate E...	6221.1 · Supplies	17.80-
First National Bank of North E...	Safety Deposit Box Annual Fee	6219.1 · Other	48.00-
Charlestown Fire Co.	reimburse overpaym't to extend lease to 2075	6910.1 · Fire Company	3.00-
Crothers-Littles Ins.	Acct #A CHAT50-4 C1 Inv #2810 - bond - Morgan, Lis...	6520.1 · Fidelity Bonds	100.00-
Fedex	Acct #1877-2739-1 Inv #7-814-29423 - fedex construct...	6718.1 · Fireboat pier (gr...	26.00-
AT&T	Acct #8014-058-9492 - Inv #6392366609	6440.1 · Telephone	5.40-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	100.10-
Wal*Mart	Acct #2634 - Inv #9140154 - brushes; posterboard; spr...	-SPLIT-	90.36-
Total 1010.1 · Cash-General Checking			720.08-
Total 1000.1 · General Fund Cash Accounts			720.08-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10010051 - water sys operation charges - Jan '00	7120.2 · Contract Operat...	1,757.60-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 · Electric	15.24-
Bell Atlantic	Acct # 410 287 3708 342 09	6440.1 · Telephone	33.55-
Total 1010.2 · Cash - Utility Checking			1,806.39-
Total 1000.2 · Utility Fund Cash Accounts			1,806.39-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Wal*Mart	Acct #2634 - Inv #9140154 - trashbags; Inv #9140615 ...	-SPLIT-	39.27-
Gilbert Enterprises Inc.	Inv #5614N - gasoline charges for Nov '99	-SPLIT-	184.93-
Total 1005.3 · New-Checking-Special (Special checking County)			224.20-
Total 1000.3 · Special Fund Cash Accounts			224.20-
TOTAL			2,750.67-

TOWN MEETING OF DECEMBER 14, 1999

MINUTES

The December 14, 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., 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.

Miller Environmental, Inc. - Monthly Report - George Smith, of Miller Environmental, Inc. (MEI) presented the November 1999 water system operations report to the Board. He further stated the hydrant manufacturer told them the bonnet gasket was dryrotted and needed to be replaced which was due to the age of the hydrant. Mr. Smith stated Larry Walter, of MEI, would present the cost of replacing the gaskets as a capital improvement item in January.

Mr. Hearne stated he and Delegate Rudolph met with Mr. Carney and Mr. Kasraei of the Maryland Department of the Environment (MDE) on the Town's I&I problem and grant monies. As a result of that meeting, he stated MDE might be able to get some grant money for the Town. Mr. Hearne stated Delegate Rudolph wanted the Town to start getting the engineering done, etc. now so when grant monies are available, the repairs could be started then. Mr. Smith stated MEI managed a project and grant forms for Chesapeake City and the format of the agreement he had previously given Mr. Hearne had already been approved by MDE. Mr. Smith stated the most important thing during this type of project would be to have inspections. He further stated this would be a front funded project and then the Town would need to seek reimbursement from the State.

Mr. Hearne stated he left a message for Tom DeLorimier of Tatman and Lee Associates, the Town's engineers, regarding any contractors he knew of who would be able to paint the water tower but Mr. DeLorimier hadn't called back yet. President Vandervort asked if Mr. Hearne had found the paint specifications when the tower was originally installed. Mr. Hearne stated he did but needed to check with the manufacturer as they had been bought out by another company. President Vandervort stated the tower had rust spots on the exterior which needed to be painted.

Time Capsule - Mr. Hearne stated the Charlestown PTA, with the cooperation of the Town, would be burying a time capsule. Mrs. Morgan stated Robert Crouch, of Crouch Funeral Home, would be donating a child-size vault to be used. She further stated the PTA would like to hold the ceremony on January 31st. Commissioner Phillips stated Mr. Crouch should be invited to the ceremony to recognize his donation.

Frank Malloy/Jim Casper/Michael Davitt - Sewer connection at 21 Long Beach Road - Mr. Casper stated Mr. Malloy would like to take

down the existing structure and put up a new home but the septic system had failed and they were asking to connect into the Town's sewer system. After much discussion, President Vandervort stated he didn't like to deny anyone but didn't really want to see a sewer hookup here and a sewer hookup there. He further stated the Town had an I&I problem now and was reluctant to exacerbate the problem by hooking up properties out of town limits. Commissioner Phillips asked Mr. Casper if they had talked to the County since the property was out in the county and the Board had been approached several times for sewer connections due to failing septic out there. After more discussion, a motion was made by Commissioner Doss to deny the request, seconded by Commissioner Letts. The motion passed 4-0-1 (Commissioner Pumpaly abstained). Mr. Casper stated he would check with the County.

Dennis Gilbert - Mr. Gilbert talked to the Board about the stormwater pipe under Frederick Street behind the ballfield. He stated when the original pipe was put in, it was adequate for the flow but Charles Mars extended the length with a smaller diameter pipe which may be impeding the flow. After much discussion, Mr. Gilbert asked if the Town would take the pipe out and install the larger diameter pipe. President Vandervort asked to have William Algard and Hershel Armour, the Town's maintenance workers to look at the pipe and make a recommendation. Mr. Gilbert also stated the ditch on Frederick Street was eroding toward the road leaving a very narrow strip with a 4 foot drop. He further stated when it rained, water runs through like a river and collapses the sides and the road was starting to crack. He suggested the Town consider moving the ditch over to the property line or install concrete pipe and cover it over. He stated the best solution would be to move the ditch and push the dirt back toward the road to re-create a shoulder. Mr. Gilbert also discussed the parked cars at the corner of Frederick and Bladen Streets. Mr. Gilbert stated people park on Bladen Street right up to the corner and on Frederick Street, they park on the side where there's a "no parking on this side" sign blocking the roadway. He stated he had almost be hit several times because he had to pull out so far onto Bladen Street in order to see oncoming traffic or while going around a parked car. After discussion, the Board agreed to ask Dr. Gell if he would consider taking down the fence along Frederick Street to create parking for his renters. The Board also agreed to enforce the parking signs on Frederick Street and contact the State Highway Administration to get them to put up a no parking here to corner sign on Bladen Street.

OLD BUSINESS

Minutes - A motion was made by Commissioner Phillips to approve the

minutes of the November 23, 1999 town meeting, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Letts abstained).

PENDING BUSINESS

Fair Green Park playground - President Vandervort stated he had been negotiating with Mid-Atlantic and they had reduced their price to \$88,000 so far. He stated he would negotiate further.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated he had not received the revised drawing from Mr. Algard. The Board stated they wanted the drawing done the next day.

Fire Boat Pier - President Vandervort stated he reviewed the bid specs and read Mr. Hearne's comments. He further stated \$200 should be the amount for liquidated damages. After some discussion, President Vandervort asked Mr. Hearne to change the bid specs to indicate dredging needed to be done before February 15th or after June 15th. He asked Mr. Hearne how soon the bid could be advertised. Mr. Hearne stated he would need to contact the Dodge Reports office, verbally give the information, and also deliver a set of bid specs and drawings to their Towson office. After some discussion, the Board decided to advertise the bid so the pre-bid meeting would be held on January 7, 2000 with bids due by January 21, 2000. Mr. Hearne asked what to use for the estimated project cost. After some discussion, President Vandervort stated Mr. Hearne should use the grant amount rather than the engineering estimate.

Tasker Lane - Mr. Hearne stated President Vandervort had to indicate the new roadway on the survey and the Town needed to send that to Bell Atlantic. President Vandervort stated he would do it. Mr. Hearne asked Mrs. Morgan to make a copy of what President Vandervort did for his files.

Ethics Ordinance - Mrs. Morgan stated she was still working on it with Mr. Baynes checking on the correct penalty for violations.

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

Floodlight at Boat Ramp - Commissioner Letts stated the floodlight had been installed.

Manhole Repairs - Mr. Hearne stated Dixie Construction had addressed the problems the County Department of Public Works (DPW) had with the manhole repairs and their bill was on the accounts

payable.

MML Chapter Dinner - Mrs. Morgan stated Market Street had been informed they would be hosting the dinner. She further stated the invitations had been sent out to all the municipalities and the Town had received 2 responses. Commissioner Phillips asked if Mrs. Morgan knew which legislators would be attending. Mrs. Morgan stated she would need to check with Jeff Williams, of the Town of Rising Sun, as he was handling those invitations. Mrs. Morgan also stated the Town received the sample mug to be handed out as door gifts and she had checked the printed copy to make sure everything appeared correctly. Mrs. Morgan stated she would fax the approval order back to BJ Promotions.

Cooper Avenue - President Vandervort showed the Board the photograph taken by Mr. Algard of Cooper Avenue. Commissioner Doss stated he took a look at it and there was a definite hump there. After some discussion, the Board decided to have the town maintenance workers dig out the area with the backhoe and put down some asphalt.

Fax Machine - President Vandervort stated he took the fax machine to International Computers but they haven't gotten back to him as to whether they could fix it.

Cell Phones - After much discussion, President Vandervort discussed with the Board about using a radio set rather than cell phones. After more discussion, Commissioner Letts stated his recollection was to purchase two phones for the fire company and 1 for the Town. After more discussion, a motion was made by Commissioner Phillips to purchase two cell phones, one for the fire company and one for the maintenance workers, from Bell Atlantic, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner J. Letts abstained).

Fire Company donation - President Vandervort stated the Town had been holding off paying the donation to the fire company while checking into the possibility of offering a tax break to fire company members. He further stated Mr. Baynes had not found anything so far in the law which would allow us to do so unless the Town sought enabling legislation from the State legislature. President Vandervort stated he recommended sending the donation and the Town would continue to have the tax break issue researched. A motion was made by Commissioner Phillips to donate \$1,575 to the Charlestown Fire Company, seconded by Commissioner Letts. The motion passed 4-0-1 (Commissioner Doss abstained).

Street Print Paving - Mr. Hearne stated the Town awarded the work

to Richard's Paving and he had received a memo from Ken Ropp, of Program Open Space (POS), recommending them for the project. He further stated the Board needed to decide color and pattern. After some discussion, the Board decided on the slate blue cobblestone pattern. President Vandervort asked to have Richard's Paving contacted to see when they would be able to start.

Christmas Party - Mrs. Morgan stated everything had been ordered and she was contacting the various businesses so checks could be prepared before the day of the party. She further stated she needed at least three coolers for the party. Commissioner Doss stated his father, Bill, would be willing to do some running for items needed, she would just need to contact him.

Town House - Mrs. Morgan stated she checked the information given by Christian Stromberg on his application and it was correct. President Vandervort asked when Mr. Stromberg would be ready to move in. Mr. Hearne stated the maintenance workers had prepared a list of repairs to be made. President Vandervort stated the repairs could be made whether the house was occupied or not and asked for Mr. Stromberg's number so he could talk to him. Mrs. Morgan also stated the security deposit would need to be refunded to Mr. and Mrs. Sleutaris. She stated she would check with the bank on the amount.

ADA Ramps - Post Office and Town Hall - Commissioner Phillips stated she checked with the new postmaster and the post office cannot deliver to Mrs. Sexton's house but had been following the past practice of having patrons honk and bring out the mail if they are unable to negotiate the steps to the post office. Commissioner Doss suggested and the Board agreed to have someone price out doing ramps in wood or stone with the possibility of the work being done next summer.

Senator Hooper - Tobacco Industry Settlement Money - Mr. Hearne stated Senator Hooper had sent a letter to the Town requesting information about any programs the Town had that would involve decreasing the number of people who smoke, etc. President Vandervort asked the Board to think about this.

FY2000 Rural Development loans/grants - Mr. Hearne stated the Town received a letter asking if the Town would be applying for any grants or loans for water, wastewater, etc. through Rural Development for FY2000. He further stated that looking through the information on how these were awarded, the Town had very little chance of getting anything because the Town's average household income, etc. was above the standard used. President Vandervort asked if the application involved considerable paperwork and Mr.

Hearne stated it did.

Building Permits - President Vandervort asked Mr. Hearne how many permits Tiffin Builders submitted recently. Mr. Hearne stated one had received preliminary approval but Tiffin needed to pay the water connection fee and four were going to be on the agenda for the next Planning and Zoning meeting as long as Tim Gross, of Tiffin Builders, quickly made changes to the site plans so he had sufficient time to review them before the meeting. Mrs. Morgan stated Tiffin had submitted four permits but paid for five. She further stated she had a note on her file that the next permit submitted would be covered by that check.

Census 2000 - Mr. Hearne stated a letter from the Census Bureau was asking the Town if it had a place in town the Census could staff so any person with questions about their census questionnaire could call or stop in. The Board asked to have Commissioner Bott contacted as she was probably serving on the Board at the last census to see if the Town had done this.

Economic Development Commission Appointee - Mrs. Morgan stated the County was reinstituting the Economic Development Commission and the County Commissioners were asking each town to appoint someone to the Commission by December 16, 1999. After some discussion, a motion was made by Commissioner Vandervort to appoint Commissioner Letts to the County Economic Development Commission, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Letts abstained).

Edgar Insley - Mr. Hearne stated the Board had a copy of the draft letter. After some discussion, Commissioner Letts stated he thought the Town had already gotten past this point at the previous meeting. After more discussion, President Vandervort stated he would like to have the last sentence deleted before he signed. A motion was made by Commissioner Phillips to send the letter with the last sentence deleted, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner Letts abstained).

Codification - Adopting Ordinance - Mr. Hearne stated the Town needed to pass an ordinance adopting the code. He further stated General Code sent a copy of the ordinance to Mr. Baynes to review. Mr. Hearne stated the Town needed to pass this within ninety days or General Code will then charge the Town to add it to the code. President Vandervort stated he would read it before the next meeting.

Property Taxes (County handle billing for Town) - Mr. Hearne stated many towns around the state have their tax billing done by their

counties. He further stated he attended a meeting with other town representatives and Pam Howard, the County Treasurer, to discuss whether the towns were interested in having the county either include town taxes on their tax bill or do a separate tax bill printing for the town. Mr. Hearne stated if the Town opted for the separate billing, the County would have to charge for programming changes and then prorate the cost of printing for each town based on the number of tax bills. Mrs. Morgan mentioned that in order to have the taxes included on the county tax bill, the Town would need to make some charter amendments so the county and town codes were the same. Mr. Hearne stated the County would be willing to do whatever the majority of the towns decided to do. After more discussion, a motion was made by Commissioner Phillips to pursue having the county include town taxes on the county tax bill, seconded by Commissioner Letts. The motion passed 5-0. The Board asked Mr. Hearne to draft a letter to the County stating so.

Town Truck - President Vandervort asked if anyone had gotten information for a new truck. Commissioner Pumpaly asked if the Town would keep the old truck when it purchased a new one. President Vandervort stated it would be better to sell it out right. President Vandervort stated he would check on prices and choices.

Fire Co. Lot - Parks Board - Mr. Hearne stated after the Town had agreed to the price to purchase the lot, the Town had received a letter from the Parks Board informing the Town the cost of the purchase was too expensive and asked the Town to work with the fire company to reduce the price and return a revised request to the Board. After much discussion, Commissioner Doss stated if POS money was used, the Town would limit itself on what the lot could be used for and, as the Town had already bought the property outright, the Town should keep the property outright. After brief discussion, Commissioner Phillips made a motion to withdraw the Town's request to the Parks Board for POS money toward the purchase of the fire company lot, seconded by Commissioner Letts. The motion passed 5-0. President Vandervort asked to have a letter sent to the Parks Board stating the Town decided to purchase it without POS money because they didn't want to lose the opportunity to purchase it.

Urban Growth Boundary - The Board agreed to table this matter until the next meeting.

Holiday Observances - President Vandervort stated both Christmas and New Year's Day would fall on Saturday and asked if the Board would approve closing Christmas Eve and New Year's Eve for those holidays this year. A motion was made by Commissioner Doss to

Town Meeting of December 14, 1999
Minutes (cont'd.)
Page 8 of 8

close the Town Hall on December 24 and December 31, 1999 as holidays, seconded by Commissioner Letts. The motion passed 5-0.

Building at Church (Removal) - President Vandervort stated St. John's U.M. Church was requesting to remove the storage shed and the Historic District Commission had been consulted and they did not have a problem with them removing the building. After brief discussion, a motion was made by Commissioner Doss to allow St. John's U.M. Church to remove the storage shed, seconded by Commissioner Phillips. The motion passed 5-0.

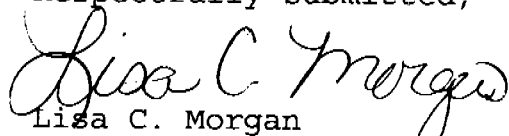
Christmas Bonus - President Vandervort asked the Board about the Christmas bonuses for the town employees and Mr. Hearne. After some discussion, a motion was made by Commissioner Letts to give a Christmas bonus of \$125 to each town employee and Mr. Hearne, seconded by Commissioner Doss. The motion passed 5-0.

Karen Varady/Charlestown Fire Company - Mr. Hearne stated Karen Varady, of the Charlestown Fire Company, was requesting the addresses of renters the Town knows of to provide this information to a fundraising company working on fundraising for the fire company. After some discussion, President Vandervort asked to check Mr. Baynes on whether the Town could provide this information for that purpose.

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

As there was no further business to be discussed, a motion was made by Commissioner Letts to adjourn the meeting, seconded by Commissioner Phillips. The motion passed 5-0. President Vandervort adjourned the meeting at 10:21 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF DECEMBER 14, 1999

AGENDA

7:30 P.M.

1. Miller Environmental, Inc. - Monthly Report
2. Time Capsule
3. Frank Malloy/Jim Casper/Michael Davitt - sewer connection
at 21 Long Beach Rd.
4. Dennis Gilbert

OLD BUSINESS

5. Minutes

PENDING BUSINESS

6. Fair Green Park playground
7. Program Open Space (Picnic Tables/Benches)
8. Fire Boat Pier
9. Tasker Lane
10. Ethics Ordinance
11. TCI Franchise Agreement
12. Floodlight at Boat Ramp
13. I&I Loan
14. Manhole Repairs
15. MML Chapter Dinner
16. Cooper Avenue
17. Fax Machine
18. Cell phones
19. Fire Company donation
20. Street Print paving
21. Christmas party

Town Meeting of December 14, 1999
Agenda (cont'd.)
Page 2 of 2

22. Town House
23. Parked Cars - Corner of Frederick & Bladen Streets
24. Water tower rust

NEW BUSINESS

25. ADA Ramps - Post Office and Town Hall
26. Senator Hooper - Tobacco Industry settlement money
27. FY2000 Rural Development loans/grants
28. Building Permits
29. Census 2000
30. Economic Development Commission Appointee
31. Edgar Insley
32. Codification - Adopting Ordinance
33. Property Taxes (County handle billing for Town)
35. Truck (Purchase)
36. Fire Company Lot - Parks Board
37. Urban Growth Boundary
38. Holiday Observance (Christmas & New Year's)
39. Building at Church (Removal)
40. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/14/99 TIME: 7:30 p.m.

Beth Hamilton

Jim Casper (Dough-Simms LLC)

Fran Malloy

DENNIS GILBERT

Val Hahn

George A. Smith

Town of Charlestown

Accounts Payable Bills

12/14/99

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Baynes, Keith A.	November statement - perform title search on fire co. l...	-SPLIT-	760.00-
Harvey & Harvey	Inv #0276-0367260 - November's trash service	6651.1 · Trash Collection	3,638.58-
Edwards, Ronald	refund of taxes due to tax abatement to be applied for ...	4111.1 · Property Taxes	35.20-
Pitts, Arthur Alan & Boutchyar...	tax abatement as of 6/6/99 & entire FY2K due to Veter...	4111.1 · Property Taxes	315.70-
Cutair, Francis	reimburse abatement of 3/4 of FY2K	4111.1 · Property Taxes	127.15-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 · Electric	96.57-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 · Electric	11.37-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	13.59-
Flagpole Lighting	Acct #2-62-42283-5-0 - flagpole Conestoga St	6420.1 · Electric	45.73-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	6.72-
Staples	Acct #7972 3200 0002 7426 - office supplies & zoning ...	-SPLIT-	169.51-
Wal*Mart	Acct #2634 - cleaning supplies & materials needed for ...	-SPLIT-	102.95-
Maryland Materials Inc.	Acct #60502 - Inv #52581 - 3.2 tons type b cr-6 for Pat...	-SPLIT-	431.65-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #269729 - 1 1/4" sheet of plywood for ...	6240.1 · Election	16.11-
Chesapeake Publishing Corp.	Acct #ELN1180 - ad for town election	6240.1 · Election	41.25-
Maryland Rural Development ...	Circuit Rider payment - 1st qtr FY2K (Jul 1 99 - Sep 30...	6330.1 · Administration	2,957.75-
Total 1010.1 · Cash-General Checking			8,769.83-
Total 1000.1 · General Fund Cash Accounts			8,769.83-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Dixie Construction Co., Inc.	repair 5 sewer manholes	6520.2 · Capital Improve...	2,575.00-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 · Station #1	112.12-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 · Station #3	96.99-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 · Lift Station	8.62-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 · Station RT. #7	37.68-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 · Electric	110.39-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 · Electric	309.71-
Total 1010.2 · Cash - Utility Checking			3,250.51-
Total 1000.2 · Utility Fund Cash Accounts			3,250.51-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #2634 - Inv #9139736 - battery for mower; Inv #9...	-SPLIT-	105.06-
Benjamin Lumber Co., Inc.	Cust #1186 - Inv #269729 - trim for shop door; Inv #27...	-SPLIT-	113.55-

Town of Charlestown

Accounts Payable Bills

12/14/99

Name	Memo	Split	Amount
Maryland Portable Concrete I...	Acct #2265 - Inv #58795 - concrete to repair storm drai...	6300.3 · Streets	129.00-
Ei's Truck Tire & Auto Centers	Inv #17904 - 4 new tires for rear of town truck	6024.3 · Truck Repair	438.00-
Mac's Shacks	Acct #110342 - Inv #16209 - (1) portable toilet @ shop ...	6420.3 · General Mainte...	55.00-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	608.63-
Kunkle Service Co.	Acct #36904 - Inv #N197836 - socket to remove blade...	6022.3 · Equipment Repair	7.41-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #1021732281749 - ...	6300.3 · Streets	78.65-
Total 1005.3 · New-Checking-Special (Special checking County)			1,535.30-
Total 1000.3 · Special Fund Cash Accounts			1,535.30-
TOTAL			13,555.64-

TOWN MEETING OF NOVEMBER 23, 1999

MINUTES

The November 23, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by Treasurer Christine L. Phillips. 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.

Charlestown PTA - Donna Sheets, representing the Charlestown PTA, asked if the Town would participate with the Charlestown Elementary School and PTA in burying a time capsule. She further stated they were looking for a place to bury it. After some discussion, Mrs. Sheets stated they were considering having the ceremony at the end of January. After more discussion, Commissioner Pumpaly suggested burying it next to the playground behind Town Hall. Commissioner Doss suggested contacting Robert Crouch, of Crouch Funeral Home, as to what would be a proper container. After more discussion, a motion was made by Commissioner Pumpaly for the Town to assist in burying a time capsule in the area of the playground and marking the place with a stone or plaque, seconded by Commissioner Doss. The motion passed 3-0.

Dorothy Sexton - House-to-House Mail Delivery - Dorothy Sexton asked the Town to petition residents on whether they would like house-to-house mail delivery and then contact the U.S. Postal Service.

At this time, 7:47 p.m., President Vandervort arrived at the meeting.

