

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

TOWN MEETING OF JULY 25, 2000
AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Fire Boat Pier
3. Tasker Lane
4. I&I Loan
5. ADA Ramps – Post Office & Town Hall
6. Trees on Town Right-of-Way
7. Trash Barrels
8. Street Repairs
9. Park Lighting

NEW BUSINESS

10. Planning Commission Appointment
11. American Red Cross – Awards Banquet
12. Accounts Payable

Presented at 7/11/2000
meeting

2000 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
00-01	Tiffin Developers, 317 Manor Ave.	2 story hse w/ porch, back	----	----	----	----	----	----
00-01Cont	Tiffin Developers, 317 Manor Ave.	landing & attached garage	\$25.00	02/05/00	Yes	F7698	LDA	03/17/00
00-02	Jarinko, David, 239 Market St.	remove trees, replace fence	\$5.00	01/21/00	No	----	IDA	01/21/00
00-03	Tiffin Developers, 316 Manor Ave.	1 story house, porch, garage &	----	----	----	----	----	----
00-03Cont	Tiffin Developers, 316 Manor Ave.	back landing	\$25.00	04/06/00	Yes	F8006	LDA	05/04/00
00-04	N. Oxford Laudromat, 106 Edgewater Ave.	build hse, porch, 10x10 deck	\$25.00	----	Yes	----	----	dead issue
00-05	Price, G. Richard, 125 Conestoga St.	add deck	\$25.00	denied	Yes	----	----	dead issue
00-06	Hobson, Raymond, 315 Cecil St.	blacktop driveway	\$5.00	03/03/00	No	----	LDA	03/03/00
00-07	AT&T Cable Services, 556 Baltimore St.	bury cable service	\$5.00	02/15/00	No	----	N/A	02/15/00
00-08	Howard, Robert, 211 Market St.	install fence	\$5.00	03/02/00	No	----	IDA	03/02/00
00-09	McDaniel, Alan, 222 Conestoga St.	install tongue & groove cedar	----	----	----	----	----	----
00-09Cont	McDaniel, Alan, 222 Conestoga St.	siding over existing T1-11	----	----	----	----	----	----
00-09Cont	McDaniel, Alan, 222 Conestoga St.	siding	\$5.00	03/08/00	No	----	IDA	03/08/00
00-10	Free State Realty LLC, 106 Edgewater Ave	install house; remove 3 trees;	----	----	----	----	----	----
00-10Cont	Free State Realty LLC, 106 Edgewater Ave	temporarily locate shed	\$25.00	03/17/00	Yes	F7860	LDA	04/17/00
00-11	Bicking, Thomas, 106 Edgewater Ave.	items added to Permit #00-10	\$5.00	----	----	----	----	dead issue
00-12	Picker, Matthew, 654 Louisa Ln.	install 14x20 shed	\$25.00	03/17/00	Yes	----	N/A	
00-13	St. John's UMC, 226 Market St.	raze outbuilding	\$5.00	03/28/00	Yes	F7936	IDA	04/06/00
00-14	Boudart, Prosper, 308 Baltimore St.	building addition & detached	----	----	----	----	----	----
0014Cont	Boudart, Prosper, 308 Baltimore St.	garage	\$25.00	----	Yes	----	IDA	
00-15	Stang, David, 335 Tasker Ln.	8x10 shed	\$5.00	04/11/00	Yes	----	IDA	
00-16	Edwards, Ronald, 328 Market St.	replace wood siding to match	----	----	----	----	----	----
00-16Cont	Edwards, Ronald, 328 Market St.	existing on gable; replace	----	----	----	----	----	----
00-16Cont	Edwards, Ronald, 328 Market St.	chimney tops to orig. size;	----	----	----	----	----	----
00-16Cont	Edwards, Ronald, 328 Market St.	replace shingles w/ orig. wood	----	----	----	----	----	----
00-16Cont	Edwards, Ronald, 328 Market St.	fish scale design; replace	----	----	----	----	----	----
00-16Cont	Edwards, Ronald, 328 Market St.	wood fence in front	\$5.00	05/23/00	No	----	LDA	05/23/00
00-17	Adkins, John, 253 Black Ave.	addition; remodel; new roof,	----	----	----	----	----	----
00-17Cont	Adkins, John, 253 Black Ave.	siding, windows & doors; deck	\$25.00	06/08/00	Yes	F8432	IDA	06/23/00
00-18	Simpson, Mark, 172 Salvation Cir.	12x33 deck	\$25.00	05/04/00	Yes	F8165	N/A	05/09/00
00-19	Stroupe, Edward, 721 Bladen St.	12x20 shed	\$5.00	05/02/00	Yes	F8189	IDA	05/12/00
00-20	Tiffin Developers, 313 Manor Ave.	1-story house, porch & deck	\$25.00	06/08/00	Yes	----	LDA	
00-21	Tiffin Developers, 309 Manor Ave.	1-story house, porch & deck	\$25.00	06/08/00	Yes	----	LDA	
00-22	Hopkins, Karen, 15 Salvation Cir.	replace deck w/deck & gazebo	\$25.00	06/08/00	Yes	F8431	N/A	06/16/00
00-23	Richardson, Gophery, 601 Ogle St.	house w/ att. Garage & drive	\$25.00	06/08/00	Yes	F8457	N/A	06/29/00
00-24	Kraft, Hilda, 414 Water St.	remove diseased tree	\$5.00	06/02/00	No	----	IDA	06/06/00
00-25	Tiffin Developers, 314 Manor Ave.	house, garage, deck & porch	\$25.00	06/08/00	Yes	----	LDA	
00-26	Green, Nancy, 712 Ogle St.	remove 2 trees & pave driveway	\$5.00	06/16/00	No	----	N/A	06/16/00
00-27	Patchell, Stacy, 1635 W. Old Phila. Rd.	house w/ deck & garage	\$25.00	06/23/00	Yes	----	N/A	
0-28	Smart, Richard, 217 Market St.	install fence	\$5.00	06/23/00	No	----	IDA	06/23/00
0-29	Grab, June, 531 Calvert St.	screen in front porch	\$5.00	06/27/00	No	----	IDA	06/27/00