After much discussion, President Vandervort stated he would be reluctant to do so as the Postal Service may then decide to close the post office. He further stated the post office was much more than a place to get the mail, it was a focal point of the town. After more discussion, President Vandervort stated Scott Gardens was a 67-home development planned off of Route 7, an area which was within town limits but probably the post office will opt to have mail delivery through the North East post office. He further stated that would be the time to suggest enlarging the Charlestown post office as there would be more justification for a mail carrier. After much discussion, Commissioner Doss suggested making the post office ADA accessible but Mrs. Sexton stated she would still like to have the house-to-house mail delivery. President Vandervort suggested Mrs. Sexton start a petition and when she had a significant number of signatories on the petition, the Board would then consider canvassing the residents on the issue. President Vandervort stated the post office was a federal office, not a town office, and the Postal Service does not have to listen to the Town.

Robert & Mary Foor - Water Usage - Mary Foor, of 157 Salvation Circle, stated the water usage for her second quarter utility bill

was 30,000, much more than they had used in the past. After some discussion, Mr. Hearne stated Beth Hamilton, of Miller Environmental, had checked the meter and couldn't find anything wrong with it. After more discussion, President Vandervort asked if the meter had been changed. Mr. Hearne stated no. Mrs. Foor stated the other problem was the county sewer bill was based on the water usage. President Vandervort stated the water meter would be replaced and if usage remained consistently lower, the Town would contact the county about adjusting the sewer bill. After more discussion, the Board decided to have Mrs. Hamilton do a 5 gallon test on the current meter and then replace the water meter regardless of that result and monitor the new meter on a weekly basis for a month.

OLD BUSINESS

A motion was made by Commissioner Doss to approve the minutes of the November 9, 1999 meeting, seconded by President Vandervort. The motion passed 2-0-2 (Treasurer Phillips and Commissioner Pumpaly abstained).

PENDING BUSINESS

Fair Green Park playground - Treasurer Phillips asked if we have done anything on the playground since receiving the 3-D color drawing of the proposed playground. President Vandervort stated he talked to Mid-Atlantic Products and they were willing to reduce the price and throw in some things. After more discussion, Commissioner Pumpaly stated he thought the Town had the possibility of recovering some of the money spent. President Vandervort stated the Town had a letter of concurrence from Program Open Space that if the project was funded, the Town would be able to get 75% reimbursement on \$60,000. He further stated there was monies budgeted for this project. Mr. Hearne stated he would start the formal application through Program Open Space for funding as he now had the 3-D drawing. President Vandervort made a motion to approve the proposed playground as proposed and authorize him to negotiate on the price on behalf of the Town, seconded by Commissioner Pumpaly. The motion passed 4-0. Commissioner Doss suggested putting the wooden play structure at the athletic complex. President Vandervort stated the structure would be stored at the garage and then the Board could decide on it.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated he hadn't gotten a revised drawing from William Algard, the Town's maintenance worker. Treasurer Phillips asked if he would get with Mr. Algard.

Fire Boat Pier - Mr. Hearne stated he hadn't reviewed the revised bid specs from Keith Baynes, the Town's attorney. He further stated the Town would need additional sets of drawings. After some discussion, President Vandervort stated the Town would need to do this quickly to get the dredging done. After more discussion, President Vandervort asked Mr. Hearne to review the bid specs, put specs in hand-out form, get approval from Ken Ropp, of the Maryland Department of the Environment (MDE), contact Bill Rocky about additional sets of drawings and get them done and advertise the bid in one week. A motion was made by President Vandervort to pay Mr. Hearne the overtime necessary for him to review the specs, etc., seconded by Commissioner Doss. The motion passed 4-0.

Tasker Lane - President Vandervort stated he talked to Mr. Baynes about this but the fire boat pier bid specs were a priority. Mr. Hearne stated Mr. Baynes had a reply from Bell Atlantic and they wanted construction drawings and President Vandervort was to mark the survey done by Mr. McAllister and send to Bell Atlantic. President Vandervort stated he would get that done. The Board decided to table the matter until the next meeting.

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

Floodlight at Boat Ramp - Mr. Hearne stated Commissioner Letts was supposed to work on this with Conectiv. The Board tabled the matter until the next meeting.

I&I Loan - Mr. Hearne stated Delegate Rudolph was to meet with MDE representatives as to why the Town didn't receive any grant monies but had to schedule the meeting to December 2, 1999. Mr. Hearne stated the State had not been pushing to get the paperwork for the loan as of yet.

Manhole Repairs - Mr. Hearne stated the repairs were done but the County was not happy with it. He further stated the County would work with Dixie Construction to correct the deficiencies. Mr. Hearne stated also Mrs. Morgan was aware not to pay the bill until then.

Fire Company lot - President Vandervort asked the Town had received the results of the title search from Mr. Baynes. Mr. Hearne stated Mr. Baynes sent a letter indicating the title was clear. Commissioner Doss made a motion to approve the deed and the second addendum to the lease agreement. After some discussion, a motion was made by President Vandervort to schedule a meeting with William Doss, of the fire company, at Mr. Baynes' office to finalize the sale of the lot. After further discussion, President Vandervort

seconded Commissioner Doss's motion and withdrew his own. The motion passed 4-0. Mr. Hearne stated Mrs. Morgan would have to do checks for the purchase price and the recordation fee.

MML Chapter Dinner - Treasurer Phillips stated Market Street Cafe provided a price of \$26 per dinner and the Wellwood Yacht Club provided a price of \$24.50 per dinner. After some discussion, a motion was made by President Vandervort to hold the dinner at Market Street Cafe, seconded by Commissioner Doss. The motion passed 4-0.

Fire Company Donation - President Vandervort stated the fire company had approached the Town about the problem they had retaining or attracting members. He further stated they had discussed the Town to consider providing a tax rebate to fire company members who qualify under certain rules. Commissioner Pumpaly asked what would it cost the Town to do this compared to the amount the Town donated now. President Vandervort stated 30 members would probably have to qualify to meet the amount the Town donated and he didn't believe there were 30 members living in the town limits. He further stated if offering this would increase membership with the fire company, it was a good thing but the problem was if the Town could legally do it.

Fax Machine - A motion was made by Commissioner Doss to purchase a new fax machine for \$399 with an extended warranty, seconded by President Vandervort. The motion passed 4-0.

After some discussion, a motion was made by Commissioner Doss to purchase a Super BGA computer monitor for \$100, seconded by Commissioner Pumpaly. The motion passed 3-0-1 (President Vandervort abstained).

Cell Phones - Treasurer Phillips stated the Town was getting more information on the monthly charges on the cell phones. President Vandervort stated Commissioner Doss had suggested setting up a radio set.

Street Print Paving - Mr. Hearne stated the Town had three bids in but he had another company to meet with on December 2, 1999. After some discussion, President Vandervort asked how much grant money was remaining. Mr. Hearne stated he would need to check to see what the paving of the handicapped parking space cost. President Vandervort stated he wouldn't like to spend a lot of money to do this as the Town could transfer the remainder of the grant monies over to the fireboat pier. After more discussion, a motion was made by Commissioner Pumpaly to award the project to Richard's Paving to do a 355 ft. long by 4 ft. wide Street Print imprint with

color and pattern to be selected at a later date, seconded by President Vandervort. The motion passed 4-0.

Christmas Party - The Board discussed preparations for the Town's Open House and after much discussion, Treasurer Phillips stated she would give Mrs. Morgan the list of notes taken.

At this time, Commissioner Doss left the meeting.

Town House - Mr. Hearne stated Mrs. Morgan had mailed an application to Christian Stromberg. Mr. Hearne stated the Town had received written notice from Richard Sleutaris they would be moved by December 31, 1999 and he had enclosed a recommendation letter for Mr. Stromberg. Treasurer Phillips stated Mr. Algard had mentioned some repairs needing to be done. President Vandervort stated there was some work needed and Mr. Algard had suggested leaving the house vacant until the repairs were done but President Vandervort was reluctant to do so in case the Town lost this prospective renter. After some discussion, a motion was made by President Vandervort to rent the town house to Christian Stromberg subject to the information on his application being found correct, seconded by Commissioner Pumpaly. The motion passed 3-0.

Parked Cars - Corner of Frederick and Bladen Streets - Treasurer Phillips stated Commissioner Letts was to look into this so the matter was tabled until the next meeting.

Water tower rust - Mr. Hearne stated Mr. Algard had taken some pictures of the rust on the water tower. After much discussion, a motion was made by President Vandervort to obtain bids to touch up the paint on all areas of the water tower which need it, the method of painting to be consistent with the recommendations of Tatman and Lee Associates, the Town's engineers, seconded by Commissioner Pumpaly with the provision that the new paint be matched to the existing paint color, not the original color, as it may have faded. The motion passed 3-0.

NEW BUSINESS

Council of Governments Meeting - 12/22/99 7 p.m. Elkton Town Hall - Mr. Hearne stated the meeting was originally scheduled for tomorrow but was rescheduled to December 22, 1999. Treasurer Phillips stated anyone with agenda items should call the Town of Cecilton.

Commissioner Reappointments:

Howard Hall - Planning and Zoning Commission
Lambert Muller-Thym - Board of Appeals

After brief discussion, a motion was made by President Vandervort to reappoint Howard Hall to the Planning and Zoning Commission and Lambert Muller-Thym to the Board of Appeals, seconded by Commissioner Pumpaly. The motion passed 3-0. Treasurer Phillips asked Mr. Hearne to have letters sent to each.

MD Technology Showcase - 12/8-9/99 10-4 Balto. Convention Ctr. - Treasurer Phillips stated the Town received a letter from One Call Concepts Locating Services regarding mapping the utilities of the Town. After much discussion, President Vandervort stated he wanted to check with Miss Utility as the representative he spoke to stated it wouldn't cost the Town anything to use Miss Utility but the representative Mr. Hearne spoke to stated it would cost \$1.35 for every ticket Miss Utility sent to the Town. After more discussion, Treasurer Phillips stated she was interested in attending the showcase and Mr. Hearne stated he would give the tickets to Mrs. Morgan so Treasurer Phillips could pick them up from her.

County Commissioners Open House - 12/15 2-5 p.m. - Treasurer Phillips stated the County Commissioners' Open House was scheduled for December 15, 1999 from 2-5 p.m. at the county office building. Mr. Hearne stated if the commissioners would let Mrs. Morgan know, she could r.s.v.p. on behalf of the Town.

Treasurer Phillips stated Mr. Algard had checked and 12 stop signs, 7 posts and 1 handicapped sign for the handicapped parking space at the stone wharf were needed. After some discussion, a motion was made by Commissioner Pumpaly to purchase the stated signs from Vulcan Signs for \$487.75, seconded by President Vandervort. The motion passed 3-0.

Commissioner Pumpaly stated he received two complaints regarding motorbikes and go carts on the streets and on the fire co. lot. After discussion, President Vandervort stated the Town would contact the Sheriff's Office regarding the problem and letters would be sent to the addresses identified as to where the bikes and go carts were originating.

Commissioner Pumpaly stated he looked at that small 20 foot access area down by Avalon Yacht Basin and it had eroded to the point a car would have to be careful to get past. He further asked if the Town would consider getting a load of rocks and/or dirt to fill in the hole. President Vandervort stated the Town would need permits in order to do so as it would be going into the river. After more discussion, President Vandervort stated the Town had offered Mr. Knapp a deal that the Town would have the work done if he would pay for the work done on his property and pay a portion of the cost for the work done on the town property as the work would benefit him.

Treasurer Phillips mentioned she had her printer repaired and it was a Hewlett Packard. After some discussion, President Vandervort stated he would check on it and if the current fax machine could be repaired at a reasonable cost, he would have it repaired and would not purchase the new one.

Mr. Hearne asked President Vandervort to sign the public hearing opinion drafted by Mr. Baynes as the Town received the survey of the Wellwood property showing the areas of different zoning.

Treasurer Phillips asked if the town election had been advertised. Mr. Hearne stated the advertisement would be in tomorrow's issue. He further stated the deadline for voter registration and candidacy filing would be December 10, 1999.

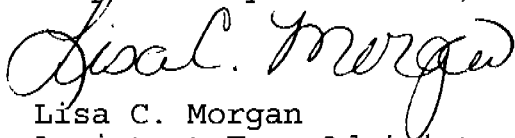
President Vandervort asked Mr. Hearne if he had looked into the matter of the fire hydrants. Mr. Hearne stated the manufacturer told Larry Walter, of Miller Environmental, that the gasket was dry-rotted which was not unusual for the age of the hydrants. He further stated Miller Environmental would present the replacement cost as a capital improvement item at the next meeting.

Commissioner Pumpaly asked if there was any money budgeted to renovate the office. President Vandervort stated there was. Commissioner Pumpaly also asked if the Town had budgeted for a new truck. President Vandervort stated there was money in the budget for a new truck and he would like to check on the truck and hopefully would get back to the Board before the election on choices and prices.

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

As there was no further business to be discussed, President Vandervort made a motion to adjourn, seconded by Commissioner Pumpaly. The motion passed 3-0. Treasurer Phillips adjourned the meeting at 10:47 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF NOVEMBER 23, 1999

7:30 P.M.

1. Charlestown P.T.A.
2. Dorothy Sexton - House-to-house mail delivery
3. Mary Foor - Water Usage

OLD BUSINESS

4. Fair Green Park playground
5. Program Open Space (Picnic Tables/Benches)
6. Fire Boat Pier
7. Tasker Lane
8. Ethics Ordinance
9. TCI Franchise Agreement
10. Floodlight at Boat Ramp
11. I&I Loan
12. Manhole Repairs
13. Fire Company lot
14. MML Chapter Dinner
15. Cooper Avenue
16. Fax Machine
17. Cell phones
18. Fire Company donation
19. Street Print Paving
20. Christmas Party
21. Town House
22. Parked Cars - Corner of Frederick & Bladen Streets
23. Water tower rust

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

NEW BUSINESS

24. Council of Governments Meeting - 12/22/99 7 p.m. Elkton Town
Hall
25. Commission Reappointments:
Howard Hall - Planning & Zoning Commission
Lambert Muller-Thym - Board of Appeals
26. MD Technology Showcase - 12/8-9/99 10-4 Balto Convention Ctr
27. County Commissioners Open House - 12/15 2-5 p.m.
28. Accounts Payable

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 11/23/99 TIME: 7:30 P.M.

Dorothy Sexton
Donald Fleets
Vivette Santos
Robert + Mary Fozz

11/23/99

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Maryland Materials Inc.	Acct #60502 - Inv #49293 - 2.62 tons type "b" cr-6; Inv ...	-SPLIT-	211.66-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (...)	6440.1 · Telephone	94.09-
AT&T	Acct #8014-058-9492 - Inv #6392357139	6440.1 · Telephone	14.70-
Sheriff's Patrol	gasoline for period of 8/28/99 - 9/24/99 & 9/25/99 - 10/...	-SPLIT-	209.07-
Sheriff's Patrol	Charlestown Patrol for periods of 8/28/99 - 9/24/99 & 9...	-SPLIT-	3,941.47-
Friedman & Fuller PC	Client #09653.200 Inv #63749 - remaining paym't for F...	6320.1 · Auditor	2,200.00-
Merry Maids	cleaning Town Hall - 11/29/99	6450.1 · Maintenance	35.00-
Total 1010.1 · Cash-General Checking			6,705.99-
Total 1000.1 · General Fund Cash Accounts			
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Bell Atlantic	Acct # 410 287 3708 342 09	6440.1 · Telephone	33.49-
Miller Environmental, Inc.	Inv #10129950 - water sys operation charges - Dec '99	7120.2 · Contract Operat...	1,757.60-
U.S. Filter/Waterpro	Acct #94258 - Inv #5851925 & Inv #5851904 -12 5/8 x ...	7740.2 · Other	1,507.80-
Total 1010.2 · Cash - Utility Checking			3,298.89-
Total 1000.2 · Utility Fund Cash Accounts			
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
York Building Products	Inv #119814 - 2.77 tons concrete sand - shop	6420.3 · General Mainte...	19.11-
Woodward-Clyde Consultants	Inv #89823 - provide RPR services during paving of Ch...	2059.1 · Escrow-Tiffin-R...	731.00-
Gilbert Enterprises Inc.	Inv #5567NE - October '99 gasoline charges	-SPLIT-	141.80-
Total 1005.3 · New-Checking-Special (Special checking County)			891.91-
Total 1000.3 · Special Fund Cash Accounts			
TOTAL			10,896.79-

TOWN MEETING OF NOVEMBER 9, 1999

MINUTES

The November 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 Vice President Joseph G. Letts, Sr. and Commissioner Michael W. Doss. 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. (MEI), presented the October 1999 monthly water system operations report to the Board. He also present the report of the semi-annual hydrant flushing done on October 29, 1999. He stated Beth Hamilton, of MEI, reported several hydrants leaking around the bonnet and was checking with the manufacturer on how to correct the problem. Mr. Smith also stated the metal stand which holds the chlorine feed tank had rusted through and needed to be replaced if the Town wanted to keep the tank. He further stated the current tank had a cone-shaped bottom. Mr. Smith stated the cost of a stand was \$232.75 but he stated the cost of a new tank with a flat bottom which did not require a stand was \$149. A motion was made by Commissioner Letts for MEI to purchase a new chlorine feeder tank for \$149, seconded by Commissioner Doss. The motion passed 3-0. Commissioner Doss stated Mrs. Hamilton should contact Ronnie Daniels or Gary Bott, of the fire company, to attend the meeting with the manufacturer representative so they could see what the problem was with the fire hydrants.

OLD BUSINESS

A motion was made by Commissioner Doss to approve the minutes of the October 26, 1999 town meeting, seconded by President Vandervort. The motion passed 2-0-1 (Commissioner Letts abstained).

PENDING BUSINESS

Fair Green Park playground - President Vandervort stated the Town received the 3-D color drawing of the proposed playground and quotes from Mid-Atlantic Products for the manufacturing and installation of the playground. He further stated they had also supplied quotes for basketball goals and for installing the water & sand table. After some discussion, President Vandervort stated he hadn't negotiated on the price as he wanted to see their quote first. He further stated the Town had a letter of concurrence from Program Open Space (POS) for the project cost of \$60,000, of which POS would reimburse 75%. After more discussion, Commissioner Letts stated he was not against revamping the playground but was not sure it was necessary to spend \$90,000. After more discussion, President Vandervort stated he would like the full Board to review the plans and Commissioner Doss stated the Town would also negotiate on the money.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated William Algard, one of the Town's maintenance workers, gave him the drawing of the handicapped accessible picnic tables. He further stated he faxed the drawing to Ken Ropp, of POS. After some discussion, President Vandervort stated the cross brace needed to be further down to make the table stable and the top extended to

provide the knee room underneath. President Vandervort asked Commissioner Letts if he would explain to Mr. Algard how the drawing should be revised. Commissioner Letts stated he would if he saw Mr. Algard the next morning. Mr. Hearne stated Mr. Algard had suggested anchoring the new picnic tables with bolts so people could not move them from the pavilion. After some discussion, the Board decided not to have the tables bolted down.

Fire Boat Pier - President Vandervort stated the Town sent a letter to Mr. Ropp requesting the funding be held as the Town was working on the project. He further stated Keith Baynes, the Town's attorney, was working with Century Engineering on paring down the bid package. He stated he would check with Mr. Baynes on where the revision was at.

Sidewalk Retrofit Program - Mr. Hearne stated the contractor had not been back to do the repairs identified at the last walk through with the State Highway Administration. He further reminded the Board the Town had \$3500 in grant monies for sidewalk repairs to use in FY2000 and the State would not guarantee they would be able to carry the funds over to the next fiscal year.

Tasker Lane - President Vandervort asked if Mr. Hearne had heard from Mr. Baynes. Mr. Hearne stated a Bell Atlantic representative had called Mr. Baynes and stated the Town needed to send construction drawings for the new road. President Vandervort asked Mr. Hearne to get a copy of the survey and he would mark the new road and the Town would send that.

Ethics Ordinance - Commissioner Letts suggested letting Mrs. Morgan reword the penalty section so this job could be done. President Vandervort asked Mrs. Morgan to work it, checking with Kevin Best, of the Maryland Municipal League, on the correct penalty.

Mr. Hearne stated the Town received the new code books from General Code. He further stated before the code books were official, the Board would need to pass an ordinance adopting the code. Mr. Hearne stated he was waiting for General Code to forward a sample ordinance to use.

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

Floodlight at Boat Ramp - Commissioner Letts stated he met with William McMullen, of Conectiv, regarding a floodlight to illuminate the boat ramp area. He further stated Mr. McMullen suggested installing a street light on the existing pole and installing a new pole with a mercury vapor street light further down the ramp area. After discussion, a motion was made by Commissioner Letts to install 2 70 watt street lights, one on the existing pole and one on a new pole further down the ramp area, seconded by Commissioner Doss. The motion passed 3-0. After asking, Commissioner Letts stated he would contact Mr. McMullen to get Conectiv started on it.

I&I Loan - Mr. Hearne stated the Town received a letter from the Maryland Department of the Environment (MDE) asking if we wanted to proceed with the loan. He further stated he received a list from MDE's engineer providing the names of who received grant monies. Mr. Hearne stated he had forwarded that information to Delegate Rudolph to follow up as to why the Town was turned down for grant money. President Vandervort asked if anything needed to be done on the loan at the moment. Mr. Hearne stated not at this time.

Town Hall Paint - The Board decided to remove this item from the agenda as they would rebid the project in the spring. President Vandervort stated the building needed to be checked for lead paint.

Manhole Repairs - Mr. Hearne stated he was waiting for a report from Jeff Cole, of the County's Department of Public Work, as to whether the work was satisfactory or not. Commissioner Doss asked to have MEI check the water meter cover next to his driveway to see if it could be tightened.

Fire Company lot - Mr. Hearne stated Mr. Baynes had completed the title search and would do a new deed. President Vandervort asked to have Mr. Baynes forward the new deed so it could be signed at the next meeting.

MML Chapter Dinner - President Vandervort stated the date recommended for the meeting was January 6, 2000. After some discussion, Mr. Hearne stated Commissioner Phillips was to check with Market Street Cafe because the cost per dinner was high, that maybe the menu could be modified. After some discussion, President Vandervort stated this needed to be taken care of so the dinner information could be sent to the other towns. After discussion, the Board decided to send basically the same menu used the last time the Town hosted the dinner to both the Market Street Cafe and the Wellwood Yacht Club and ask for a cost per dinner and then decide where to hold it.

Cooper Avenue - President Vandervort stated he hadn't looked at the area yet but he would. Commissioner Letts stated he would also.

Fax Machine - President Vandervort stated he would be getting a new one from Staples shortly.

Cell Phones - Mr. Hearne stated a Nextel representative was supposed to bring two demonstration phones for the Town to use for a few days. He further stated if the Town was satisfied, then the Town could decide to purchase them.

Property Tax Billing - Mr. Hearne stated the State's Assessments and Taxation Office was again trying to get the County to do tax billing for the towns and the County was not really interested in doing so. He further stated when semi-annual tax billing was first started the County hadn't requested grant monies to cover it and in order to provide this, the County would need to do extensive programming changes.

Fire Company donation - Mr. Hearne stated Havre de Grace decreased an individual's assessment by a set amount. He further stated in checking with Mr. Best, Mr. Best did not believe it was legal to do so. After discussion, Commissioner Letts asked who would determine who was eligible for the tax credit. Commissioner Doss stated the fire department would and it would be based on LOSAP points. He stated the fire company proposed it as a way to attract new active members to the fire company. After much discussion, the Board decided to table the matter until the next meeting.

Street Print Paving - President Vandervort stated he had met with three companies on the street print project. Mr. Hearne stated the Town had received a quote from one and waiting on the others. Mr. Hearne also stated he was trying to get a meeting with a fourth company.

NEW BUSINESS

Building Permits - Mr. Hearne stated there was one permit, Henry Schwartzman, to install a fence.

Council of Governments Meeting - Mr. Hearne stated the next Council of Governments meeting would be on November 24, 1999 at 7 p.m. at the Elkton Town Hall. President Vandervort stated other commission members were welcome to attend. Mr. Hearne stated if someone was interested in attending, they needed to contact Rachel Henderson at the Elkton Town Hall. President Vandervort stated at the last meeting, the County had discussed asking for legislation to impose an excise tax on new homes. He further stated they had indicated the monies would go toward capital improvement projects.

Excise Tax - Ltr to Al Wein by 11/12/99 - President Vandervort stated the excise tax would be on new homes and the monies would be used for capital improvement projects. He further stated the County was asking the towns to write a letter supporting the County in seeking legislation for the tax. After some discussion, a motion was made by Commissioner Letts to have a letter sent to the County supporting legislation to establish an excise tax on new home construction, seconded by Commissioner Doss. The motion passed 3-0. Mr. Hearne asked Mrs. Morgan to draft a letter for President Vandervort to sign and fax a copy to Al Wein and then mail the original to him.

Christmas Party - Mr. Hearne stated the Board needed to start planning the annual Christmas party. After some discussion, Commissioner Letts made a motion to set a budget of \$600 for the party, seconded by Commissioner Doss. The motion passed 3-0. Mrs. Morgan asked the date of the party. After more discussion, the Board decided to hold it on Friday, December 17, 1999.

President Vandervort stated in the past, the Town usually closed the Town Hall on Friday after Thanksgiving. A motion was made by Commissioner Doss to make Friday after Thanksgiving this year a holiday for all town employees, seconded by Commissioner Letts.

The motion passed 3-0.

Potential Renter - Town House - President Vandervort stated the current renters were supposedly moving out at the end of December. Mr. Hearne stated the Town had not received a letter from them about it yet. President Vandervort stated the Town had received a letter from a friend of the current renters who was interested in renting the town house. He further asked if the Town should start the individual through the application process. The Board agreed to send him a formal application. Mrs. Morgan stated Mr. Algard had indicated some repairs were needed and had told her it would be easier to make them when the house was not occupied. After some discussion, President Vandervort asked to have Mr. Algard do up a list of needed repairs.

Parked Cars - Corner of Frederick and Bladen Streets - Mr. Hearne stated a complaint was made about a visibility problem for drivers at that corner because cars were parked so close to the corner. After discussion, Commissioner Letts stated he would take a look at it tomorrow.

Water tower rust - Mr. Hearne stated Mr. Algard had been up on the tank and was concerned about some rust on the tank. Mrs. Morgan stated he told her the stairway, in particular, was bad. After some discussion, Commissioner Letts stated he would look at it.

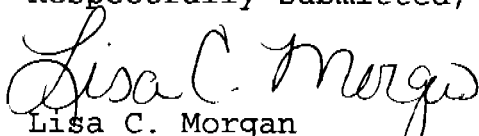
President Vandervort stated Edgar Insley, the chairman of the Planning and Zoning Commission, had not been attending meetings. After some discussion, a motion was made by Commissioner Letts to send a letter to Mr. Insley that he needed to attend meetings, as the Board would prefer, or please resign or the Board would take steps to remove him, seconded by Commissioner Doss. The motion passed 3-0.

President Vandervort stated General Code Publishers had sent the new code books. Mr. Hearne stated the code books were not official until the Town passed an ordinance and he was waiting for a sample ordinance to do that from General Code.

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

A motion was made by Commissioner Letts to adjourn, seconded by Commissioner Doss. The motion passed 3-0. President Vandervort adjourned the meeting at 9:29 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF NOVEMBER 9, 1999
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. - Monthly Report

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Fair Green Park playground
4. Program Open Space (Picnic Tables/Benches)
5. Fire Boat Pier
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Ethics Ordinance
9. TCI Franchise Agreement
10. Floodlight at Boat Ramp
11. I&I Loan
12. Town Hall - Paint
13. Manhole Repairs
14. Fire Company lot
15. MML Chapter Dinner
16. Cooper Avenue
17. Fax Machine
18. Cell Phones
19. Property Tax Billing
20. Fire Company donation
21. Street Print paving

NEW BUSINESS

22. Building Permits

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

23. Council of Governments Meeting - 10/27/99 7 p.m. Elkton Town
Hall
24. Christmas Party
25. Excise Tax - Letter to Al Wein by 11/12/99
26. Potential Renter - Town House
27. Parked Cars - Corner of Frederick & Bladen Streets
28. Water tower rust
29. Accounts Payable

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 11/9/99 TIME: 7:30 P.M.

George H. Smith - MBI
Val Hahn

Town of Charlestown

Accounts Payable Bills

11/09/99

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	88.96-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	12.75-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 - Electric	18.14-
Flagpole Lighting	Acct #2-62-42283-5-0 - flagpole Conestoga St	6420.1 - Electric	41.08-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 - Electric	7.13-
Alger Oil, Inc.	Acct #667541 - Inv #400896 - 96.5 ga X \$0.945/gal	6430.1 - Fuel	91.58-
General Code Publishers	Inv #50085 - remaining 1/2 paym't on Town Code; Inv ...	-SPLIT-	3,165.00-
Cecil-Harford Chapter, MML	FY2K membership dues - Cecil-Harford Chapter, MML	6214.1 - Dues & Member...	70.00-
Harvey & Harvey	Inv #0276-0350686 - October '99 trash service	6651.1 - Trash Collection	3,638.58-
North East Florist, Inc.	Inv #112458 - fruit basket for Letts	6216.1 - Memorials	43.50-
Baynes, Keith A.	October statement - prepare & record deed - fire co. lo...	-SPLIT-	600.00-
UltraLights MTE	Inv #9927081 - 300 glowsticks for Halloween	6218.1 - Promotional	186.00-
Staples	Acct #7972 3200 0002 7426 -office supplies	6221.1 - Supplies	66.98-
Lowe's Home Centers Inc.	Acct #2237 - Inv #2172948002 - door & materials for l...	6410.1 - Repairs	120.50-
American Home & Hardware	Acct #685600 - Inv #624665 - lumber for steps to hayw...	-SPLIT-	214.80-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #267367 - 1/2" sleeve anchors - post ...	-SPLIT-	446.18-
Total 1010.1 - Cash-General Checking			8,811.18-
Total 1000.1 - General Fund Cash Accounts			8,811.18-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 - Station #1	131.23-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 - Station #3	97.84-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6534.2 - Lift Station	11.89-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6533.2 - Station RT. #7	64.97-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	59.43-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	347.95-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	179.25-
Miller Environmental, Inc.	Inv #10109951 - pass thru expenses for Oct '99	7120.2 - Contract Operat...	600.08-
York Building Products	Cust #6241 - Inv #116643 - 3.06 concrete sand for ma...	6500.2 - Sewer System ...	22.17-
Total 1010.2 - Cash - Utility Checking			1,514.81-
Total 1000.2 - Utility Fund Cash Accounts			1,514.81-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			

Town of Charlestown

Accounts Payable Bills

11/09/99

Name	Memo	Split	Amount
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	608.63-
Woodward-Clyde Consultants	Inv #87432 - reviewed road base; proof roll base in pre...	2059.1 · Escrow-Tiffin-R...	713.50-
Maryland Materials Inc.	Acct #60502 - Inv #132970 - 3.29 tons crusher run - str...	6300.3 · Streets	23.36-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #32126 - oil filter & fuel filter for mow...	6022.3 · Equipment Repair	13.98-
Kunkle Service Co.	Acct #36904 - Inv #N191958 - instant gas tank repair - ...	6024.3 · Truck Repair	9.00-
Total 1005.3 · New-Checking-Special (Special checking County)			<u>1,368.47-</u>
Total 1000.3 · Special Fund Cash Accounts			<u>1,368.47-</u>
TOTAL			<u><u>11,694.46-</u></u>

TOWN MEETING OF OCTOBER 26, 1999
MINUTES

The October 26, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:40 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.

Nancy Gestewitz stated she and her husband purchased the house at 345 Cather Avenue, which is next to their residence. She further stated the house was and would be vacant for several years. Mrs. Gestewitz asked if the Town would not bill them for water and sewer if they had the water turned off and drained the lines. After some discussion, President Vandervort stated when the water system was put in, some people opted to pay the connection fee then and receive a quarterly bill for the debt service but since the house was already connected to the system, it was a different situation. Mrs. Morgan stated summer residents whose homes which the water was turned off for continue to receive a minimum quarterly utility bill. After more discussion, the Board stated they would have to continue with past precedent already set but Commissioner Phillips did suggest Mrs. Gestewitz contact the Town to have the water turned off and drain the pipes so the heat could be turned off.

Town Hall - Paint - Mr. Hearne reminded the Board that Buddy Jones' bid came after the deadline for receiving painting bids. After reviewing the two bids received, President Vandervort stated he had not budgeted that much for the project. After more discussion, the Board agreed to rebid the project for the spring. Mr. Jones stated chemical stripping may damage the soft wood but the shutters could be dipped as they were of a hard wood. After more discussion, Mr. Jones also stated the Town should purchase an inexpensive test kit to determine if there was lead paint due to the age of the building.

OLD BUSINESS

A motion was made by Commissioner Phillips to approve the minutes of the September 28, 1999 meeting, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Pumpaly abstained). A motion was made by Commissioner Doss to approve the minutes of the October 12, 1999 meeting, seconded by Commissioner Phillips. The motion passed 4-0.

PENDING BUSINESS

Fair Green Park Playground - President Vandervort stated the Town received a revised plan for the playground. After discussing the revised plan, President Vandervort asked the Board if the plan was going in the right direction. The Board agreed and also agreed to dark brown decking, blue for masts, posts, etc. and yellow for the fastenings.

Commissioner Phillips mentioned there was vandalism to the gazebo again and William Algard and Hershel Armour, the Town's maintenance workers, had told her they had been picking up beer bottles and cans in the area. After some discussion, the Board decided to contact the Sheriff's Office to increase patrols in the area.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated he had nothing new as Mr. Algard hadn't given him a drawing yet.

Fire Boat Pier - President Vandervort stated Keith Baynes, the Town's attorney, had tried to contact Century Engineering regarding the bid packet. After some discussion, President Vandervort stated he would try contacting them.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing new. He further asked the Board if anyone had any areas they saw which needed to be fixed. President Vandervort stated he walked the areas and he didn't see anything other than what was identified during the State's walk through.

Tasker Lane - Mr. Hearne stated Mr. Baynes had sent a letter to Dennis Schaefer, of Bell Atlantic, about moving the telephone poles and provided him with a copy of the survey. He further stated Mr. Schaefer called Mr. Baynes and told him he needed construction drawings showing the exact proposed new location of Tasker Lane. President Vandervort stated he would take a marker and draw on a copy of the survey where the street would be and send it to him.
Ethics Ordinance - The Board decided to table this matter until the next meeting.

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

Floodlight at Boat Ramp - Mr. Hearne stated Commissioner Letts was attempting to meet with William McMullen, of Conectiv, to show him where the floodlight should go.

I&I Loan - Mr. Hearne stated there was nothing new.

Manhole Repairs - Mrs. Morgan stated Dixie Construction had started on the repairs.

Homeowners' Tax Credit - Betty Jones - President Vandervort stated he checked with Mr. Baynes and the county had a policy rebates for a tax year had to be requested during that tax year and would not give for previous years. After some discussion, the Board decided to send a letter to Mrs. Jones that she was entitled to a discount for the current tax year but not for previous tax years.

Fire Company lot - Mr. Hearne stated Mr. Baynes had not completed the title search yet. He asked President Vandervort if he wanted to sign the second addendum to the lease now or wait and execute both documents together at settlement. President Vandervort stated he would wait and do both together.

MML Chapter Dinner - Commissioner Phillips asked Mrs. Morgan if she had gotten anything from Market Street Cafe on the menu and cost per dinner for the MML Chapter dinner the Town was hosting in January. Mrs. Morgan stated she talked to Mr. Spangler and he stated the cost would be \$30 per dinner, not including tax or

gratuity, and he was supposed to send a proposed menu and the cost per dinner but she hadn't received anything yet.

Y2K Meetings - Mr. Hearne stated the Town received the scheduling for the next 3 Y2K meetings and each commissioner had a copy.

NEW BUSINESS

As Builts - President Vandervort stated the Planning and Zoning Commission was implementing requiring as built surveys to be done after the foundation/footer stage of a structure to assure the structure was put where it was supposed to be. After some discussion, President Vandervort stated Planning and Zoning was going to require it as a condition of the permit. After more discussion, the Board agreed it was a good idea. Mrs. Morgan stated this would also help with structures being built in the floodplain as Planning and Zoning would require the surveyor to determine flood elevation on the structure at that time also.

Cooper Avenue - Mr. Hearne stated Mrs. Morgan received a complaint regarding a bump in the road causing vehicles to bottom out. He further stated Mr. Algard was supposed to look at it and take pictures so the commissioners could see what the problem was. President Vandervort stated he would take a look at it before the next meeting.

Fax Machine - President Vandervort stated the new fax machine was not working again and the Town needed to purchase a new one. He also stated Mr. Hearne had called and there was a problem with the other printer. He stated he would check and make sure it wasn't just a cable problem. Commissioner Doss stated the Town should purchase an office grade plain paper fax and another printer. Commissioner Phillips asked President Vandervort about the new computer. President Vandervort stated he had it running again and would bring it and hook it up.

Building Permits - The Board reviewed the list of building permits.

Town Truck - Mrs. Morgan stated Mr. Algard had asked to purchase 4 new rear tires for the truck and had stated there was a hole in one of the gas tanks. After some discussion, the Board agreed to purchase 4 new tires for the truck and Commissioner Doss suggested to have Mr. Algard purchase a rubber grommet and epoxy and see if that would stop up the leak in the gas tank.

Cell Phones - Mr. Hearne stated he contacted Nextel but he had received their information yet. He stated he received information from Bell Atlantic. Commissioner Doss stated Nextel does work in this area and the walkie-talkie feature would be what the Town needed and it wouldn't cost the Town air time. President Vandervort stated he contact someone he knew from Nextel to see if he could get the information. President Vandervort stated if using the walkie-talkie, the Town would need 4, one for the Town Hall. After more discussion, the Board decided to wait to get the

information from Nextel.

Property Tax Billing - Mr. Hearne stated the Town received a letter from John Douglass, deputy director of the Department of Assessment and Taxation, asking the Town to consider having the county print and/or collection town taxes for the Town. Mr. Hearne stated Pamela Howard, the County Treasurer, would be discussing that with town representatives tomorrow night at the Council of Governments meeting. President Vandervort stated he would discuss this at that meeting and get back to the Board.

Damage at Pat's Marina - Mr. Hearne stated Leonard Newswanger, owner of Pat's Marina, had called about damage done on the leased property at Pat's Marina. He further stated the lease indicated repairs were to be made by the lessee, Pat's. After some discussion, the Board decided repairs were to be done by Pat's Marina and asked to have Mr. Hearne contact Mr. Newswanger.

Fire Company donation - President Vandervort stated the Town had received the annual donation request from the fire company. He asked what the Town had donated last year. Mrs. Morgan stated it was the same as this year, \$1575 and \$25 to the ambulance club. Commissioner Doss stated the fire company had asked for the Town to consider giving a tax credit to fire company members in lieu of the donation. After some discussion, Mr. Hearne stated information he received from Kevin Best, of the Maryland Municipal League (MML), indicated the Town could not give such tax credit. After more discussion, President Vandervort asked the Board to hold off on the donation until the Board had a definite answer on whether they could give a tax incentive or not.

Street Print Paving - Mr. Hearne stated the Town received a quote of \$7,450 from Richard's Paving and Berkholder's Paving would be meeting with the Town on November 4, 1999 to look at the area. He further stated he was trying to contact two other companies who were authorized to do this work to see if they would provide a quote. Mr. Hearne stated this would be a spring project as it was now too cold for this type of paving to be done.

Hydrant Flushing - Mr. Hearne stated hydrants would be flushed on Friday, October 29, 1999.

Tatman & Lee Retainer - A motion was made by Commissioner Phillips to pay the \$1 retainer fee to retain Tatman & Lee Associates as the Town's engineers, seconded by Commissioner Doss. The motion passed 4-0.

Commissioner Pumpaly stated there were several stop signs so faded that they needed to be replaced. Commissioner Doss suggested dating the back of the signs with permanent marker like the State Highway does so the Town could start routine replacement after so many years. The Board asked to have Mr. Algard look to see how many stop signs needed to be replaced.

After some discussion of the rezoning of part of the Wellwood property to C-1, Mr. Hearne stated Mr. Baynes had forwarded the opinion if President Vandervort wanted to sign it. President Vandervort stated he would not sign it until the Town received a new survey plat delineating the C-1 and R-3 zoning of the Wellwood property.

President Vandervort asked Mr. Hearne if he had checked into the complaint of the concrete pad in front of 129 Caroline Street. Mr. Hearne stated it was for the steps coming down from the porch.

Commissioner Pumpaly stated Charlestown Marina had complained of a low spot next to their building causing water to run into the building. Commissioner Doss stated there were several low spots which needed to be filled. After some discussion, President Vandervort stated he wanted to meet with David Wilson, of the RC&D Council, about the shoreline erosion project at the park since it was damaged before doing anything else.

Commissioner Doss stated he had received several complaints about the post office cutting its hours back. He further stated the hours on Saturday have been just about done away with. After some discussion, a motion was made by Commissioner Doss to send a letter to the post office district supervisor in Baltimore regarding the Town's concern about the cutting of hours but also put in a good word for Elaine who had filled in when Rosalyn Bott retired, seconded by Commissioner Phillips. The motion passed 4-0.

Mr. Hearne stated the Maryland Department of Transportation Smart Growth/Smart Transportation Conference was scheduled for December 9, 1999 at the Marriott in Greenbelt, Maryland. He stated if any commissioner wanted to attend, please let Mrs. Morgan know.

Accounts Payable - Commissioner Phillips submitted her hotel, meal and travel expenses for attending the MML Legislative Conference. A motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner Pumpaly. The motion passed 4-0.

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

Respectfully submitted



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF OCTOBER 26, 1999

AGENDA

7:30 P.M.

1. Edgar McMullen - cemetery tool house

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Fair Green Park playground
4. Program Open Space (Picnic Tables/Benches)
5. Fire Boat Pier
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Ethics Ordinance
9. TCI Franchise Agreement
10. Floodlight at Boat Ramp
11. I&I Loan
12. Town Hall - Paint
13. Manhole Reapirs
14. Homeowners' Tax Credit - Betty Jones
15. Fire Company lot
16. MML Chapter Dinner
17. Y2K Meeting

NEW BUSINESS

18. Gazebo vandalism
19. As Builts
20. Cooper Avenue
21. Fax Machine

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

22. Building Permits
23. Town Truck - Tires & gas tank leak
24. Cell phones
25. Property tax billing
26. Damage at Pat's Marina
27. Fire Company donation
28. Council of Governments Meeting - 10/27/99 7 p.m. Elkton Town
Hall
29. Street Print paving
30. Hydrant flushing
31. Tatman & Lee retainer
32. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/26/99 TIME: 7:30 PM

Ruth Lewis

Nancy J. Hestert

Charles E. Jones Jr.

Val Hahn

Town Meeting of October 26, 1999
Accounts Payable

General Fund

Bell Atlantic	telephone bill	121.38
Beresh, Carol	court stenographer - rezoning request	100.00
Radio Shack	(4) 3-pk cassette tapes for meetings	19.96
AT&T	long-distance telephone bill	38.06
Chesapeake Publish	rezoning ad - 157.50	
	Millennium Celebration ad - 597.00	
	painting bids ad - 20.63	
	subtotal - 775.13	775.13
Mac's Shacks	(2) portable toilets	110.00
Peachtree	boat trailer permit stickers & ticket books	178.00
	SUBTOTAL GENERAL FUND:	\$ 1,342.53

Utility Fund

Bell Atlantic	water tower telephone bill	34.18
MD Dept HCD	water loan payment	22,362.80
Miller Environment	Nov '99 water ops payment	1,757.60
	SUBTOTAL UTILITY FUND:	\$ 24,154.58

Special Fund

Mac's Shacks	(1) portable toilet @ shop	55.00
Gilbert Enterprises	Gasoline - truck - 117.00	
	Gasoline - mower - 70.95	
	subtotal - 187.95	187.95
	SUBTOTAL SPECIAL FUND:	\$ 242.95
	<u>TOTAL ACCOUNTS PAYABLE</u>	<u>\$ 25,740.06</u>

TOWN MEETING OF OCTOBER 12, 1999

MINUTES

The October 12, 1999 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:35 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, Commissioner Wilbur D. Pumpaly, and Commissioner Michael W. Doss. Also present were Stanley W. Hearne, Town Administrator, Keith A. Baynes, Town Attorney, and Carol Beresh, court stenographer.

Miller Environmental, Inc. - Monthly Report - Beth Hamilton, of Miller Environmental, Inc., presented the September 1999 monthly water operations report to the Board.

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

Public Hearing - Request for Rezoning Portion of Parcel #154 - Ye Olde Homestead t/a Wellwood Yacht Club, Inc.
Larry Metz, president of Wellwood Yacht Club, Inc., and Edwin Fockler, his attorney, appeared before the Board regarding their request for rezoning a portion of Parcel #154 owned by Wellwood Yacht Club, Inc. from R-3 to C-1. Mr. Fockler asked Commissioner Phillips to recuse herself from the proceedings due to her past financial dealings with Wellwood Yacht Club, Inc. Commissioner Phillips stated she did not feel it was necessary to do so. Mr. Fockler asked for a ruling on his request. Mr. Baynes asked what were the nature of the dealings. Mr. Fockler stated Wellwood Yacht Club, Inc. had an open judgment against a corporation owned by Mrs. Phillips and her husband. Mr. Baynes asked Mrs. Phillips if she had been a stockholder or officer of the corporation that entered into a lease with Wellwood Yacht Club, Inc. Commissioner Phillips stated no she had not been. Mr. Baynes stated since she was not, he didn't see the need for Commissioner Phillips to recuse herself. Mr. Fockler stated they would accept the ruling. Mr. Fockler stated he would like to submit a plat of the parcel reducing the amount of land to be rezoned, running from the corner of Market and Frederick Streets, 225 feet along Water Street and 340 feet along Frederick Street. He asked the revised plat be substituted for the original plat. Mr. Fockler stated the pool area was eliminated due to the public concern with that area. He further stated the revised area was what Mr. Metz considered to be the minimum needed to operate his business. Commissioner Letts asked if this revised area included the Wellwood Club and the River Shack. Mr. Fockler stated it did. After some discussion, Mr. Fockler stated the Wellwood Club had operated for years and had found a August 18, 1916 postcard identifying the Club, which he requested by marked applicant's exhibit 1. He further stated he had a June 3, 1922 article of the Philadelphia Ledger on the Club, which was marked applicant's exhibit 2. Mr. Fockler also provided a copy of the certificate of incorporation of the Ye Olde Homestead dated 1934,

marked as applicant's exhibit 3. He further stated the Metz took over operation in 1959. Mr. Fockler also stated the original zoning ordinance was passed in 1975 and at that time the property was zoned shoreline-recreational but as everyone can see it's pretty much a commercial use. Mr. Fockler stated the Wellwood was not zoned commercial, it was zoned R-3. He further stated irrespective to be a private club, it was commercial as it was a restaurant and its use had not changed since its inception. Mr. Fockler stated at one time, it was also a hotel. He further stated in 1975, when the zoning ordinance was passed, the club continued to operate but because of the change in demographics and by 1993 operating as a private club was not viable. Mr. Fockler stated there were not enough clients and they could not advertise because the County Liquor Board would not allow them to as they were a private club. He stated in 1993 the Charlestown Board of Appeals granted a special exception which was marked as applicant's exhibit 4. Mr. Fockler stated the special exception had restrictions, of which the restriction regarding rebuilding if destroyed by more than 50% of the full market value, would invalidate the exception. He further stated this made it difficult to secure financing from banks. Mr. Fockler stated when the club was leased to Mr. Phillips' corporation, the Fire Marshal's Office and the Health Department no longer considered the club grandfathered and in order to operate, the building needed to be brought up to code. Mr. Fockler stated the Phillipses were unable to do that for whatever reason and the lease was terminated. He further stated the Fire Marshal's Office refused to allow Mrs. Metz to operate until substantial renovations to bring the building up to code. He further stated the Fire Marshal's Office and the Health Department stated they could use the River Shack and the Metz decided to do that and use the money generated to renovate the Wellwood. He stated the Metz originally went to the Board of Appeals on November 14, 1995 to have on-site liquor sales. He stated the Crab Shack, now known as the River Shack, was granted on site beer only sales, in that opinion, which was applicant's exhibit 5. Mr. Fockler stated in an opinion dated December 7, 1999, the Board of Appeals extended the special exception to include sales of beer, wine and whiskey for a period of three years and upheld the conditions of the previous exception. He further stated the 1998 exception required the applicant, on any subsequent renewal, to demonstrate how the exception positively affected the Wellwood Club. Mr. Fockler requested the 1998 opinion be marked applicant's exhibit 6. Mr. Fockler stated in May 1999, Mr. Metz had submitted a building permit, marked applicant's exhibit 7. Mr. Fockler stated the minutes of the May 10, 1999 meeting of the Planning and Zoning Commission, showed the permit included a request to put an addition on the River Shack, a walkway and other improvements was denied because each would be an increase in the nonconformity.

President Vandervort asked Mr. Fockler if those minutes were going to be entered as an exhibit. Mr. Fockler stated he would make a copy of the those minutes an exhibit at the end of his presentation as he hadn't marked them. Mr. Fockler stated the present zoning severely limited what could be done because it was an illegal expansion under the current zoning. He further stated the rule regarding not allowing rebuilding if destroyed more than 50% was a big concern. Mr. Fockler stated that to justify a rezoning, it must be demonstrated there was a mistake in the original zoning or a change. Mr. Fockler stated as far as a mistake, the land across the street, the marina had 269 slips in 1975 and the Wellwood Club across the street from it, less than fifty feet away was being used as a bar and restaurant. He stated he argued that it was a mistake to zone the Wellwood R-3 rather than C-1 which would have complied and conformed with the use. Mr. Fockler then stated regarding a change, the club had a commercial liquor license and was open to the public. He stated the marina across the street had expanded since 1966, producing a 1966 picture of the marina, marked applicant's exhibit 8 and a March 1996 plat of the marina, marked applicant's exhibit 9, showing the covering of docks A & D and a driveway installed along A dock, intensifying the use of the operation. Also, Mr. Fockler stated approximately 400 feet away, the Town, upon receiving land from an estate, constructed a public pier for approximately 40 slips, which constitute a change of use and then there was the division of Thorn's Marina in to Pat's and Lee's Marina. Mr. Fockler stated with these changes in the area and demographics he stated the Wellwood Club couldn't continue as a private club. He further stated the club's status as a commercial use was shaky and he thought everyone would agree the club had always been an asset to the Town and they were attempting to renovate the business. President Vandervort asked Mr. Metz when the Crab Shack was built. Mr. Metz stated 1978. President Vandervort asked if a special exception had been granted for it. Mr. Metz stated from the beginning it was open to the public and operated as a restaurant. President Vandervort stated a building permit should have been turned down and a variance sought and given for it to be built. He asked Mr. Fockler to elaborate on why he felt the original zoning was a mistake. Mr. Fockler stated that at that time, irrespective that the Wellwood was a private club, it was a commercial use. He further stated the property across the street was certainly compatible with a commercial use even though it's zoned shoreline-recreational which permitted marinas which were a commercial use. He stated it was a mistake not to zone the Wellwood a commercial use. Mr. Baynes stated to take public comment, people needed to give their names and addresses and be sworn in. President Vandervort asked if there was anyone wishing to give comment. Mr. Fockler asked to have the minutes of the May 10, 1999 Planning and Zoning Commission meeting marked applicant's

exhibit 10. Hershel Armour asked Rebecca Phillips, another member of the audience, if Mary Thurn's house was a pub at one time. Mrs. Phillips stated it was. Mr. Armour asked her if the Indian Queen had been. Mrs. Phillips stated it was not zoned commercial. Mr. Armour stated but it was a tavern way back when. Mrs. Phillips stated yes that and the Red Lyon. Mr. Armour asked if the present owners could come and request to be commercial because they were taverns way back and the Town would have spot zoning all over town. Mr. Baynes stated no because the only way would be to show substantial change in the area or a mistake in the zoning. Mr. Baynes stated if that property was being used as a residence in 1975, the only way they could get rezoned was to show a substantial change in the neighborhood. Mr. Fockler stated his argument was the Wellwood was a bar and restaurant when zoning went in. Valerie Hahn asked if C-1 would allow a restaurant and bar and was there anything to limit it from becoming an adult night center, in other words something lewd and crude. Mr. Fockler stated the County Liquor Board would prevent it. Mrs. Hahn stated there was nothing to prohibit this from happening. President Vandervort stated what Mr. Fockler was saying one would have to look at what establishments there were in Cecil County and that's as bad as it could get. Mrs. Hahn asked what Market Street Cafe was zoned. President Vandervort stated C-1. Mrs. Hahn stated it sounded like C-1 was what the Wellwood Club should be. Mr. Hearne stated he had copies for the Board as to what uses were allowed in C-1. President Vandervort read aloud the allowed uses in C-1. After some discussion, Mrs. Phillips stated it was originally zoned the way it was because Larry Metz, Sr. wanted it zoned R-3. She further stated there are some commercial places across the street but the areas were divided by that street. Mrs. Phillips stated the Historic District Commission felt it should remain residential. Celia Metz stated her husband had wanted it zoned as cheaply as possible. President Vandervort asked Mrs. Metz if her husband was in a position to effect a decision on the property when zoning was done in 1975. After some discussion, Mrs. Metz stated she believed he might have been. Commissioner Doss asked if Mr. Fockler's argument was based on a mistake. President Vandervort asked Mr. Baynes if both had to be proved or one or just one of the two. Mr. Baynes stated just one. Commissioner Doss stated with Mr. Metz on the Board at the time, wouldn't he then had been in a position to clarify a mistake if a mistake had been made at that time. Mr. Fockler stated the idea of zoning was to clutter uses, put commercial businesses with other commercial businesses and his argument was that the Wellwood, irrespective that Mr. Metz sat on the Board in 1975, it was bad zoning to zone a commercial use as a residential use, particularly when it was 50 feet away from another commercial use. After discussion, Mr. Fockler stated that regardless of what Mr. Metz, Sr. wanted, it was against the

principles of good zoning. Commissioner Doss stated the argument was a mistake was made. He further stated Mr. Metz, Sr. was one of the commissioners at the time zoning was passed. President Vandervort stated then he would have been one of the commissioners who made the mistake. Mr. Fockler stated that's right even though he made the mistake, it was still a mistake nonetheless. Commissioner Phillips asked what were the allowable uses in R-3. While Mr. Hearne was obtaining the information, President Vandervort read aloud the following letters: October 6, 1999 recommendation from the Charlestown Planning and Zoning Commission; October 7, 1999 letter from the Charlestown Historic District Commission; letter from Henry and Lloyd Maier; and letter from Richard and Colleen Lilley. President Vandervort asked Mr. Lilley if he wanted to comment since he was present. Mr. Lilley stated Mr. Metz was trying to prove a mistake was made but Mrs. Metz stated her husband wanted R-3 because taxes and liquor license cost were cheaper and he'd save money but now they wanted to get rezoned C-1 because they could get more money that way. Mr. Lilley asked if the Town should reward them by giving them C-1 because of a mistake made by Mr. Metz, Sr. because that was what he wanted at the time. Commissioner Letts stated Mr. Lilley was saying Mr. Metz, Sr. made a mistake but there were five people on that Board, he being one, and those five people had to make a mistake if we decide there had been a mistake. He further stated that just because Mr. Metz, Sr. happened to be on the Board at that time, that doesn't give him the final word. Commissioner Letts stated Mr. Metz, Sr. may have wanted that zoning, that still doesn't make it right if a mistake had been made. After discussion, Commissioner Letts stated this Board made a lot of wrongs right from past people. President Vandervort read aloud a letter dated July 23, 1999 from Mary Ann Skilling, Critical Area circuit rider of the Maryland Office of Planning, in which she stated the parcel was in the intensely developed area (IDA) and both R-3 and C-1 zoning classifications were compatible with the IDA designation. After some discussion, President Vandervort asked if he had to read the letters aloud or if they could be entered as exhibits. Mr. Baynes stated if entered as exhibits, they would still be part of the public record. President Vandervort indicated the following letters would be entered as exhibits: October 6, 1999 Charlestown Planning and Zoning Commission letter - town exhibit 1; October 7, 1999 Charlestown Historic District Commission letter - town exhibit 2; July 23, 1999 Maryland Office of Planning, Critical Area Commission letter - town exhibit 3; September 8, 1999 Henry & Lloyd Maier letter - town exhibit 4. President Vandervort read aloud the Maier letter and further read aloud the letter from Richard and Colleen Lilley and entered it as town exhibit 5. Mrs. Hahn stated it seemed to her the letters were innuendo and all she'd heard Mr. Metz say was he wanted to improve the business that have been there

but he was strapped by restrictions but his competition, right next door here, were not as they were zoned commercial. She further stated it seemed like the Town was handcuffing him yet bending over backwards for them. After some discussion, President Vandervort stated the Board needed to limit discussion because back and forth comments would take all night. President Vandervort asked if there were any further comments from the public before the Board closed the hearing to public comment. Mr. Hearne asked if Commissioner Phillips still wanted the allowed uses in R-3. At this time, President Vandervort closed the hearing to public comment. Mr. Hearne read aloud the allowed uses in R-3. Commissioner Pumpaly stated he lived on Water and Caroline Streets and the entire waterfront was about as commercial as he'd seen in the area and it had always been his impression the Wellwood Club was a commercial establishment even though it had not been as active as it has been within the last 2-3 years. After some discussion between Mr. Metz, Mr. Fockler and the Board, Mr. Baynes stated Mr. Metz and Mr. Fockler should be sworn in which was done. President Vandervort stated in order to change zoning, it must be proved that either a substantial change had occurred in the area or there was a mistake in the original zoning. After some discussion, President Vandervort stated when an area was zoned residential and there was a commercial business there so it's grandfathered under that zoning, the underlying intent was to eliminate that commercial business over time. He further stated he did not believe that was the desire of the Town at the time original zoning was done but he also said he believed it would be a mistake to rezone the entire area requested as commercial. President Vandervort stated he would reduce the area requested to eliminate the Crab Shack as that building was not there in 1975. After discussion, Commissioner Letts asked how would that effect the operation of the Crab Shack. President Vandervort stated the Crab Shack would be in a residential area but could operate, Mr. Metz would not be able to expand the structure without a special exception and eventually the long-term goal would be for the Crab Shack to go away. After some discussion, President Vandervort closed the public hearing for the record and the Board would deliberate and make a decision but he was not sure how quickly. At this time, Mr. Metz and Mr. Fockler thanked the Board for their time and left the meeting. Mr. Baynes stated if the property was zoned based on change, another property owner may use that to demonstrate change to rezone his property. Mr. Magness stated since the Board didn't call on him, he didn't know if the Board needed any further explanation other than what was in the Planning and Zoning Commission's letter. Commissioner Letts asked whether Mr. Metz and Mr. Fockler should be present as Mr. Magness may be making comments in regard to this application. Mr. Baynes asked if the Board would be using any comments Mr. Magness may make as part of their deliberations or just rely on the

letter. Mr. Magness asked Mr. Baynes if he was there to advise the Board on legal issues. Mr. Baynes stated he was there to advise them on any questions they may have. President Vandervort asked Mr. Baynes if the Board could hear what Mr. Magness had to say. Mr. Baynes stated the Board could but Mr. Metz and Mr. Fockler should be here at that time so they would have a chance to hear and comment. The Board decided not to hear Mr. Magness's comments. After some discussion, President Vandervort stated the Town would have to turn him down and he'd have to come back with a revised plat. Mr. Baynes stated they wouldn't have to if the Board could come up with a division between what would be rezoned commercial and what remained R-3. Commissioner Doss stated he believed the Board should turn this plat down and have him resubmit a new one. Mr. Baynes stated the problem was if the Board turned it down, the ordinance would require Mr. Metz wait a year to resubmit. He stated the Board could table it with the condition Mr. Metz submitted a new plat. After more discussion, Mr. Hall stated the new plat was completely different to the one submitted to the Planning and Zoning Commission. Mr. Hearne stated Mr. Metz could reduce the plat under Maryland law but he couldn't expand it. Mr. Baynes stated Mr. Fockler had contacted him on that point and they can do that. Commissioner Doss stated can't we, as a Board, decide what area would be rezoned. Mr. Baynes stated if that was the Board's intent they could do so but would still need a plat defining the area rezoned. After more discussion, Commissioner Letts asked if the Board set the dimensions, if it would need to be advertised again. President Vandervort stated he would like to see the area be 200 feet up Frederick Street from the corner of Frederick and Water Streets and 225 feet along Water Street from that same corner to form a rectangle. Mr. Hall asked if that would restrict Mr. Metz from expanding the building as far as lot coverage and setbacks. President Vandervort stated he thought the setbacks would be based on the entire parcel. Mr. Hearne stated and Mr. Baynes agreed that they would have to meet setbacks based on the 225x200 area. President Vandervort asked what about Critical Area. Mr. Hearne stated it was IDA so Mr. Metz shouldn't be restricted that way. After more discussion, Commissioner Letts asked if Mr. Metz would need a special exception to operate the River Shack when the current one ran out in 2001. President Vandervort stated the exception was on the liquor license and Mr. Metz could continue to operate the River Shack but in 2001 he would need to apply for a special exception to serve liquor. After more discussion, Commissioner Letts asked Mr. Baynes what the next step would be. Mr. Baynes stated if the Board intended to rezone a motion would need to be made that a mistake in the zoning of that particular area was made and rezone the area from R-3 to C-1. Commissioner Letts made a motion that the Board found a mistake was made in zoning on Water Street of 225 feet from the corner of Water

Street and Frederick Street and 200 feet from the same corner, to include the Wellwood Club but exclude the River Shack and that we amend the zoning from R-3 to C-1. The motion was seconded by Commissioner Pumpaly. The motion passed as follows:

Vandervort - aye

Letts - aye

Phillips - aye

Pumpaly - aye

Doss - aye

nays - 0

abstentions - 0

Mr. Hearne asked if the Board wanted Mr. Baynes to write the opinion of the proceedings and the Board agreed.

Mr. Hall stated the Planning and Zoning Commission had only three people attending meetings. Mr. Hall stated one had only shown up once and never came again and Mr. Insley hadn't shown up. After some discussion, President Vandervort told Mr. Baynes there was a commission member not showing up and he could resign or be removed but in order to do that, a public hearing had to be held. He also asked if that was an action for him to take as president of the Town Commissioners or was it for the chairman of the Planning and Zoning Commission to do and if so, the member in question was the chairman of that commission. Mr. Baynes stated he would double check on it but believed since the Town Commissioners appoint the members, they would have the authority to remove based on his failure to attend meetings.

Commissioner Doss asked if the Board would look at the fire company information as there was a new deed and lease addendum. After some discussion, the Board decided to leave the lease in three separate documents: the original lease and the first and second addendums. President Vandervort asked Mr. Baynes if the Town does a settlement. Mr. Baynes stated he hadn't done a title search. The Board decided to have a title search done and tabled executing the deed and second lease addendum until such time.

Mugs - Mrs. Morgan stated she had talked to some of the Board about purchasing mugs with the town seal for door gifts at the MML Chapter dinner the Town would be hosting in January. She further stated the cost per mug would be approximately \$5.59. A motion was made by Commissioner Letts to approve the purchase of 144 mugs with the town seal at the cost of \$805.30 with a resale price of \$9.95, seconded by Commissioner Phillips. The motion passed 5-0.

A motion was made by Commissioner Letts to adjourn the meeting,

Town Meeting of October 12, 1999
Minutes (cont'd.)
Page 9 of 9

seconded by Commissioner Pumpaly. The motion passed 5-0.
President Vandervort adjourned the meeting at 9:55 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/12/99 TIME: 4:30 p.m.

- Beth Hamilton
- JOHN C. MAGNESS
- Hershel Armour
- Mr. William Doss
- Richard L. Hay
- Donald Hart
- Rebecca Phillips
- Nancy Bowles
- Richard P. Kuhn
- Val Hahn
- Larry Myers
- Estlin Myers
- Carrie Rockler
- Robert Phillips

10/12/99

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
E.J. Dwyer Co., Inc.	Inv #65631 Acct #TOWNCH - plumbing fixtures at com...	6410.1 · Repairs	162.40-
Bryant, Vernon L.	dry clean Colonial Militia uniforms & hats - New Millenn...	6719.1 · Millennium Cele...	196.50-
North East Florist, Inc.	Inv #11494 - dried arrangement - Phillips - New Mille ...	6719.1 · Millennium Cele...	40.00-
Comfort Station Electric	comfort station Account # 2-62-35008-5-0	6420.1 · Electric	7.81-
Town Pier Electric	Town Pier electric acct # 2-62-00753-7-0	6985.1 · Electric	6.61-
Baynes, Keith A.	September statement - review proj manual for fire boat...	6718.1 · Fireboat pier (gr...	160.00-
Alarm Systems Co. of Maryland	Acct #0142A Inv #0016162 - qrtly alarm monitoring	6460.1 · Alarms	54.00-
Mac's Shacks	Acct #110342 - Inv #15992 - (2) portable toilets @ athl...	6730.1 · Contract Mainte...	110.00-
Staples	Acct #7972 3200 0002 7426 -office supplies	6221.1 · Supplies	150.51-
Harvey & Harvey	Inv #0276-0323047 - September '99 trash service	6651.1 · Trash Collection	3,638.58-
Merry Maids	cleaning Town Hall - 10/18/99	6450.1 · Maintenance	35.00-
Clerk of the Court	record deed for Calvert St. lot from Charlestown Fire Co.	6219.1 · Other	35.00-
Colonial Charlestown, Inc.	forward monies rec'd from Horizon Helicopters % of pr...	6219.1 · Other	110.00-
Total 1010.1 · Cash-General Checking			<u>4,706.41-</u>
Total 1000.1 · General Fund Cash Accounts			4,706.41-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6531.2 · Station #1	148.07-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6532.2 · Station #3	111.43-
Total 1010.2 · Cash - Utility Checking			<u>259.50-</u>
Total 1000.2 · Utility Fund Cash Accounts			259.50-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	586.41-
Mac's Shacks	Acct #110342 - Inv #15993 - (1) portable toilet @ shop ...	6420.3 · General Mainte...	55.00-
Total 1005.3 · New-Checking-Special (Special checking County)			<u>641.41-</u>
Total 1000.3 · Special Fund Cash Accounts			641.41-
TOTAL			<u><u>5,607.32-</u></u>

TOWN MEETING OF JULY 27, 1999

MINUTES

The July 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 Vice-President Joseph G. Letts, Sr., Commissioner Wilbur D. Pumpaly and Commissioner Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Larry & Paula Tyson - Mr. Hearne stated each Commissioner had a copy of the plot for Larry Tyson's property. He further stated there was also a location survey done by JLK Associates and showed the garage and driveway. After some discussion, President Vandervort asked Mr. Hearne where the location survey came from. Mr. Hearne stated it was one done after the fact. Mr. Tyson asked if President Vandervort was familiar with the property. President Vandervort stated he had stopped and looked at the property several times. Mr. Tyson stated Mary Ann Skilling, the circuit rider for the Chesapeake Bay Critical Area Commission (CAC), had looked at the property and her letter stated the garage was in the ravine which meant it was in the vegetative area. He further stated the builder had strewn straw along the ravine side of the garage at the time of their walkthrough to make it look like the rest of the lawn which had been seeded and covered with straw. Mr. Tyson said that after the first couple of rains, this two foot deep pile of straw washed down the ravine and since then, some of the dirt. He stated he needed to find out what he can do because his garage was right there. He, also, asked if the Town was going to hold the builder responsible for the agreements he made with the Town, done prior to the Tysons buying that lot, to build on those lots. Mr. Tyson stated he was concerned with the safety of the area kids because there are two concrete slabs and a street sign in the ravine and kids have been playing there. He further said there was a pipe under the road which was supposed to empty into the ravine. He said water doesn't come through that pipe and Mrs. Skilling saw that fact one time she was there but comes under the roots of the trees next to the pipe. Mr. Tyson stated from what he understood the builder didn't have a permit to put the house that close to the ravine. After some discussion, Commissioner Pumpaly asked why President Vandervort got involved with the matter. President Vandervort stated he was in the Town Hall when Mr. Tyson came in and asked what he could do or who he needed to talk to about this problem and I went to look at it simply to find out what the problem was so I could advise him on how to proceed. Mr. Pumpaly asked Mr. Tyson what he had considered doing. Mr. Tyson stated he wanted to put a pipe in and fill the ravine to secure it so damage doesn't occur to his house. Mr. Pumpaly asked if there was anything that prevented him from doing that. President Vandervort stated that as the zoning liaison, he was at the Planning and Zoning Commission meeting when the property was being considered for development and they wanted four lots but it was an area where the lot coverage was only 15% which wasn't enough to build a house

with accessory structures. He further stated what was done was to consider the entire area and set aside a large area, the vegetation area, which was to remain undisturbed and then they could use more than 15% lot coverage for the individual lots. He further stated Mrs. Skilling worked on this as this was a CAC requirement and the vegetation area was to remain untouched so it can't just be filled in and it's not even something the Town can give Mr. Tyson permission to do because the Town had a Critical Area plan that the Town had to stick to. After much discussion, President Vandervort suggested Mr. Tyson determine through a surveyor exactly where the line for the vegetation area was. Mr. Hearne stated if the Tysons were considering filling in the gully and it was shown to be outside the vegetation area, Mrs. Skilling had mentioned they may need to obtain a permit because of non-tidal wetlands. President Vandervort stated the Planning and Zoning Commission may be able to help with some of the problems but the Tysons may, on some of the issues, need to pursue the matters in court. After more discussion, President Vandervort stated he would try to attend the next Planning and Zoning Commission meeting. Mr. Hearne stated the Planning and Zoning Commission wanted to change the way someone sets a house on a lot by requiring an "as-built" when the footers/foundation was set.

OLD BUSINESS

Minutes - The Board decided to table the minutes of the July 13, 1999 town meeting as there was not a quorum of commissioners present who were at that meeting.

PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, festival organizer, stated the t-shirts had come in and would be \$12 for large and x-large and \$15 for xx-large. She further asked President Vandervort if he had spoken to the blacksmith. President Vandervort stated he had tried to contact him but got no answer. Mrs. Phillips asked if the Board would allow her to arrange for the blacksmith. The Board agreed to let her do so. Mrs. Phillips asked if the Town would be building a platform for Mr. Foraker and the musicians. After some discussion, Commissioner Pumpaly stated he talked to Rick Taylor who was supposed to send the Town a contract but the Town hadn't received it. He further stated he would contact Mr. Taylor again. After more discussion, Commissioner Letts stated he would check into getting a hay wagon for the festival. Mrs. Phillips asked if anyone had attended the North East Water Festival. President Vandervort stated he did and talked to the guy who was in charge of the vendors who was supposed to fax him a list of vendors but he hadn't done so. Mr. Pumpaly stated Havre de Grace advertised three

weeks in the Whig for vendors interested in attending an event they're holding in the fall. After some discussion, Commissioner Doss stated the Town needed to check with TCI Cablevision of Maryland (TCI) about putting the information on Channel 19. Mr. Hearne stated Allen McDaniel, general manager of TCI, had mentioned the History Channel may be interested in donating money in exchange for a banner being displayed in town. He further stated Mr. McDaniel stated there wouldn't be a problem getting the event advertised on Channel 19.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated there was nothing new.

Fireboat Pier - President Vandervort stated the Board approved paying the bill from Century Engineering for the additional charges provided the Town received assurance from Ken Ropp, of Program Open Space (POS) that the invoice would be grant eligible. He further stated last Friday Mr. Ropp gave that assurance and the bill was on the accounts payable. President Vandervort stated the project would be put back out for bid.

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

Tasker Lane - Mr. Hearne stated he talked to Keith Baynes, the Town's attorney two Fridays ago, who said he talked to Leonard Wilson, Mrs. Cooper's attorney, and he was waiting to get a response from Mrs. Cooper. He further stated Mrs. Cooper came in Town Hall and he discussed the matter with her and they contacted Mr. Wilson together and she authorized Mr. Wilson to draft a letter to Mr. Baynes stating she didn't have a problem with what the Town planned to do but would like to move her gate closer to Cecil Street. President Vandervort stated if that's all, that's fine but we'll wait until we receive a copy of the letter. Mr. Hearne stated he would follow up on it.

Ethics Ordinance - President Vandervort stated he was away for the weekend and hadn't worked on it.

Calvert Street lot - Mr. Hearne stated the Town had the appraisals. President Vandervort stated the Town had two appraisals done. He further stated the fire company had an appraisal done which was \$145,000 and they offered the lot to the Town for \$170,000. He further stated to comply with POS requirements, the Town had to have two appraisals done. President Vandervort stated the one was \$106,000 and Mr. Hearne stated the second one was revised by the appraiser, Kevin McCullough, and it was \$93,000. Mr. Hearne stated the two appraisals were within the 20% difference under POS

requirements so the Town didn't need a third appraisal. President Vandervort stated the Town had the appraisals done and the fire company's offer was \$170,000 and it was time for the Town to respond to their offer. After some discussion, Commissioner Doss asked if the Town was at the point of deciding to put a offer on the lot. Mr. Hearne stated that POS, if funding becomes available, would only give the average amount between the two appraisals. President Vandervort asked if we pay too much for it, they won't pay us for it. Mr. Hearne stated he thought the Town could pay more but POS would only reimburse the Town for an amount between \$93-106,000. Commissioner Pumpaly stated so there would be some money reimbursed to the Town. President Vandervort stated the Town could buy the lot entirely with Town money, it could buy the lot, if the fire company was willing to accept the amount set by POS, wholly with POS funds, or we could pay more than that for it but the Town would have to put in the difference. President Vandervort further mentioned the problem with using POS money was it limited what the Town could do with the lot after buying it. Commissioner Doss asked if the Town bought the lot, the Town should be able to do whatever the Town wanted to do with it. President Vandervort stated that in order to do that, the Town would need to purchase it entirely with Town money. After much discussion, a motion was made by Commissioner Pumpaly to extend an offer of \$130,000 to the fire department for the parcel of land on Caroline and Calvert Streets, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Doss abstained). Mr. Hearne stated he had not sent a letter requesting an extension of the deadline. Commissioner Doss made a motion to withdraw that letter. Mr. Hearne also asked if the Board still wanted him to proceed to the Parks Board for POS funding. President Vandervort stated he was to proceed. Commissioner Letts stated the Town should still try for the POS funding. President Vandervort stated the Town could always decide not to use it. Mr. Hearne asked if President Vandervort wanted to write the offer letter. President Vandervort stated he would write it. Valerie Hahn, a member of the audience, asked if that meant the Town was not going to use POS funding or wait to decide on that. President Vandervort stated the Board seemed to be leaning toward buying it outright for the Town but leaving our options open.

Y2K Compliance - President Vandervort stated he purchased the new computer and software, had the software loaded but needed to bring the computer from home to the office. He further stated the computer would have Quick Books '99 and Microsoft Office 2000. Commissioner Pumpaly asked what the Town had done on internet access. President Vandervort stated that would be established on the new computer.

TCI Franchise Agreement - The Board decided to table this matter.

Town Brochure - The Board decided to table this matter.

Comfort Station - President Vandervort stated the comfort station was still closed and he still needed to look at the problem and order the parts if possible.

Paving - President Vandervort asked if any other contractors had submitted a quote. Mr. Hearne stated he had received quotes from Grapes and a revised one from McGuirk and R.H. Patchell. President Vandervort stated perhaps Vannoy Contractors was not interested. Mr. Hearne stated he contacted them and they had a job come up suddenly that had been on hold for several months. Commissioner Letts asked if the Town had three quotes. President Vandervort stated the Town had three. Commissioner Letts stated then the Town should move forward on the matter. Mr. Hearne stated R.H. Patchell's quote was missing a price for Canvasback Lane and the price for the picnic table area at the stone wharf had been included in the paving of the pier. He further stated he had contacted R.H. Patchell and they were to send a revised quote but he hadn't received it. President Vandervort stated Grapes was higher than either McGuirk or R.H. Patchell. After more discussion, President Vandervort stated the Town would contact R.H. Patchell for a quote on Canvasback Lane and a separate quote on just the picnic table area at the stone wharf and would contact McGuirk on a quote for the parking area. He further stated the matter would be considered at the next meeting.

Floodlight at Boat Ramp - President Vandervort stated he contacted William McMullen, of Conectiv, about installing a floodlight at the boat ramp. He further stated Mr. McMullen would be able to meet with him in a couple of weeks. Commissioner Pumpaly stated someone asked him if the Town would install some reflecting lights on the town pier so boaters could see it. President Vandervort stated someone also suggested installing a floating pier at the end of the town pier to aid people getting on and off boats and it would also be an area where transient boaters would be able to tie up at more easily. Commissioner Letts stated there had been a boat tied up in one of the transient slips for two weeks. After more discussion, President Vandervort stated that after the last meeting, he checked the slips on the pier and there was only one slip which showed no activity at all and he didn't know why. After more discussion, President Vandervort stated there were three slips which were not occupied during the time he was checking on the pier. He further stated one was reserved for the town house, one slip was unoccupied as the slip holder had been experiencing unexpected medical problems and the third one was the one showing

no activity at all so perhaps the Town should send a letter to that slipholder. Commissioner Letts stated the Jarinkos hadn't put their boat in. President Vandervort stated that was the one with the medical problem and due to those circumstances didn't feel they should be held to that rule. Commissioner Letts stated the Town should or modify the ordinance. After more discussion, Commissioner Letts stated complaints had been made to him that the slips were being sublet. President Vandervort stated he hadn't checked the registration list at the Town Hall against the boats in the individual slips. After more discussion, Commissioner Letts stated he hadn't done so either but it would be done. Mr. Hearne asked President Vandervort if the Town should send a letter to the slipholder whose slip was vacant. President Vandervort stated a letter should be sent to inform the slipholder to use the slip or lose it. After more discussion, Commissioner Pumpaly stated the Town may want to modify the ordinance as there were extenuating circumstances to prevent a slipholder from occupying their slip. Commissioner Letts stated what concerned him the most was the complaint about the subletting of the slips. He further stated that if the Town found someone subletting their slip, the slipholder should lose their slip.

I&I Loan - Mr. Hearne stated there was nothing new.

Rezoning Procedures - Mr. Hearne stated each commissioner had been given a copy of Resolution #99-2 and mentioned Mr. Baynes had included the requirements of posting the property and notification of adjacent property owners. President Vandervort stated the resolution also included a fee for rezoning requests. Mr. Hearne stated Mr. Baynes had changed the part of an appeal from the Town being filed in Circuit Court within 30 days to being filed according to the Maryland Rules of Procedure so if the State changed that time period, the Town would not need to amend the resolution. After brief discussion, Commissioner Doss made a motion to pass Resolution #99-2, seconded by Commissioner Pumpaly. The motion passed 4-0.

NEW BUSINESS

Town House Lease - Mr. Hearne stated the renters of the town house want to extend the lease to the end of December 1999. President Vandervort stated the current lease was to the end of August, 1999 to be extended beyond that by request with 60 days notice. Commissioner Letts asked if the renters were still planning on moving out. President Vandervort stated they were as soon as their educational and work arrangements were completed. After brief discussion, Commissioner Letts made a motion to extend the lease on the town house, 630 Water Street, until the end of December 1999,

seconded by Commissioner Doss. The motion passed 4-0.

Water Tower - State/County Taxes - Mr. Hearne stated each commissioner had a copy of the county/state tax bill on the water tower. He further stated he didn't know if the Board wanted to pay this before the end of July to take advantage of the discount. Mr. Hearne stated he contacted several other towns who had filed the MML legislative action request to have the State exempt municipalities from this tax. He also stated Lewis George, administrator for the Town of Elkton, hadn't filed as he felt Elkton would be better off making a request to the county to refund their portion of the taxes as a grant-in-aid. President Vandervort asked if Mr. Hearne had talked to the mayor of Elkton. Mr. Hearne stated he hadn't but he could call him. After more discussion, Commissioner Pumpaly asked if this was because the Town had sold space on the water tower for the antennas. President Vandervort stated it was and the tax bill was \$1,383.20. Mr. Hearne stated Elkton had the same problem and that he had forewarned several other towns who had been considering the same type of lease. After more discussion, a motion was made by Commissioner Doss to pay the tax bill now, seconded by Commissioner Letts. The motion passed 4-0. Mr. Hearne stated the Town had the opportunity to appeal the decision again. After more discussion, President Vandervort stated the Town would pay the tax bill and then decide if the Town wanted to appeal the matter again.

Mr. Hearne stated the audit engagement letter from Friedman & Fuller, the Town's auditor, quoted the price for three years but stated "we estimate our fees will be". President Vandervort asked Mr. Hearne to contact them again to have that language changed as the Town doesn't deal in estimates and it had to be a firm price for each year.

At this time, Commissioner Letts left the meeting but stated he had to abstain from voting on the accounts payable.

President Vandervort informed the Board a contractor building a house on Frederick Street managed to cut the Town's telemetry lines which run from the water tower to the well pumps letting them know when to turn on. He further stated the pumps were down and the Town had to get someone to repair it but in the interim, Miller Environmental, Inc., the Town's water system operator, was able to operate the pumps manually.

Accounts Payable - After brief discussion, a motion was made by Commissioner Pumpaly to pay the bills, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Letts abstained).

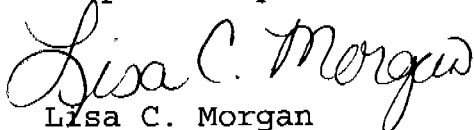
Town Meeting of July 27, 1999
Minutes (cont'd.)
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Commissioner Doss asked how the Town's water supply was in view of the ongoing drought. Mr. Hearne stated Mr. Smith, of Miller Environmental, had been checking the gallon per minute output on the wells on a daily basis, which was all right, but he had also planned on probing the aquifer to double check.

Commissioner Doss stated someone had asked if the Town would consider installing a flagpole on the Town Hall side of the building. He further stated the gentleman had offered to purchase American and state flags. President Vandervort stated the post office flew the American flag on the existing pole. Commissioner Pumpaly asked why the post office couldn't fly the State flag also as he didn't feel there was a need for another pole just 30 feet away.

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 Clerk

TOWN MEETING OF JULY 27, 1999
AGENDA

7:30 P.M.

1. Larry & Paula Tyson
2. Terry Lee

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Program Open Space (Picnic Tables/Benches)
6. Fire Boat Pier
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Ethics Ordinance
10. Calvert Street lot
11. Y2K Compliance
12. TCI Franchise Agreement
13. Town Brouchure
14. Comfort Station
15. Paving
16. Floodlight at Boat Ramp
17. I&I Loan
18. Rezoning Procedures

NEW BUSINESS

19. Town House Lease
20. Water tower - State/County taxes
21. Town Hall - Paint
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

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

Rebecca Phillips

Howard Hall

Larry & Laura Dixon

Karl E. Gripp

Robert Phillips

Freight H. Stank

Larry Kempal

Christine Mullen

07/27/99

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash - General Checking			
Hoopers Fire & Safety Equipment	Acct #200189 I Inv #10942 - inspect fire extinguisher	6450.1 - Maintenance	27.50-
Safeguard Business Systems Inc.	Cust #436664 Inv #10946152 - (2) pks journal ledger sheet...	6220.1 - Office Supplies	126.04-
Century Engineering Inc.	additional charges for change from wooden to fiberglass pier	6718.1 - Fireboat pier (gran...	2,924.94-
Harrison Repairs	Inv #19719 - (4) 1/4" plates to repair grills at Veterans Park	6740.1 - P&R Miscellaneous	50.00-
Bell Atlantic	Acct #410 287 6173 189 41 - telephone at Town Hall (410) ...	6440.1 - Telephone	109.27-
Treasurer of Cecil County	PY2K county/state taxes - water tower	6960.1 - Miscellaneous	1,357.72-
Maryland Appraisal Institute, Inc.	POS appraisal - fire co. lot	6960.1 - Miscellaneous	350.00-
Ulrich & Ulrich Appraisers	appraisal of fire co. lot file No. 5997002	6960.1 - Miscellaneous	400.00-
Sheriff's Patrol	Gasoline for Charlestown Patrol - June '99	6920.1 - Police Protection	67.07-
Sheriff's Patrol	Charlestown Patrol - June '99	6920.1 - Police Protection	1,712.86-
Chesapeake Publishing Corp.	Acct #TOW-24324A - year's subscription to Whig	6219.1 - Other	71.40-
Total 1010.1 - Cash - General Checking			
7,196.80-			
Total 1000.1 - General Fund Cash Accounts			
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Bell Atlantic	Acct #410 287 3708 342 08 - telephone at Water Tower	7132.2 - Telephone	32.45-
Miller Environmental, Inc.	Inv #10089946 - monthly ops charges - Aug '99	7120.2 - Contract Operating	1,757.60-
Total 1010.2 - Cash - Utility Checking			
1,790.05-			
Total 1000.2 - Utility Fund Cash Accounts			
1,790.05-			
1000.3 - Special Fund Cash Accounts			
1005.3 - New - Checking - Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #5278N - June '99 gasoline charges	-SPLJT-	223.16-
Total 1005.3 - New - Checking - Special (Special checking County)			
223.16-			
Total 1000.3 - Special Fund Cash Accounts			
223.16-			
TOTAL			
9,210.01-			

TOWN MEETING OF JULY 13, 1999

MINUTES

The July 13, 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 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.

President Vandervort presented a plaque to Diane Letts in recognition of her public service as a town commissioner.

Miller Environmental - Monthly Report - Beth Hamilton, of Miller Environmental, Inc., presented the June 1999 monthly water system operations report to the Board. Also stated draft of consumer confidence report was submitted to the Maryland Department of the Environment for their approval. She further stated they were still waiting on the bid.

Frank and Edna Falcone - Request for Sewer Connection at 56 Long Beach Rd. - Frank Falcone stated they were interested in purchasing the property at 56 Long Beach Road and wanted to know if they could connect to the Town's sewer, and possibly water, as his wife was handicapped and would need public water and sewer available. After much discussion, President Vandervort stated it would be best for Mr. Falcone to check with a contractor to see if a lateral could be run from the property to the Town's sewer main and then look at whether he wanted to assume the cost of doing so. After more discussion, President Vandervort stated the Town had not provided water to out of town residents unless they agreed to annex and, as this property was not adjacent to the town limits, it couldn't be annexed even if they agreed to do so.

At this time, 8:20 p.m., Commissioner Michael W. Doss arrived at the meeting.

Howard Hall - Additional Police Protection - Howard Hall stated he was concerned with police protection especially in his area as he had not been seeing any patrol cars in the area. He further asked if the Town would request the Sheriff's Office as part of their regular county patrol do some late night pass throughs in his area. After some discussion, President Vandervort stated he could mention it to the Sheriff's Office and ask them to concentrate some extra patrols in that area. Mr. Hall stated that would probably be sufficient as that had been a deterrent in the past. Commissioner Phillips stated the Town had asked the Sheriff's Office to do foot patrol for part of their scheduled patrol in town. Commissioner Letts stated he gave Mr. Hall Captain DiPaola's number and stated he would also discuss it with Captain DiPaola himself.

Mr. Hearne stated Edgar McMullen, cemetery caretaker, said someone

had put an oversized monument on a lot in the cemetery and he would like the Board to consider amending the cemetery ordinance to limit the width of a headstone on a 4 ft. grave to 3 ft. 8 inches. After much discussion, President Vandervort stated a person couldn't put a headstone in that encroached on someone else's lot. Commissioner Letts asked if Mr. McMullen was asking the Town to contact the person to move the headstone. Mr. Hearne stated he believed Mr. McMullen was going to contact them. After more discussion, President Vandervort asked to have Mr. McMullen suggest how he would want it worded but people might like to put a family headstone because they have three lots side by side. Commissioner Phillips suggested limiting the width of the headstone so that the stone was 2 inches in from each side so it doesn't encroach. After more discussion, the Board decided to table the matter until the next meeting so Mr. McMullen could be contacted and commissioners had an opportunity to read the ordinance.

OLD BUSINESS

Minutes - A motion was made by Commissioner Phillips to approve the minutes of the June 8, 1999 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 June 22, 1999 meeting, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Doss abstained).

PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, festival organizer, asked if President Vandervort had contacted the blacksmith. President Vandervort stated he had attempted to but did not get an answer. He stated he would try again. Mrs. Phillips asked if Mr. Hearne had talked to Edgar Insley, scoutmaster of the local Boy Scout troop, if they were interested in doing the curly fries. Mr. Hearne stated he had not and Mr. Insley had not been to several of the last Planning and Zoning meetings. Mrs. Phillips stated she would try to contact him again as if they weren't going to do it, the North East Boy Scouts were interested. She mentioned she had ordered t-shirts for the celebration and they should be delivered in two weeks. She further stated she talked to Valerie Hahn and Diane Letts about helping her sell the t-shirts on that day and Mrs. Letts had stated she would be able to help. She asked Commissioner Letts about the arrangements of the fishing tournament. Commissioner Letts stated they would be ready for that day. Mrs. Phillips asked if any arrangements on the music, Rick Taylor, had been made. President Vandervort stated he heard that Mr. Taylor would do it and had requested Mr. Taylor forward his contract to the Town but hadn't received it yet. Mrs. Phillips

stated she checked with Bobbi Spangler, of the Market Street Cafe, who may be able to get the hot dogs and rolls at lower cost, if not gratis and Mrs. Slicer was going to contact her about the quantity needed. Mrs. Phillips asked if the Town received the Historic District Commission's letter regarding the brick type paving rather than asphalt or cement. President Vandervort stated he had seen it and it would be forwarded to Ken Ropp, of Program Open Space (POS). He further stated the companies he talked to provided brochures which Mrs. Phillips could look at as they do other types of designs besides brick. Mrs. Phillips stated Charlestown Baptist Church had requested to put a table where they would have out free things to the kids and she was sure they'd have something for adults also. After more discussion, Mrs. Phillips stated she gave the festival information to the Whig for the Road Runner magazine they print and Commissioner Doss suggested contacting TCI to run it on Channel 19. Commissioner Doss also said he contacted the fire police and they will check their schedule and call him back. Commissioner Letts stated they would need to check on a barge. After more discussion, President Vandervort asked if anyone had contacted the fire department about using their lot for parking. Commissioner Doss stated he would take care of that. After further discussion, President Vandervort stated he remembered signing the check for the fireworks so was assuming Mrs. Morgan had forwarded the application and check to Fireworks Productions.

Charlestown Marina - President Vandervort stated Keith Baynes, the Town's attorney, had received payment on the rent from Phillip Price bring Mr. Price up to date on the rent. He further stated as the check was made out to Mr. Baynes, he was going to deposit it and forward a check in that amount to the Town. Mr. Hearne stated the Town had received the check from Mr. Baynes. President Vandervort stated the Town would probably hear from Mr. Price shortly about negotiating a new lease. He further stated he met with the people from the State's Assessment and Taxation Office on Monday about them wanting to tax the Town on the water tower because of the Bell Atlantic lease. At that time, he also talked to them about getting them to include the covered slips on Mr. Price's tax bill and not the Town's. He said they told him they would have to check with their supervisors on it. Mr. Hearne stated he received a call from Dale DeWeese, of the Assessment and Taxation Office, who said the Town would need to send a letter stating Mr. Price owned the covered slips and they would add those to Mr. Price's tax bill. President Vandervort stated before he did that he wanted to check with the Board on that. He stated when the lease was written, it stated the covered slips were Mr. Price's and the open slips and dock was Town property. He further said if the covered slips were put on Mr. Price's tax bill, the Town would have a much clearer appraisal on what Mr. Price rents from us.

Commissioner Doss made a motion to have a letter sent to the State's Assessment and Taxation Office as requested, seconded by Commissioner Phillips. The motion passed 4-0.

Program Open Space - Mr. Hearne stated this was on the fireboat pier. President Vandervort stated he had talked to Century Engineering and there was new personnel there again and ended up talking to a Bill Rocky. He further stated the company's stand was the Town needed to pay the \$2900 bill for the additional changes made when the Town changed from a wooden to a fiberglass pier. He stated the company also said if the Town wanted to do additional work to the specs to split it, there would be additional costs there. President Vandervort said he told them he was authorized to pay up to half the bill but not the full bill. After some discussion, President Vandervort stated he would like to check with Mr. Ropp to see if they would include that bill in the grant, if so would like to pay that bill and move forward on this or the Town would be back to square one. After some discussion, a motion was made by Commissioner Letts to, pending Mr. Ropp's approval of the bill, to approve paying the bill, seconded by Commissioner Phillips. The motion passed 4-0.

Sidewalk Retrofit Program - Mr. Hearne stated there was nothing new. President Vandervort stated they could wait as long as they wanted to because the work was done and the Town didn't have to pay until they billed the Town after the walk through.

Tasker Lane - Mr. Hearne stated he talked to Mr. Baynes yesterday and he hadn't heard anything from Leonard Wilson, Mrs. Cooper's attorney by Friday afternoon. He further stated Mr. Baynes was going to try to contact him again. Commissioner Letts asked why the Town was dealing with attorneys since the Town had already decided to move the street. President Vandervort stated Mrs. Cooper had threatened to sue if the Town moved the street. Commissioner Letts asked what the Town would do if Mr. McMullen then threatened to sue the Town if they didn't. President Vandervort stated they had verbally agreed that the Town could move the street but Mr. Baynes would like to get that in writing so there was no question. He further stated the Town had been moving forward as he had been requesting quotes from the paving contractors when meeting them regarding the other paving jobs the Town had to do.

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

Calvert Street lot - Mr. Hearne stated the Town was waiting for the appraisals to come back. President Vandervort asked if John

Ulrich, one of the appraisers, had looked at the lot. Mr. Hearne stated he believed Mr. Ulrich had. He further stated the other appraiser was from the Rising Sun area. Mr. Hearne explained Amoss and Freeman no longer do appraisals and recommended an firm in Bel Air but in checking with them, they wanted \$1300 to do the appraisal so he got a recommendation from Edward Slicer, of County Parks and Recreation, on this gentleman from Rising Sun. He stated the appraiser would charge \$300. President Vandervort asked if the Town needed just two appraisals. Mr. Hearne stated initially yes but if there was more than a 20% difference in the appraisals, the Town would need to get a third. After more discussion, President Vandervort asked what the deadline was for the fire company. Mr. Hearne stated they had given a deadline of September 1st. Commissioner Doss made a motion to send a letter to the fire company requesting an extension of the deadline to November 15th, seconded by Commissioner Phillips. The motion passed 4-0. Mr. Hearne stated that he would be making the presentation to the County Parks Board on the second Monday in August and he had all the other necessary background information and was working on the formal application. President Vandervort stated Mr. Hearne could use the fire company's offer as a basis. Mr. Hearne stated Mr. Slicer had said it would be better to have the appraisals and might save the Town some time in the process. Mr. Hearne also said at the last meeting, Planning and Zoning had recommended supporting the Town in their endeavor to purchase the lot and he was working on their letter to the Town which would also go to the Parks Board.

Y2K Compliance - President Vandervort stated there was a meeting scheduled for July 16, 1999 at 10 a.m. in the Emergency Services Training Center at the County office building. He also mentioned there was meeting with another playground representative scheduled for Thursday at 10 a.m. for any commissioner who wished to attend. He stated he had met with another company today and one last week. President Vandervort stated he had looked at their brochures and it's difficult to decide what to get. Commissioner Doss stated he had been getting input from his kids. President Vandervort stated he had done the same thing with his daughter.

Stone Wharf - President Vandervort stated this was already discussed and as was a paving issue, should include this under paving. He further stated he would talk to Mr. Ropp about the Streetprint Paving and the concrete print ideas and get his assurance that doing either would be grant eligible. President Vandervort stated once he had that, he would met with those vendors and get quotes on doing the stone wharf. Mr. Hearne asked if they would do the job themselves. President Vandervort stated they had area contractors who would do the work.

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

Town Brochure - The Board decided to table this matter until the next meeting.

Comfort Station - President Vandervort stated he received the information from the company and needed to go to the comfort station and identify the parts which need to be ordered. Commissioner Phillips stated it was the same thing with the computer. President Vandervort stated he found the computer he wanted to purchase and was assured by the salesman it was a good choice but unfortunately they didn't have it in stock. He further stated it was ordered and would be delivered in approximately 2 weeks.

Paving - President Vandervort stated the Town has only 2 quotes so far from the four vendors contacted. Mr. Hearne stated he hadn't heard from Vannoy or R.H. Patchell on theirs. President Vandervort stated he expected to get quotes from both of them and asked Mr. Hearne to contact them about getting those quotes in. President Vandervort further stated that in looking at the two quotes they had, McGuirk was less on each of the jobs they quoted. Mr. Hearne stated he would have to contact these two contractors as they had measured too far down the entrance of Pat's Marina. President Vandervort stated the other quotes should be in by the next meeting.

Mrs. Phillips asked if the flagpole had been finished. President Vandervort stated Mr. Jones had finished the top. Commissioner Letts stated he saw him working on it today. President Vandervort stated Mr. Jones would come to his residence and every time he was afraid Mr. Jones was going to ask for more money but he would merely let Mr. Vandervort know how he was progressing. He further stated Mr. Jones should be done shortly.

Floodlight at Boat Ramp - President Vandervort stated the Board talked about this at the last meeting and needed to contact the electric company. He asked Larry Metz, of the Wellwood Yacht Club, what the electric company charged to install the floodlights at the club. Mr. Metz stated \$7.50 a month and William McMullen handled that work for the electric company. President Vandervort stated Mr. Metz suggested a floodlight would work better than a street light. After more discussion, President Vandervort asked Mr. Metz if the electric company charged him to install the floodlight. Mr. Metz stated they just charged him the \$7.50 a month. After more discussion, Commissioner Doss made a motion to install a floodlight at the boat ramp, seconded by Commissioner Letts. The motion

passed 4-0. President Vandervort stated he would like to meet with Mr. McMullen to discuss the installation of the floodlight and requested the other commissioners be informed when the meeting would be.

I&I Loan - Mr. Hearne stated there was nothing new.

NEW BUSINESS

Electric Deregulation Workshop - Mr. Hearne stated the workshop would be held at the Howard Community College on July 20, 1999 at 8:30 a.m. President Vandervort asked if there would be more than one electric company in the county. Mr. Hearne stated there was potential to be. After brief discussion, Commissioner Phillips stated she would be available to attend. Mr. Hearne requested she talk to Mrs. Morgan as there was a \$10 fee and the application and check would need to be sent.

Chamber of Commerce Y2K Community Guide and Business Directory - Mr. Hearne stated the guide listed information on the towns and the county. After some discussion, Mr. Hearne stated the write up on the town was outdated. President Vandervort suggested using the write up that was done for the MML book. After more discussion, President Vandervort read the current writeup which was done around the time of the 250th celebration. The Board agreed to use the new write up. After more discussion, Commissioner Doss asked if the Town had pictures to include. President Vandervort stated if the Town wanted colored pictures would need to pay \$300 otherwise the pictures would be black and white. After brief discussion, Commissioner Phillips made a motion to have colored pictures with the article at the cost of \$300, seconded by Commissioner Doss. The motion passed 4-0.

MML Chapter Dinner - 7/15/99 6 & 7 p.m. - President Vandervort reminded the Board the next MML Chapter Dinner was scheduled for July 15, 1999 at the Manor House in Bel Air. Commissioner Phillips stated the dinner would be outdoors, weather permitting, and dress was casual.

P&Z Vacancy - President Vandervort stated there was a vacancy on the Planning and Zoning Commission due to the resignation of Resa Laird from the commission. President Vandervort asked if the vacancy was advertised. Mr. Hearne stated it was. President Vandervort stated the Town received a letter from Robyn Rowe, recently appointed as an alternate to the Appeals Board, who was interested in moving to the Planning and Zoning Commission. He asked Mr. Hearne if there were any other responses. Mr. Hearne stated there was not. Commissioner Letts made a motion to appoint

Mrs. Rowe to the Planning and Zoning Commission, seconded by Commissioner Doss. The motion passed 4-0. President Vandervort mentioned Mrs. Rowe would need to resign from the Appeals Board and the Town appointed another person to that Board. Mr. Hearne stated Edgar Insley had not been at several Planning and Zoning meetings. Commissioner Doss suggested the Town send him a letter to ask him if he intended to continue serving. After more discussion, the Board decided to check and if Mr. Insley had missed three meetings, to send a letter.

Rezoning Procedures - President Vandervort stated the Town started to work on the Wellwood's request for rezoning and ran into stumbling blocks on whether hearings were needed, etc. He further stated Mr. Baynes had been requested to do up procedures for rezoning and the Town received his recommendations quickly. After much discussion, President Vandervort stated Mr. Baynes had stated public hearings needed to be held by the Planning and Zoning Commission to make their recommendation to the Town and the Town had to hold a public hearing. He stated Mr. Baynes had recommended advertising both public hearings in the same ad to save money and would need to go in the paper once a week for two weeks at least fourteen days before the public hearing. After much discussion, President Vandervort stated Mr. Baynes hadn't included anything on fees. After more discussion, the Board decided to set the fee at \$300. After further discussion, President Vandervort wanted to check with Mr. Baynes to see if Planning & Zoning needed to hold a public hearing. After more discussion, President Vandervort stated if the procedures would be done as an ordinance to amend the zoning ordinance, the Town would need to advertise and hold a public hearing because they were changing the zoning ordinance. After more discussion, President Vandervort asked Mr. Hearne if the resolution would need to be written up and passed at the next meeting. Mr. Hearne stated the commissioners should see the resolution so they could see exactly what they were approving. After more discussion, President Vandervort stated if the Planning & Zoning didn't need to hold a public hearing, Mr. Metz could go to the next Planning & Zoning meeting and get their recommendation. Commissioner Letts mentioned this was what he had suggested at the last meeting so Mr. Metz was not delayed. After further discussion, Mr. Hearne asked to have notification of adjoining property owners and posting of the property being proposed for rezoning be included in the resolution. After brief discussion, the Board agreed they were good suggestions. Mr. Hearne stated if Mr. Baynes did the resolution, the Town should have it by the next meeting for approval.

Victor & Lauren Lundquist discussed with the Board the possibility of them getting a slip which had not been occupied all season so

far on the town pier. After some discussion, Commissioner Letts stated he had received a complaint yesterday and did check the pier for vacant slips and looked at the rules. He further stated the rules stated slips were to be actively occupied and not held vacant. After more discussion, President Vandervort stated a good indication that a slip is not occupied was the absence of ropes. After more discussion, Mr. Lundquist stated he had made the same complaint last year and turned over a list of vacant slips to the clerk. After much discussion, Mr. Lundquist stated Mr. Benedict who received the last vacant slip should not have received it as he had not purchased his property until October and they had been on the list in July. After much discussion, President Vandervort stated Mrs. Morgan had brought that matter to his attention and the paperwork the Town had indicated Mr. Benedict made settlement in May. After much more discussion, President Vandervort stated he would check the slips and if one was vacant, the slip holder would be contacted to find out why. He further stated if there was a vacant slip and if Mr. Lundquist was the next on the list, the slip would be offered to them.

Mr. Metz asked when the Town would have the comfort station repaired as people were using the club's bathrooms. President Vandervort stated there were portable toilets there and trying to fix it as soon as possible but the Town doesn't want to spend \$3000 for someone to fix it when the Town could order the parts, repair it themselves and at a much cheaper cost.

Building Permits - The Board reviewed the list of building permits and made no comments.

Accounts Payable - Commissioner Phillips made a motion to pay the bills, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Letts abstained).

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 13, 1999
MINUTES

7:30 P.M.

1. Miller Environmental - Monthly Report
2. CCSO Liaison - Monthly Report
3. Frank & Edna Falcone - Sewer Connection Request - 56 Long Beach
4. Howard Hall - Additional Police Protection
5. Edgar McMullen - Cemetery Regulations

OLD BUSINESS

6. Minutes

PENDING BUSINESS

7. New Millennium Celebration
8. Charlestown Marina
9. Program Open Space
10. Sidewalk Retrofit Program
11. Tasker Lane
12. Ethics Ordinance
13. Calvert Street lot
14. Y2K Compliance - 7/16/99 10 am Emerg Serv Training Ctr
15. Stone Wharf - Handicapped Access
16. TCI Franchise Agreement
17. Town Brochure
18. Comfort Station
19. Paving
20. Floodlight at Boat Ramp
21. I&I Loan

NEW BUSINESS

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

22. Electric Deregulation Workshop - 7/20/99 8:30 a.m. Howard
Community College
23. Chamber of Commerce Y2K Community Guide & Business Directory
24. MML Chapter Dinner - 7/15/99 6 & 7 pm
25. Planning & Zoning Vacancy
26. Rezoning Procedures
27. Building Permits
28. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/13/99 TIME: 7:30 p.m.

- Bill North
- Beth Lundquist
- Val Hall
- Frank J. Falcone
- Eunice V. Freeman
- Frank J. Falcone II
- Howard Hall
- Rebecca Phillips
- Diane Letts
- Robert E. Phillips
- Tom
- Lucy

07/13/99

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash - General Checking			
A&T	Acct #8014-058-9492 - Inv #6392336620	6440.1 - Telephone	13.34-
Chesapeake Publishing Corp.	Acct #ELN1180 - ads for Planning & Zoning opening	6215.1 - Advertising	30.00-
Automation Counselors Inc.	Cust #1511 - Inv #183839 - FY2k tax billing	6217.1 - Tax Bill Print	1,200.00-
Maryland Municipal League	ID # CHAR0024 - Inv #4662 - FY2K membership dues	6214.1 - Dues & Memberships	657.92-
BFI	Inv # - 0115246-0699-0358 - June trash collection	6651.1 - Trash Collection	3,210.12-
Baynes, Keith A.	June Statement - correspondence w/ Leonard Wilson re: Ta...	-SPLIT-	140.00-
JR's Septic Service	Acct #4102876173 - (1) portable toilet - 7/3/99 - 8/3/99...	6740.1 - P&R Miscellaneous	60.00-
Local Government Insurance Trust	Cust #LEIT-0028 Inv #29	-SPLIT-	4,813.00-
Flagpole Lighting	Acct #2-62-42283-5-0 - flagpole Conestoga St	6420.1 - Electric	36.22-
Injured Workers' Ins. Fund	Policy #2801346-1 - premium due - Workmen's Comp	6160.1 - Workmen's Compen...	414.00-
Alarm Systems Co. of Maryland	Acct #0142A Inv #0015576 - qrtly alarm monitoring	6460.1 - Alarms	54.00-
General Code Publishers	Inv #48174 - 1/2 paym't for codification of Town's ordinan...	6219.1 - Other	2,700.00-
Connectiv	Town Hall Electric Acc. # 2-62-34921-0-0	6420.1 - Electric	170.78-
Garage electric	Garage electric Account # 2-62-35123-2-0	6420.1 - Electric	11.63-
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	7.27-
Sheriff's Patrol	Gasoline for Charlestown Patrol - May '99	6920.1 - Police Protection	76.18-
Sheriff's Patrol	Inv #99-05 - Charlestown Patrol for May '99	6920.1 - Police Protection	1,587.70-
Staples	Acct #7972 3200 0002 7426 - office supplies	6220.1 - Office Supplies	61.07-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #264061 - (3) sets keys; 35' nylon rope f...	-SPLIT-	25.13-
Total 1010.1 - Cash - General Checking			15,284.76-
Total 1000.1 - General Fund Cash Accounts			15,284.76-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Printing Systems	Acct #CHARL Inv #70498 - utility billing forms	-SPLIT-	285.39-
Miller Environmental, Inc.	Inv #10089946-A - pass thru expenses for June '99	7120.2 - Contract Operating	215.29-
Sta 1 electric	Station 1 Acct. # 2-62-34912-9-0	6631.2 - Station #1	119.92-
Sta 3 electric	Acct #2-62-35062-2-0 - Station 3 electric	6632.2 - Station #3	98.31-
Lift Station electric	Lift station acct # 2-62-35009-3-0	6634.2 - Lift Station	8.46-
Rt 7 electric	Rt 7 Station acct # 2-62-35470-7-0	6633.2 - Station Rt. #7	75.82-
Well 1 Electric	Well 1 acct # 2-62-35125-7-0	7131.2 - Electric	255.60-
Well 3 Electric	Well 3 Acct. # 2-62-35148-9-0	7131.2 - Electric	251.13-
Water Tank Electric	Water tank acct # 2-62-35124-0-0	7131.2 - Electric	75.27-

07/13/99

Town of Charlestown
Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			1,385.19-
Total 1000.2 · Utility Fund Cash Accounts			1,385.19-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Keen Compressed Gas Co.	Acct #106222 - Inv #560449 - welding hood for shop	6420.3 · General Maintenance	8.61-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	6010.3 · Street Lights	601.62-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21716871639 - lumber, ...	6420.3 · General Maintenance	90.26-
W.N. Cooper & Sons Inc.	Acct #39843 - Inv #29398 - repair mower, reflectors	6022.3 · Equipment Repair	43.10-
Total 1005.3 · New-Checking-Special (Special checking County)			743.59-
Total 1000.3 · Special Fund Cash Accounts			743.59-
TOTAL			17,413.54-

TOWN MEETING OF MAY 9, 2000
MINUTES

The May 9, 2000 Town Meeting of the Town Commissioners of Charlestown was called to order by Vice-President Joseph G. Letts, Sr. at 7:38 p.m. Other Commissioners present were Treasurer Christine L. Phillips and Commissioner Michael W. Doss. President Steven W. Vandervort arrived later in the meeting. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI) presented the April 2000 water system operations report. He also mentioned to the Board they were having trouble with the pump on well 2. After some discussion, he stated the other wells have been put into service and Shore Well Drillers would work on well 2. Mr. Smith also stated there may be a small water leak in the area of Chesapeake Road and Cecil Street. He further stated MEI should be repairing that next week once other utilities were marked.

Geraldine Howard – House on Market Street – Geraldine Howard asked the Board if anything could be done about the trash, etc. at 217 Market Street. After much discussion, Vice President Letts stated the Town sent a letter to the property owner about the trash. He further stated residents needed to contact the Sheriff's Office about the loud music, disorderly conduct, etc. He further stated residents could pursue charges on their own through the District Court commissioner.

At this time, 8:00 p.m. President Vandervort arrived at the meeting.

After more discussion, Edgar McMullen, a member of the audience, stated the Webb and the property next to it were also trashy. Mr. Hearne stated a letter had been sent to the Crocketts and President Vandervort stated the Town had mowed the Webb property in the past because there was no response from the family of the property owner.

Vice-President Letts turned the meeting over to President Vandervort.

Kenneth Rasnake – 7 Louisa Lane – Kenneth Rasnake stated part of his house encroached onto the street right-of-way and he wanted to sell his property. He further stated when he was considering selling his property before, the Town sent him a letter that the encroaching part would have to be removed before transfer to the new owner and provided a copy of the letter to the Board. The Board discussed the letter and the ordinance regarding encroachments. After much discussion, the Board asked Mr. Rasnake to provide the Town with a copy of the property survey and they would contact Keith Baynes, the Town's attorney, regarding the matter.

Sandra Tamargo – Utilizing recreational facilities – Sandra Tamargo stated she felt the recreational facilities the Town had were being under utilized and also asked if the Town could provide recreation for the teenagers. After much discussion, the Town asked Mrs. Tamargo if she was willing to draft a letter to Charlestown residents asking them what they would like to see provided and the Town should get it out before school's out. Mrs. Tamargo stated she would.

Edgar McMullen – Cemetery & clean up properties – Edgar McMullen, the cemetery caretaker, stated a Mr. McKinney had asked him if he could sell 3 unused grave lots back to the Town. Mr. McMullen stated Mr. McKinney claimed to be the grandson of the original purchaser. After much discussion, President Vandervort stated Mr. McKinney would have to provide proof of ownership or he couldn't sell them.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the April 25, 2000 meeting, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Letts abstained).

PENDING BUSINESS

Tasker Lane – Mr. Hearne stated he asked Mr. Baynes to send a letter to Bell Atlantic stating they should move the poles at their expenses but he hadn't sent it yet.

Beachcomber – Water Service – President Vandervort stated there was a right-of-way agreement signed between the Beachcomber and the Town which in exchange for a right-of-way to the Town over the Beachcomber property, the Town would waive the water connection fee, provide a water meter for a 1" commercial line and water at the out-of-town rate to the Beachcomber. After much discussion, a motion was made to allow the Beachcomber to connect to the Town's water system in accordance with the right-of-way agreement, seconded by Commissioner Letts. The motion passed 4-0. The Board requested the Town order a water meter for a 1" commercial line.

Fair Green Park Playground – President Vandervort stated the playground structure had been delivered and will be installed by May 30th.

Fire Boat Pier – President Vandervort stated the revised drawings have been received and are getting ready to re-bid. Mr. Hearne stated he would be sending ones to companies who had requested bid packets in the past in addition to ones suggested by President Vandervort.

I&I Loan – Mr. Hearne stated he had not contacted Tatman & Lee Associates, the Town's engineer, regarding this yet.

Water tower rust – President Vandervort stated he had not contacted Buddy Jones yet to inspect the tower.

ADA Ramps – Post Office & Town Hall – Mr. Hearne stated William Algard, one of the Town's maintenance workers, hadn't given him drawings yet.

Truck Purchase – President Vandervort stated the Town had not received a third bid yet. He further stated he was going to contact Nu-Car about getting one to us.

Golf Shirts – Commissioner Doss stated he had talked to Stash Harris about the shirts and was waiting for Mr. Harris to get back to him on price.

Town Hall Paint – Mr. Hearne stated he was still checking with the Maryland Department of the Environmental of the proper disposal of lead paint after it had been removed.

Duck Hollow II – President Vandervort stated he received a call from the engineering firm working on the subdivision but had not talked directly to Frank Lee yet.

State Highway Street Improvements – Mr. Hearne stated he had not contacted State Highway yet regarding this.

Trees on Town's right-of-way – Mr. Hearne stated Mr. Algard had not checked on this yet.

Council of Governments Meeting – President Vandervort reminded the Board the next Council of Governments Meeting would be May 11, 2000 at 7 p.m. at the Elkton Town Hall.

NEW BUSINESS

Flagpole @ corner of Town Hall – Mr. Hearne stated Pete Williams had requested the Town to again consider putting up a flagpole to fly the state flag at the corner of the Town Hall. After some discussion, a motion was made by Commissioner Letts to erect a flagpole, seconded by Commissioner Doss. The motion passed 4-0. Commissioner Letts stated he would get with Mr. Algard about it.

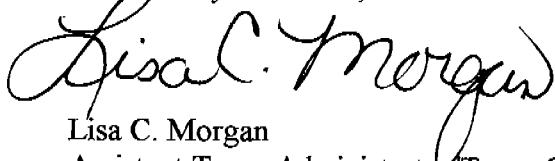
LGIT Ballot – After some discussion, a motion was made by Commissioner Phillips to accept the nominees as stated on the ballot, seconded by Commissioner Doss. The motion passed 4-0.

Building Permits – The Board quickly reviewed the list of building permits with Mr. Hearne.

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

As there was no further business to be discussed, President Vandervort adjourned the meeting.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MAY 9, 2000
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report
2. Cecil County Sheriff's Office – Monthly Report
3. Geraldine Howard – House on Market Street
4. Ken Rasnake – 7 Louisa Ln
5. Sandy Tamargo – Utilizing recreational facilities
6. Edgar McMullen – Cemetery & clean up properties

OLD BUSINESS

7. Minutes

PENDING BUSINESS

8. Fair Green Park Playground
9. Fire Boat Pier
10. Tasker Lane
11. I&I Loan
12. Water tower rust
13. ADA Ramps – Post Office & Town Hall
14. Truck Purchase
15. Golf Shirts
16. Town Hall Paint
17. Duck Hollow II – Land Donation Proposal
18. Beachcomber – Water Service
19. State Highway street improvements
20. Trees on Town right-of-way
21. Council of Governments Meeting – 05/11/00 @ 7 p.m.

NEW BUSINESS

22. Flagpole @ corner of Town Hall
23. LGIT ballot
24. Building Permits
25. Accounts Payable

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 5/9/2000 TIME: 7:30 p.m.

- George Smith - 1951
- Edgar M. Zullo
- Val Hahn
- Mrs & Mrs Howard
- Allen Kelley
- Mike & Karen Ross
- Thomas A. Glusco
- Jay & Brandt
- Landia Tamayo

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Connectiv	Town Hall electric - Acct #2096 3159 9997	-SPLIT-	214.19-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	107.70-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	13.45-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	11.55-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	-SPLIT-	12.89-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	6.63-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	-SPLIT-	78.99-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	37.81-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	-SPLIT-	91.95-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	6.39-
Town House Electric	Acct #2096 4149 9998	6420.1 - Electric	116.68-
Harvey & Harvey	Acct #275-49441 Inv #0276-0461644 - April...	6651.1 - Trash Colle...	3,638.58-
Charm Net, Inc.	Acct #6419 - internet access service 05/01/...	6440.1 - Telephone	16.95-
Mac's Shacks	Acct #110342 - Inv #16666 - (2) portable to...	6730.1 - Contract M...	110.00-
Maryland Materials Inc.	Acct #60502 - Inv #136446 - crusher run - st...	6714.1 - Reimbursa...	28.44-
Best Electric, Inc.	Inv #13773 & Inv #13793 - repairs to electri...	6410.1 - Repairs	205.60-
American Home & Hard...	Acct #685600 - Inv #671271 - paint test kit -...	-SPLIT-	29.70-
Benjamin Lumber Co., I...	Acct #1186 - Inv #277065 - screws nuts & b...	-SPLIT-	3.80-
Merry Maids	cleaning Town Hall - 05/15/00	6450.1 - Maintenance	35.00-
Total 1010.1 - Cash-General Checking			4,766.30-
Total 1000.1 - General Fund Cash Accounts			4,766.30-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Bell Atlantic Mobile	Acct #202583968-00001 Inv #0216640438 -	7760.2 - Miscelliane...	50.53-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	140.58-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	154.00-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	111.28-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	108.14-
Lift Station electric	Lift station Acct #2096 4139 9990	-SPLIT-	22.51-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	9.53-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT....	47.23-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT....	29.10-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	204.47-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	174.04-

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Well 3 Electric	Well 3 Acct #2096 5769 9994	7131.2 · Electric	118.25-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	93.62-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	316.35-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	267.50-
Total 1010.2 · Cash - Utility Checking			1,847.13-
Total 1000.2 · Utility Fund Cash Accounts			1,847.13-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Home & Hard...	Acct #685600 - Inv #672400 - 1- 4pk "D" bat...	6420.3 · General M...	5.49-
Mac's Shacks	Acct #110342 - Inv #16665 - (1) portable toil...	6420.3 · General M...	110.00-
Gilbert Enterprises Inc.	Inv #5782NE - Mar '00 gasoline charges - tr...	-SPLIT-	203.26-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #35271 - chain & files for ...	-SPLIT-	6,019.03-
Total 1005.3 · New-Checking-Special (Special checking County)			6,337.78-
Total 1000.3 · Special Fund Cash Accounts			6,337.78-
TOTAL			12,951.21-

TOWN MEETING OF AUGUST 24, 1999
MINUTES

The August 24, 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 Treasurer Christine L. Phillips, and Commissioner Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Charlestown Fire Company - William Doss, of the Charlestown Fire Company, presented a proposal to the Board to provide discounts to members of the fire company on their property tax and utility bills. After much discussion, the Board decided to table the matter until the next meeting. President Vandervort asked if the fire department had considered the Town's offer on the Calvert Street lot. Mr. Doss stated the fire department's next meeting was in September.

OLD BUSINESS

Minutes - A motion was made by Commissioner Phillips to approve the minutes of the August 10, 1999 town meeting, seconded by Commissioner Doss. The motion passed 3-0.

PENDING BUSINESS

New Millennium Celebration - Rebecca Phillips, festival organizer, asked about the electric at the comfort station. She also asked about the posting of the notices closing the boat ramp on that day. President Vandervort asked Mr. Hearne to have the town's maintenance workers make and put up signs at the ramp. Mr. Hearne asked when the Town wanted the notice in the Cecil Whig. After some discussion, the Board asked to have the notice in the Whig and Mariner now. Mrs. Phillips asked if Rick Taylor would be playing at the event and President Vandervort stated Mr. Taylor assured him he would be here. At this time, 8:10 p.m., Commissioner Letts arrived at the meeting. President Vandervort stated he was working on getting a barge for the fireworks. Paul Phillips, after looking at the electric service at the comfort station, stated he could install a board for the Town for the celebration. Mrs. Phillips stated she had contacted a Danielle Jablonski, a singer, at the suggestion of Donna Sheets, who would be able to do 2 45-minute shows for \$400. After a brief discussion, Commissioner Phillips approved \$400 for Danielle Jablonski to perform 2 45 minute shows, seconded by Commissioner Doss. The motion passed 4-0. After more discussion, Mrs. Phillips stated Rod Good had gotten flags from the American Legion to replace the one at the stone wharf which had torn again and for the cemetery. She asked the Town if it would send a thank you letter to the Legion for the flag. President Vandervort stated he would do a letter and also would check on prices for a new flag at the stone wharf. After more discussion, Mrs. Phillips stated Al McDaniel, general manager for TCI, would take care of a banner and Mr. Hearne stated a little ad would need

to be done for the weather channel and channel 19 and asked Mrs. Morgan to call Mr. McDaniel about those.

Walter Hutchison, a Charlestown resident on Edgewater Avenue, talked to the Board about a boat trailer parking violation he received. He stated he was not aware, that as a resident, he still needed a permit to park in Lot B and asked the Board if they would consider voiding the ticket. He further stated he had now gotten a parking permit for his boat trailer. After a brief discussion, a motion was made by Commissioner Doss to void the violation, seconded by Commissioner Phillips. The motion passed 4-0.

Program Open Space (Picnic Tables/Benches) - Mr. Hearne stated he had asked William Algard, one of the Town's maintenance workers, for a drawing to forward on to Ken Ropp, of Program Open Space (POS).

Fire Boat Pier - President Vandervort stated he talked to Century Engineering and Keith Baynes, the Town's attorney, who believed he could pare down the front section of the bid documents. He further stated Mr. Baynes had requested a copy of the document and President Vandervort stated he would take a copy to Mr. Baynes tomorrow. Mr. Hearne asked if Mr. Baynes would need a copy of the drawings as well. President Vandervort stated to include those just in case.

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

Tasker Lane - Mr. Hearne stated he had received a message from Leonard Wilson, Mrs. Cooper's attorney, who wanted to schedule a meeting with him and Mrs. Cooper regarding Tasker Lane. After some discussion, President Vandervort asked Mrs. Morgan to contact both Mr. Wilson and Mr. Baynes to schedule a meeting at Mr. Baynes' office.

Ethics Ordinance - President Vandervort asked to table this matter until the next meeting.

Calvert Street lot - President Vandervort stated the Town sent a letter to the fire company giving an offer of \$130,000 on the property and attached a summary of the two appraisals the Town received. Commissioner Doss stated the fire company would be considering that offer at their next meeting.

Y2K Compliance - President Vandervort stated the new computer had been purchased but had not set it up yet. He further stated the Town had to comply with a list of 4-5 items to be protected under

the legislation passing protecting municipalities from lawsuits regarding Y2K compliance.

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

Comfort Station - President Vandervort stated he needed to go and look at the comfort station again to order the parts needed.

Paving - Mr. Hearne stated he contacted Mike McGuirk, of McGuirk Construction Co., Inc., that his company had been awarded the paving jobs and Mr. McGuirk had dropped off some documents the Town needed to sign. He further stated Mr. McGuirk was ready to begin any time but the Town needed to hear from Mr. Ropp first on the paving for the stone wharf handicapped parking space and picnic table pad.

Floodlight at Boat Ramp - President Vandervort stated he hadn't met with William McMullen, of Conectiv yet. After some discussion, the Board decided to use the pole on the same of the street as the boat ramp.

I&I Loan - Mr. Hearne stated he had a form which needed to be completed and needed to get with President Vandervort for some input. He further stated there would not be a penalty if the Town decided to go through with the loan.

Town Hall - Paint - Commissioner Phillips stated the outside of the Town Hall needed to be painted again. After some discussion, the Board asked to have general specs done for striping, priming and 2 coats of paint on the Town Hall, to contact some painting contractors directly and advertise it for bid. Commissioner Doss asked where the radar reflector was as the fire company would have it installed. President Vandervort stated he believed Mr. Jones, who had painted the pole, had it and would contact him.

Fair Green Park Playground - Letter of Concurrence - Mr. Hearne stated the Town received a letter of concurrence from POS so any work done on the playground after July 30, 1999 would be grant eligible if and when funding became available. President Vandervort stated a representative from Columbia Cascade had been working on an interesting concept and should be getting a drawing back to the Town shortly and he would like the Board to wait on reviewing the other drawings from playground companies until it was received.

NEW BUSINESS

Manhole Repairs - Mr. Hearne stated the Town received a list from the County Department of Public Works (DPW) on five manholes to be repaired and quotes from Dixie Construction for \$2,575 and Tri-State Grouting for \$2,750 for those repairs. After some discussion, a motion was made by Commissioner Letts to have Dixie Construction make the repairs for \$2,575, seconded by Commissioner Doss. The motion passed 4-0.

Legislative Action Request - Mr. Hearne stated he completed and sent the form requesting the Maryland Municipal League (MML) to sponsor legislative to exempt municipalities from taxation on leases for antenna space on water towers, etc. He also stated he believed someone from the Town should make a presentation to the MML's Legislative committee on September 8, 1999. President Vandervort and Commissioner Phillips stated they would like to attend and Mr. Hearne stated he would attend also. He further stated he would check with Patty Rocker of the MML for the specific time and location of the meeting.

Homeowner's Tax Credit - Betty Jones - Mrs. Morgan stated the Town received a letter from Mrs. Jones' daughter that her mother was unaware the Town offered an additional discount on town taxes if a property owner qualified for the State's Homeowner's Tax Credit program and paid their town taxes before October 1st. She further stated Mrs. Jones had qualified for the tax credit since FY92. After some discussion, Mrs. Morgan stated she checked the tax records for each tax year and the total amount requested was \$74.71. After much discussion, the Board decided to table the matter until the next meeting so Mr. Baynes could be consulted and the Board could consider the matter further.

Electric Deregulation Conference - Mr. Hearne asked Commissioner Phillips if this was the same conference she had attended. Commissioner Phillips stated it was and it was being offered again at the Howard Community College for \$250 if any of the other commissioners were interested in attending.

MML Legislative Conference - Mr. Hearne stated the conference information was in the last MML magazine and would be October 21st through October 23rd at the Tidewater Inn in Easton, Maryland. Mrs. Morgan stated she needed conference and hotel registration as quickly as possible to take advantage of the early registration deadline of September 10, 1999. Commissioners Doss and Phillips stated they would like to attend. Mr. Hearne stated he would like to attend but may have a conflict and he would check and let Mrs. Morgan know.

Chamber of Commerce Sales Tax Meeting - 09/22/99 4 pm Aft Deck -

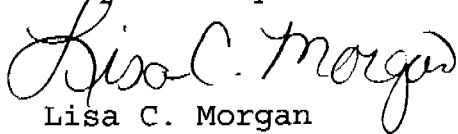
Town Meeting of August 24, 1999
Minutes (cont'd.)
Page 5 of 5

Mr. Hearne stated the Cecil County Chamber of Commerce would be holding a meeting regarding the proposed increase to the Maryland sales tax on September 22, 1999 at 4 p.m. at the Aft Deck in North East for any commissioners wishing to attend. Commissioners Doss and Phillips and President Vandervort indicated they wished to attend.

Accounts Payable - A motion was made by Commissioner Doss to approve the bills, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Letts abstained).

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:44 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF AUGUST 24, 1999

AGENDA

7:30 P.M.

1. Charlestown Fire Company

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. New Millennium Celebration
4. Program Open Space (Picnic Tables/Benches)
5. Fire Boat Pier
6. Sidewalk Retrofit Program
7. Tasker Lane
8. Ethics Ordinance
9. Calvert Street lot
10. Y2K Compliance
11. TCI Franchise Agreement
12. Town Brochure
13. Comfort Station
14. Paving
15. Floodlight at Boat Ramp
16. I&I Loan
17. Town Hall - Paint
18. Fair Green Park playground - Letter of Concurrence

NEW BUSINESS

19. Manhole Repairs
20. Legislative Action Request
21. Homeowner's Tax Credit - Betty Jones

Town Meeting of August 24, 1999
Agenda (cont'd.)
Page 2 of 2

22. Electric Deregulation Conference - held by MML & FORUM
23. Boat Trailer Parking Violation - Walter Hutchison
24. MML Legislative Conference
25. Chamber of Commerce Sales Tax Meeting - 09/22/99 4 pm Aft Deck
26. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/24/99 TIME: 7:30 p.m.

M. William Rose Charlestown Fire Company

Val Hahn

Rebecca J Phillips

Robert Phillips

Walter Hutchinson

Town of Charlestown

Accounts Payable Bills

08/24/99

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Maryland Portable Concrete I...	Acct #2265 - Inv #53345 - 3 yds concrete for footers fo...	6450.1 - Maintenance	237.00-
Merry Maids	cleaning Town Hall - 08/23/99	6450.1 - Maintenance	35.00-
Charlestown P.T.O	donation towards copier	6211.1 - Donations	200.00-
Sheriff's Patrol	Inv #99-07 - Charlestown Patrol for Jul '99	6920.1 - Police Protection	1,183.71-
Sheriff's Patrol	Inv #99-07 - gasoline for Charlestown Patrol for Jul '99	6920.1 - Police Protection	926.59-
Wal*Mart	Acct #2634 - Inv #9140997 - inkjet cartridges for printe...	-SPLIT-	81.82-
Chesapeake Publishing Corp.	Acct #ELN1180 - ad for Planning & Zoning opening	6215.1 - Advertising	30.00-
Terminix	Acct #ELN1180 - ad for Planning & Zoning opening	6450.1 - Maintenance	40.00-
Bell Atlantic	termite inspection (Town Hall) - Contract #974010143...	6440.1 - Telephone	109.47-
Ace Printing	Acct #410 287 6173 189 41 - telephone at Town Hall (...	6719.1 - Millennium Cele...	68.00-
Central Printing & Office Supp...	25 posters - New Millennium Celebration	6222.2 - Printing	67.00-
Harvey & Harvey	(2) bx window envelopes	6651.1 - Trash Collection	3,638.58-
Woodward-Clyde Consultants	Inv #0276-0234541 - trash service - Jul '99	2059.1 - Escrow-Tiffin-R...	49.00-
Total 1010.1 - Cash-General Checking			6,666.17-
Total 1000.1 - General Fund Cash Accounts			6,666.17-
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	33.92-
Miller Environmental, Inc.	Inv #10099947 - water ops agreement - Sep '99	7120.2 - Contract Operat...	1,757.60-
Total 1010.2 - Cash - Utility Checking			1,791.52-
Total 1000.2 - Utility Fund Cash Accounts			1,791.52-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #5432NE - Jul '99 gasoline charges	-SPLIT-	167.66-
Foster's Auto Service	Inv #990820002 - repair starter on town truck	6024.3 - Truck Repair	88.40-
Total 1005.3 - New-Checking-Special (Special checking County)			256.06-
Total 1000.3 - Special Fund Cash Accounts			256.06-
TOTAL			8,713.75-

TOWN MEETING OF AUGUST 10, 1999

MINUTES

The August 10, 1999 Town Meeting was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips 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 July 1999 monthly water system operation report to the Board. He mentioned the annual cathodic protection was performed and had provided a copy of that report to the Board. He further stated they were in the process of exercising all the system valves. After some discussion, Commissioner Doss asked if the wells were okay in view of the drought. Mr. Smith stated they had checked the static level in the wells about a month ago and they were fine. Mr. Smith stated the Maryland Department of the Environment (MDE), as of this week, was requiring a weekly water withdrawal report due to the drought and Mr. Hearne was made aware of that. After more discussion, Mr. Smith asked if there were any questions regarding the proposal from Allied Control Services which was considerably less than the previous quote from Technical Electronics Consultants. He further stated they were proposing similar equipment and Miller had used both companies in the past and they do good work. President Vandervort stated the quote was for \$8,780.00. After much discussion, President Vandervort stated he would like to have someone look at it before the Town spent the money. After more discussion, President Vandervort suggested to table a decision until one of the commissioners looked at it. Mr. Smith stated if the Town gave him a couple of days' notice, he could probably have a representative from the company there. Commissioner Letts asked if the Town had to belong to Miss Utility to safeguard the telemetry lines because he had a heated conversation with the backhoe operator who damaged the telemetry lines last week. After more discussion, Mr. Smith stated he had asked Maryland Rural Water Association (MRWA) to come up and trace the telemetry lines so they would be permanently mapped to avoid problems. After more discussion, President Vandervort stated Miss Utility had the systems of their subscribers. He further stated there should be some kind of statement on the major building permits that the person would need to check with the Town before digging as well as Miss Utility. Mr. Hearne asked how the Board would like to handle the situation with Cameron Fockler on cutting the telemetry lines. President Vandervort stated Mr. Fockler cut the line, he should have to pay for the repairs. After more discussion, Mr. Hearne asked Mr. Smith when MRWA would be here to trace the lines. Mr. Smith stated he didn't know as it would depend on what other jobs they had.

Charlestown PTA - Donation for Copier - Donna Sheets, a member of the Charlestown PTA, who presented a letter from Charlestown

Elementary School stating the school office was in need of a desktop copier. After some discussion, Mrs. Sheets stated they had found a desktop color printer/copier which would fit into the office as the office was very small and was asking the Board if they would consider donating money toward the purchase of the copier. After more discussion, Commissioner Letts made a motion to make a donation of \$200 toward a copier for the Charlestown Elementary School, seconded by Commissioner Doss. The motion passed 4-0.

OLD BUSINESS

Minutes - A motion was made by Commissioner Phillips to approve the minutes of the July 13, 1999 town meeting, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Doss abstained). A motion was made by Commissioner Doss to approve the minutes of the July 27, 1999 meeting, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Phillips abstained).

Richard Evans, resident of 605 Bladen Street, requested the bushes on the corner of Frederick and Bladen Street be cut down as they block the view of traffic trying to turn onto Bladen Street from Frederick Street. Mr. Evans also asked if the sidewalk contractor wasn't supposed to come back and landscape. After brief discussion, President Vandervort stated the Town hadn't paid for the work yet and they had some items which the contractor needed to address. A motion was made by Commissioner Letts to remove the bushes at the corner of Frederick and Bladen Street contingent on checking any pertinent regulations, seconded by Commissioner Phillips. The motion passed 4-0.

PENDING BUSINESS

New Millennium Celebration - Mrs. Phillips asked Commissioner Letts if he had checked on a hay wagon. Commissioner Letts stated he was checking. Mrs. Phillips asked about the music. President Vandervort stated he would contact him again as he hadn't seen a contract. Mrs. Phillips stated four or five trash barrels would be needed and President Vandervort asked Mr. Hearne to make a note on the trash barrels. Mrs. Phillips asked for approval to have posters done advertising the event and she could get them from Ace Printing. A motion was made by Commissioner Letts to have posters done, seconded by Commissioner Doss. The motion passed 4-0. President Vandervort stated he was still working on getting the vendor list but the person who had it didn't show up at a meeting. Mrs. Phillips asked if there was adequate electric available. President Vandervort stated there were probably two outlets available at the comfort station and one at the flagpole. After

some discussion, President Vandervort stated he would check with Phil Price, of Charlestown Marina, about getting electrical service through their building. Mrs. Phillips asked if Water Street could be closed off between the Wellwood Club and the flagpole. After more discussion, Commissioner Letts stated the last time there were problems with the barricades not being manned. He further stated the boat ramp would need to be closed and a sign posted beforehand at the ramp about the closure. Commissioner Phillips stated the closure was also advertised in the newspaper. Commissioner Doss stated he had not been contacted back by the fire police yet. After more discussion, the Board decided to close the street area after the fishing derby. Mrs. Phillips read a tentative event schedule to the Board. President Vandervort suggested waiting until closer to the event before printing because of last minute changes. Mrs. Phillips asked who was supposed to receive the money from the vendor fees. After brief discussion, the Board stated they assumed from the beginning the proceeds would go to Colonial Charlestown. Mrs. Phillips asked if the Town would pay for the printing. President Vandervort stated the Town could run the copies on the copier here. Commissioner Phillips suggested colored paper which was more attractive than black and white. Mrs. Sheets asked about the parking. President Vandervort stated parking would be at the fire company lot and Lot B. Mrs. Sheets suggested contacting Danielle Jablonski, a musician in the area, if the Town needed more musicians. The Board asked to have her contacted. The Board discussed the scheduling of deputies during the event. Mr. Hearne stated there were guidelines on the fireworks and asked if Commissioner Doss had been working on a barge. President Vandervort asked to have the town of North East contacted about the barge they used. Commissioner Letts stated they contacted Woodie Jackson, on the board of directors of Mason-Dixon Sand & Gravel, about a barge. President Vandervort stated he would contact him.

Program Open Space (Picnic Tables/Benches) - After some discussion, President Vandervort suggested having William Algard, one of the Town's maintenance workers, to sketch what he would build, keeping in mind the handicapped accessibility requirements, and fax it down to Ken Ropp, of Program Open Space, for his approval and then build them.

Fire Boat Pier - President Vandervort stated he talked to Century Engineering and they suggested contacting the Town's attorney about paring down the first portion of the bid package. He further stated he needed to call Keith Baynes, the Town's attorney, about it. He also said they were now suggesting, as the Town had suggested to them, to break down the bid into three parts: one for the spoils site, one for the dredging and one for the pile driving and construction of the pier. President Vandervort also stated

they recommended the Town purchase the pier sections itself and they would be responsible for delivery and installation of it. He mentioned he talked to Delegate Rudolph about the situation also.

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

Tasker Lane - Mr. Hearne stated the Town received a letter from Leonard Wilson, the attorney representing Mrs. Cooper, to Mr. Baynes which indicated Mrs. Cooper didn't have a problem with the matter but Mr. Wilson called the other day and left a message he would like to meet with the Town regarding the matter. He stated he hadn't had a chance to call him back about it.

Ethics Ordinance - President Vandervort stated there was nothing new as he hadn't had a chance to work on it.

Calvert Street lot - Mr. Hearne stated he had made a presentation to the County Parks Board but they are in the early stages of looking at projects so they didn't take a vote on it last night. President Vandervort asked when he made the presentation, what price did Mr. Hearne use. Mr. Hearne stated he used the average of the two appraisals the Town received. After more discussion, Mr. Hearne stated he did tell the Parks Board the amount the Town was offering the fire company for the lot. He further stated they did ask what the lot would be used for in the future.

Y2K Compliance - Mr. Hearne stated he hadn't received notice of another meeting. President Vandervort stated the State had passed legislation which would protect towns from being sued due to Y2K compliance problems as long as the Town had completed required paperwork as listed in the criteria.

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

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

Comfort Station - The Board tabled this matter until the next meeting.

Paving - Mr. Hearne stated the only complete proposal the Town had was from McGuirk. He had contacted R.H. Patchell several times asking for a revised proposal but hadn't received one. President Vandervort asked if there wasn't a revision needed to McGuirk's proposal. Mr. Hearne stated McGuirk separated out the handicapped parking space and the paved area for the picnic table as requested

as the Town would be using Street Print paving for the pier itself. A motion was made by Commissioner Doss to accept the proposal from McGuirk, seconded by Commissioner Letts. The motion passed 4-0.

Floodlight at Boat Ramp - President Vandervort stated he needed to meet with William McMullen, of Conectiv, to decide where the light will be placed.

I&I Loan - Mr. Hearne stated there was nothing new.

NEW BUSINESS

Terry Lee - Mr. Hearne stated Terry Lee, of 420 Louisa Lane, would like permission from the Town to put down crusher run in part of the town street right-of-way in front of his property. After some discussion, the Board decided to defer the matter to the Planning and Zoning Commission to decide.

Town Hall - Paint - Commissioner Phillips stated the outside of the town hall needed to be painted as it really looked bad. President Vandervort stated the first step would be to get bids but the Town would need to have a better job done removing the old paint than just scraping and painting. Commissioner Phillips stated the paint would need to be burned off or something more extensive than scraping.

Commissioner Letts stated he had to help Mr. Algard and Mr. Armour push the town truck to get it started. He stated it was time to get a new truck. Mr. Hearne stated the starter on the truck needed to be replaced.

Fair Green Park Playground - Letter of Concurrence - President Vandervort stated Mr. Hearne had requested a letter of concurrence but hadn't received it yet.

TCI - Change of Name to AT&T - Mr. Hearne stated the Town received notice from TCI they are now a subsidiary of AT&T. Commissioner Phillips asked if Mr. Hearne would contact them as her residence still had not been connected to cable.

Cecil County Urban Growth Boundary Plan - Request for Proposal - President Vandervort stated Tatman & Lee Associates, the Town's engineers, was considering bidding on doing an urban growth boundary plan for the county and was notifying the Town to see if the Town had any objections to them doing it as we may consider it a conflict of interest. After brief discussion, the Board did not have a problem with Tatman & Lee Associates bidding on the project.

Halloween - Mr. Hearne stated Mrs. Morgan wanted to know if the Town would be ordering the glowsticks for Halloween this year. After brief discussion, Commissioner Letts made a motion to purchase the same quantity of glowsticks again this year, seconded by Commissioner Doss. The motion passed 4-0.

LGIT Safety Grant - Mr. Hearne stated the Local Government Insurance Trust would be offering the grant again this year but they hadn't set a schedule for submitting requests. He further stated Mr. Algard was compiling a list of items to be submitted for.

LGIT Meeting - 09/30/99 at 3 p.m. - Mr. Hearne stated John Burrell, of LGIT, along with others wanted to meet as many of the commissioners as could attend on September 30, 1999 at 3 p.m. here at the Town Hall.

President Vandervort mentioned Delegate Rudolph would also like to meet with the commissioners briefly and suggested before one of the town meetings. After brief discussion, the Board decided to ask him to meet with them on August 24, 1999 at 6:45 p.m.

Golf Shirts - Commissioner Doss suggested the Town order golf shirts identifying us so when we attend meetings people know who we are. After brief discussion, President Vandervort suggested he get samples and prices for the next meeting.

FY2000 CAC Agreement - Mr. Hearne stated the Town needed to sign the FY2000 Critical Area Commission agreement. He further stated the Town would receive the same amount as last year, \$1,500, for administering the program. A motion was made by Commissioner Phillips to sign the FY2000 Critical Area Commission agreement, seconded by Commissioner Letts. The motion passed 4-0.

Boys/Girls Clubs of America Services - Mr. Hearne stated Mrs. Morgan received this list of services and programs Boys and Girls Clubs offer and the commissioners could look it over at their leisure.

Neighborhood Crime Prevention Grant - Mr. Hearne stated the Town received grant money for a pole and lights to illuminate Fair Green Park. He further stated the Town estimated the cost for the work was \$2,000 and the grant amount received was \$1,050 so the Town need to pay the remainder. He also stated the paperwork would need to be signed tonight as he needed to get it back to the State by August 13, 1999. Commissioner Letts made a motion to sign the Charlestown lighting grant for \$1,050, seconded by Commissioner Doss. The motion passed 4-0.

Auditor - Commissioner Phillips stated the auditor would be here on Monday.

Zinn - Quit Claim Deed - Mr. Hearne stated the Zinns were going to be selling their property and were requesting a quit claim deed due to the 1952 Price & Price survey. President Vandervort stated the Town had a standard quit claim deed to use in these situations. Commissioner Letts made a motion to grant a quit claim deed to the Zinns, seconded by Commissioner Doss. The motion passed 4-0.

Commissioner Letts stated the Town needed to seriously consider purchasing a new truck and would like to see the Town get a spreader also. President Vandervort stated he would try to contact the company he talked to at the MML Conference which did dump bodies and would include a spreader. He further said his only objection to the spreader was the tendency of over-using the salt on the roads damaging them. Mr. Hearne asked about replacing the starter on the old truck and the Board agreed the starter could be replaced.

Mr. Hearne stated Pauline Bryant was asking when the bench at the Calvert and Conestoga Street area would be put in. The Board would like to wait until the others were purchased.

Mr. Hearne wanted to know if the Board wanted to appeal the tax assessment on the water tower property to the next appeal level. The Board decided to appeal further.

Mr. Hearne asked if the Town had a harbor master any more. President Vandervort stated the Town usually appointed one commissioner to handle those issues and he had been doing it himself but if another commissioner wished to, he would turn it over to them.

Mr. Hearne also stated the Town received a call from the Critical Area Commission as Karl Knapp, of Avalon Yacht Basin, complained to them that the Town had not planted anything down there. He further stated he talked to Critical Areas and they stated this was not the best time of the year to be planting anyhow.

Commissioner Phillips stated she attended a workshop on the issue of electric deregulation and discussed the information she received at the workshop. She stated this was a more complex issue once looked into and suggested the commissioners consider attending other workshops being offered.

Building Permits - The Board reviewed the list of building permits submitted.

Town Meeting of August 10, 1999
Minutes (cont'd.)
Page 8 of 8

Accounts Payable - President Vandervort stated the bills for Paul's Utility and Miller Environmental were due to the damage done to the telemetry lines. He further stated the Town, when we need to bill a developer for any work done by Tatman & Lee, added an administrative fee to the bill. After brief discussion, Commissioner Letts made a motion to add a 15% administrative fee to the invoice being sent to recoup the money the Town will be paying on the Paul's Utility and Miller Environmental bills. A motion was made by Commissioner Phillips to pay the bills, seconded by Commissioner Letts. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:42 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF AUGUST 10, 1999

AGENDA

7:30 P.M.

1. Miller Environmental - Monthly Report
ACS Proposal
Update on Water Availability in Drought
2. Charlestown PTA - Donation for copier

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. New Millennium Celebration
5. Program Open Space (Picnic Tables/Benches)
6. Fire Boat Pier
7. Sidewalk Retrofit Program
8. Tasker Lane
9. Ethics Ordinance
10. Calvert Street lot
11. Y2K Compliance
12. TCI Franchise Agreement
13. Town Brochure
14. Comfort Station
15. Paving
16. Floodlight at Boat Ramp
17. I&I Loan

NEW BUSINESS

18. Terry Lee
19. Town Hall - Paint
20. Fair Green Park Playground - Letter of Concurrence

Town Meeting of August 10, 1999
Agenda (cont'd.)
Page 2 of 2

21. TCI - Change of Name to AT&T
22. Cecil County Urban Growth Boundary Plan - Request for Proposal
23. Halloween
24. LGIT Safety Grant
25. LGIT Meeting - 09/30/99 at 3 p.m.
26. Golf Shirts
27. FY2000 CAC Agreement
28. Boys/Girls Clubs of America Services
29. Neighborhood Crime Prevention Grant
30. Auditor
31. Zinn - Quit Claim Deed
32. Building Permits
33. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/10/99 TIME: 7:30 p.m.

- Ernest P. Lutting
- Sam Worthy
- Val Hall
- Rebecca Phillips
- Debbie Myles
- Robert E. Phillips
- Jean Coleman
- Richard W. EVANS
- Donna Sheets

TOWN MEETING OF JUNE 27, 2000
MINUTES

The June 27, 2000 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.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc., presented the May 2000 water system operations report. He further mentioned well 2 was back in service as of May 15, 2000. Marcella Malinowski, a member of the audience, mentioned she had complained about water still leaking at the corner of Chesapeake and Cecil Streets. After much discussion, Mr. Smith stated he would look at the area tonight after the meeting. Mrs. Malinowski also asked the Board if the Town could do anything about several properties on Chesapeake Road with high weeds. After much discussion, Mr. Hearne stated he believed he had a list of those properties and letters would be sent out. He further stated if the property owners did not take care of the problem, the Town would and bill the property owners. President Vandervort mentioned to Mr. Smith the Town had contracted to have the water tower painted.

Colleen Lilley – Obnoxious music from the Wellwood Club – Colleen Lilley, of Market Street, asked the Board if there was any way a compromise could be reached with the owner of the club about the music level, particularly on a Sunday night. After much discussion, the Board decided to contact David Jarinko, of the Maryland Department of the Environment and Larry Metz, the owner of the Wellwood Club, to meet and discuss the problem. Commissioner Phillips stated Mrs. Lilley should also attend this meeting.

Paul Chesnik – Dog Complaints – Paul Chesnik asked the Board if there was anything the Town could do about people not cleaning up after their dogs. He further stated the condition of the town parks was disgusting. After much discussion, President Vandervort stated the town had an ordinance dealing with that and would talk to the Sheriff's Office about enforcing it.

Karen Ross – Property at 217 Market Street – Karen Ross talked to the Board about the on-going problems at 217 Market Street. After much discussion, President Vandervort stated he would talk to the Sheriff's Office about enforcing the Town's ordinances. He further stated the renter of the property had made an effort to clean up the property and the van was to be removed. After more discussion, President Vandervort stated more patrols could be added to deal with a specific situation and inform the Sheriff's Office that this property was a problem.

OLD BUSINESS

Minutes – President Vandervort stated there were no minutes for the May 23, 2000 meeting as there was a problem with the tape recorder and the tapes were blank. He requested the Board general minutes for that meeting at another time.

Thomas Durange, a member of the audience, asked if the new stop sign arrangement was temporary or permanent. After discussion, Commissioner Letts stated the State Highway Administration was changing all similar signs as its legal department had informed them it was illegal to allow vehicles not to stop at a stop sign.

PENDING BUSINESS

Fair Green Park – Mr. Hearne stated he was made presentations on the playground to the County Planning and Zoning Commission and the County Commissioners last Monday and Tuesday respectively. He further stated Program Open Space funding was approved for the playground. President Vandervort stated the request would go to the State clearinghouse and the State Board of Public Works. Mr. Hearne stated once a funding request had gone this far, it would unusual to have it denied.

Fire Boat Pier – Mr. Hearne stated President Vandervort still needed to review the paperwork. President Vandervort stated he would review it tomorrow. He further stated he had a list of dredging outfits bid packages should be sent to.

Tasker Lane – Mr. Hearne stated Keith Baynes, the Town's attorney, had not received a response to his latest letter from Bell Atlantic. After some discussion, the Board decided to ask Mr. Baynes what options the Town could pursue on this.

I&I Loan – Mr. Hearne stated there was nothing new.

Water tower rust – President Vandervort stated Charles Jones had started to rig lines on the water tower. Mr. Hearne stated he was not sure if Mr. Jones had picked up a copy of the specs he requested. President Vandervort asked if the Town had the specs. Mr. Hearne stated he did and had left a message for Mr. Jones to pick up his copy. Commissioner Letts asked if a completion date had been set. President Vandervort stated Mr. Jones had until the end of August to complete the work. Commissioner Letts asked if the Town had received a copy of his insurance and a performance bond. President Vandervort stated the Town had a copy of his insurance certificate and, based on looking at past contracts where a performance bond was waived, the performance bond for this project was waived also.

ADA Ramps – Post Office & Town Hall – Mr. Hearne stated he still had not received anything from William Algard, one of the Town's maintenance workers.

Town Truck – President Vandervort stated Bayshore was contacted but since the proposal was done in February, that truck was no longer available. He further stated Bayshore was looking for another one.

Town Hall Paint – The Board decided to defer this matter until the next meeting.

State Highway Administration Street Improvements – Mr. Hearne asked the Board to read the copy of the information provided and it could be discussed at the next meeting.

Retrofit Sidewalk Program – Mr. Hearne stated the State had changed the way funding would be applied. He further stated funding would need to be spent by December and if not spend, would go into a general pool and funding would then be given on a first-come, first-serve basis. Commissioner Letts suggested the Town consider extending the sidewalk from the Bay Trader around the curve on Market Street bordered by the guardrail. The Board agreed this would be a good area to consider.

Trees on Right-of-Way – Mr. Hearne stated Mrs. Morgan hadn't contacted tree services yet for quotes on these trees. President Vandervort stated there were two trees Mr. Langford was complaining about on Conestoga Street. He further stated if the stakes in the ground indicated the property line then the trees were in the right-of-way but he still was not sure they should be taken down. After more discussion, President Vandervort stated there was a tree at the town house that needed to be removed. He further stated Mrs. Morgan had been instructed to get separate quotes for each tree.

Budget – At President Vandervort's request, the Board deferred this matter until the next meeting.

NEW BUSINESS

Post Office Letter – Fence for driveway – President Vandervort stated the postmaster of the Charlestown Post Office was asking the Town to consider putting up a fence between the post office and the playground. After discussion, President Vandervort stated the playground had been there for years without incident and the mail truck drivers need to exercise caution when backing up. He further stated if the Board wanted to put up a fence, he would recommend a post and cable fence rather than a chain-link fence.

Portable toilet behind Town Hall – The Board decided to defer this matter until the next meeting.

Standing water at 408 Charlestown Place – The Board stated they had talked about this matter when discussing the monthly water system report from Miller Environmental earlier in the meeting.

Sandra Tamargo – Letter about recreational opportunities – Mr. Hearne stated Sandra Tamargo had done a short letter that she would like to see included in the next utility billing. Commissioner Phillips asked why the letter instructed people to contact the Town Hall rather than Mrs. Tamargo. Mr. Hearne stated he was not sure.

County Event Planner Committee – Commissioner Phillips stated they were asking for a \$100 donation toward the costs for a website, etc. After more discussion, Mr. Hearne

stated the Board needed to appoint someone to the committee as Commissioner Phillips was the Town's representative. Commissioner Phillips made a motion for a \$100 donation, seconded by Commissioner Letts. The motion passed 3-0. Commissioner Phillips suggested appointing Mrs. Morgan to the committee. Commissioner Letts stated the appointee should be a town commissioner.

Robyn Rowe – Resignation from Planning and Zoning Commission – Commissioner Letts made a motion to accept Robyn Rowe's resignation from the Planning and Zoning Commission, seconded by Commissioner Phillips. The motion passed 3-0. Commissioner Letts asked if the opening would be advertised. President Vandervort stated it would be.

Ethics Conference – 10/26/00 @ Annapolis – Mr. Hearne stated the State was holding an Ethics Conference if any commissioner was interested in attending.

Cecil's Most Beautiful Person – Nominations due 8/14 – Mr. Hearne stated the County was seeking nominations for this award and nominations were due by August 14th.

Critical Areas Commission FY00 Amendment – Mr. Hearne stated the Town received an additional \$300 more in FY00 which was why there was the amendment for President Vandervort to sign. He further stated the additional funding was to update the program, do some work on mapping for new maps. After discussion, Mr. Hearne stated the Town was allotted \$1500 from the Critical Areas Commission but the Commission had some leftover funding and the Town received an additional \$300. President Vandervort asked if Mr. Hearne knew the cost of the mapping. Mr. Hearne stated the additional \$300 would cover the mapping. Commissioner Letts made a motion to authorize President Vandervort to sign the amendment, seconded by Commissioner Phillips. The motion passed 3-0.

Auditor Contract – Mr. Hearne stated the contract for the annual audit had been received and he had checked and found the amount to be charged correct. He further stated the audit would cost \$3400 plus out-of-pocket expenses not to exceed \$150. Commissioner Letts made a motion to accept the contract, seconded by Commissioner Phillips. The motion passed 3-0.

Trash Barrels – The Board decided to defer this matter until the next meeting.

Letter about Old Sand Digger – Commissioner Letts asked if the one on the playground was new. President Vandervort stated it was and the old one was stored at the garage. After discussion, President Vandervort stated he would write a letter back telling them they couldn't have the old one but was providing information on where one could be purchased.

Public Works Agreements for Water & Sewer – Duck Hollow Section II – Mr. Hearne stated Tatman and Lee Associates, the Town's engineers, would be inspecting the water and sewer lines during installation. He further stated the only problem was the required

bond. Mr. Hearne stated there was a substantial difference between the costs calculated by Tim Granger, the engineer for the project, and Tatman and Lee. Mr. Hearne asked the Board to authorize President Vandervort to sign the agreements once the bond amount had been agreed upon. Commissioner Phillips made the motion, seconded by Commissioner Letts. The motion passed 3-0.

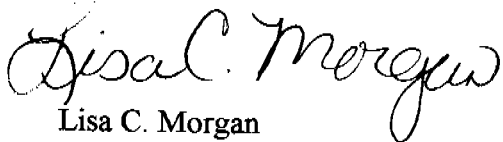
Cecil Historical Trust – Book Donation to the Town – Mr. Hearne stated the Cecil Historical Trust had donated a book called “At the Head of the Bay” to the Town.

Accounts Payable – Mr. Hearne stated there were a couple of work orders Beth Hamilton, of Miller Environmental, was requesting. He further stated he had talked to Mr. Smith who wanted to hold the work orders until he talked to Mrs. Hamilton. Mr. Hearne stated there was a question on who the check should be made payable to for the golf shirts ordered. Commissioner Phillips suggested contacting Mr. Harris. Mr. Hearne stated the amount listed for Century Engineer’s invoice should be \$616.57, not the amount listed. He stated he would mention this to Mrs. Morgan. President Vandervort stated the Town needed to get two small American flags. Commissioner Letts stated he would take the ripped one to Erickson’s to see if it can be repaired. Commissioner Phillips made a motion to purchase 2 small American flags, seconded by Commissioner Letts. The motion passed 3-0. Commissioner Phillips made a motion to pay the bills, contingent on checking with Mr. Harris on the golf shirt invoice and the corrected amount for the invoice from Century Engineering, seconded by Commissioner Letts. The motion passed 3-0.

Howard Hall, a member of the audience, asked if the Town’s curfew ordinance was enforceable. He stated he talked to three deputies who stated it was not. Commissioner Letts stated they were probably right.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:53 p.m.

Respectfully submitted



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JUNE 27, 2000
AGENDA

7:30 P.M.

1. Colleen Lilley – Obnoxious music from Wellwood Club
2. Paul Chesnik – Dog complaint
3. Karen Ross – Property at 217 Market Street

OLD BUSINESS

4. Minutes

PENDING BUSINESS

5. Fair Green Park playground
6. Fire Boat Pier
7. Tasker Lane
8. I&I Loan
9. Water tower rust
10. ADA Ramps – Post Office & Town Hall
11. Truck Purchase
12. Town Hall Paint
13. State Highway Street Improvements
14. Retrofit Sidewalk Program
15. Trees on Town Right-of-Way
16. Budget

NEW BUSINESS

17. Post Office letter – Fence for driveway
18. Portable toilet behind Town Hall
19. Standing water at 408 Charlestown Place
20. Sandra Tamargo – Letter about recreational opportunities
21. County Event Planner Committee
22. Robyn Rowe – Resignation from Planning & Zoning Commission
23. Ethics Conference – 10/26/00 @ Annapolis
24. Cecil's Most Beautiful Person – Nominations due 8/14
25. Critical Areas Commission FY00 Amendment
26. Auditor Contract
27. Trash Barrels
28. Letter about Old Sand Digger
29. State Highway June 8, 2000 meeting – letter
30. Public Works Agreements for Water & Sewer – Duck Hollow Section II
31. Cecil Historical Trust – Book Donation to Town
32. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/27/2000

TIME: 7:30 P.M.

Marcella Malinowski 408 Chesapeake Rd.

George H. Smith - MBI

Jerry Hayward

Paul Hume

James [unclear]

Colleen Luby

Richard Luby

Kristina Hargrove

John Hargrove

Karen Ross

Paul L. Chesnik

Michelle L. Ross

Mary Carol Deverge

Tom Deverge

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
U.S. Postmaster	annual box fee	6219.1 · Other	14.00-
Century Engineering Inc.	Inv #0012478 Project no. 20057.01	6718.1 · Fireboat pl...	2,667.31-
Bell Atlantic	Acct #000017861803 96Y - telephone Town...	6440.1 · Telephone	121.88-
AT&T	Acct #8014-058-9492 - Inv #6392396334	6440.1 · Telephone	19.27-
Sheriff's Patrol	gasoline for period of 04/22/00 - 05/19/00	6920.1 · Police Prot...	81.14-
Sheriff's Patrol	Charlestown Patrol - period of 04/22/00 - 05...	6920.1 · Police Prot...	2,024.60-
Paint 'N Place Signs	Inv #1955 - sign for Fair Green Park POS pl...	6716.1 · Fairgreen ...	90.00-
Maryland Rural Develop...	Circuit Rider payment - 2nd qtr FY2K (10/01...	6330.1 · Administrat...	2,957.75-
Maryland Rural Develop...	Circuit Rider payment - 3rd qtr FY2K (01/01...	6330.1 · Administrat...	2,957.75-
Radio Shack	Inv #319785 - (5) 3-pk cassette tapes	6220.1 · Office Sup...	35.95-
Chesapeake Publishing ...	public notice on tax billing	6215.1 · Advertising	449.52-
Mid-Atlantic Products, Inc.	final paym't - Fair Green park playground	6716.1 · Fairgreen ...	42,000.00-
Harvey & Harvey	Acct #275-4941 Inv #0276-0478800 May tr...	6651.1 · Trash Colle...	3,638.58-
Alger Oil, Inc.	Acct #667541-18 - Inv #923034 - furnace se...	-SPLIT-	278.00-
Charm Net, Inc.	Acct #6419 - Inv #27337 - internet access f...	6440.1 · Telephone	16.95-
Rising Sun Herald	1 yr subscription to Herald	6210.1 · General G...	14.00-
Lee's Marina	reimburse for ice used at playground dedica...	6960.1 · Miscellane...	21.75-
Pepsi-Cola Bottling Co. ...	Acct #01-500126 - Inv #470584 - sodas use...	6960.1 · Miscellane...	176.92-
Stiles Florist	Inv #712 - dried arrangement for Donna Sh...	6960.1 · Miscellane...	35.00-
U.S. Filter/Waterpro	Acct #94258 - Inv #6406888 - drain pipe & c...	6716.1 · Fairgreen ...	211.96-
Conowingo Country Stor...	Inv #698243 - 20' flagpole kit; Inv #698244 -...	-SPLIT-	184.00-
Staples	Acct # 7972 3200 0002 7426 - office supplies	6221.1 · Supplies	332.64-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	109.27-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	12.33-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	6.39-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	37.04-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6965.1 · Electric	6.39-
Benjamin Lumber Co., l...	Acct #1186 - items for Fairgreen park playgr...	6740.1 · P&R Misc...	290.84-
Wal*Mart	Acct #2634 - Inv #9140826 - cleaning suppli...	6221.1 · Supplies	45.87-
York Building Products	Acct #4568 - Inv #106909; Inv #106916; Inv ...	6716.1 · Fairgreen ...	75.46-
Total 1010.1 · Cash-General Checking			58,912.56-
Total 1000.1 · General Fund Cash Accounts			58,912.56-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			

06/27/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
QC Laboratories	Acct #C00506 Inv #279366 - MTBE testing ...	7760.2 · Miscellaneous...	191.58-
Utility Piping Systems, I...	Acct #210500 - Inv #2008036 - touch reader...	-SPLIT-	565.69-
Bell Atlantic	Acct #000017860572 14Y - telephone - wat...	6440.1 · Telephone	33.65-
Miller Environmental, Inc.	Inv #10060057-A - annual flow meter calibr...	7120.2 · Contract O...	153.00-
Miller Environmental, Inc.	Inv #10070057 - water system ops contract ...	7120.2 · Contract O...	1,757.60-
Bell Atlantic Mobile	Acct #202583968-00001 Inv #0219125166 -...	7760.2 · Miscellaneous...	50.53-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	131.63-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	101.44-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	8.86-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT...	26.40-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	129.42-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	135.30-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	160.93-
Total 1010.2 · Cash - Utility Checking			3,446.03-
Total 1000.2 · Utility Fund Cash Accounts			3,446.03-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #2634 - Inv #9140825 - tire repair kit; ti...	-SPLIT-	90.62-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	-SPLIT-	631.72-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #36861; Inv #37104; Inv ...	6022.3 · Equipment ...	163.09-
Gilbert Enterprises Inc.	Inv #4892NE - May '00 gasoline charges for...	-SPLIT-	301.50-
Total 1005.3 · New-Checking-Special (Special checking County)			1,186.93-
Total 1000.3 · Special Fund Cash Accounts			1,186.93-
TOTAL			63,545.52-