TOWN MEETING OF SEPTEMBER 26, 2000
MINUTES

The September 26, 2000 Meeting of the Town Commissioners of Charlestown was called for order by President Steven W. Vandervort at 7:34 p.m. Other commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Michael W. Doss, Commissioner Donna M. Sheets, and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Edgar McMullen, Jr. – Mr. McMullen told the Board he appreciated the fact the Town's maintenance workers mowed at the end of Tasker Lane but stated there was more trash back in the hedgerow that needed to be picked up. Commissioner Doss asked if he knew who the parked trailer belonged to. Mr. McMullen stated he believed it belonged to his neighbors.

Edgar McMullen, Sr. – Mr. McMullen suggested the Board update Ordinance 2-75 by adding the description of a disabled vehicle from an ordinance used by the Town of Hancock. Mr. Hearne stated he felt the ordinance should be changed from a misdemeanor to a municipal infraction as it would be easier to prosecute. Commissioner Doss stated this was one of the ordinance that was to be reviewed with Keith Baynes, the Town's attorney. Mr. McMullen also asked the Board to consider widening Conestoga Street between Calvert and Water Streets as two cars could not pass each other. After some discussion, President Vandervort stated a letter should be sent to every property owner along that stretch of Conestoga Street that the Town would be widening the street. Commissioner Stanko suggested a special letter be sent to the owners of 130 Conestoga Street as their fence would need to be moved. Mr. McMullen also asked if the Town would have the property owners remove the rocks from the road edge at Cecil Street and Caroline Street as they make it difficult for two vehicles to pass there. Mr. McMullen asked if anything was being done with the roads in Trinity Woods. Mr. Hearne stated the Town was meeting with Stephen Porter, the developer of Trinity Woods, tomorrow about the roads. Rosalyn Bott, a member of the audience, asked if Planning and Zoning would pay more attention the state of the Holloway Beach and Louisa Lane Extended areas as the condition of some of the properties was horrible. After discussion, Commissioner Letts asked Mr. Hearne if the owners of the house being renovated on Chesapeake Road had gotten a permit. Mr. Hearne stated he hadn't done anything on that matter yet. Commissioner Letts stated they needed a permit so a stop work order should be put on the property until they obtain one. Commissioner Letts made a motion to widen Conestoga Street between Water and Calvert Streets, sending letters beforehand to the residents in that area of what the Town would be doing, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Letts made a motion to send a letter to the property owners at Caroline and Cecil Streets to remove the rocks and have the Town's maintenance workers put down base and crusher run, seconded by Commissioner Doss. The motion passed 5-0.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the September 12, 2000 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

PENDING BUSINESS

Fire Boat Pier – President Vandervort stated the pre-construction meeting was held last Friday. Mr. Hearne stated the floating dock would be ready in 9-10 weeks and Crandell would work his schedule around that time frame.

Tasker Lane – Mr. Hearne stated he tried to contact Keith Baynes, the Town's attorney, but hadn't heard from him. President Vandervort stated when he talked to Mr. Baynes he told him if action was needed he was supposed to take it. He further stated he would check with Mr. Baynes to see if he has. Mr. Hearne told President Vandervort that the County wanted to schedule another meeting regarding the sewer rate structure. President Vandervort stated he will think about that.

I&I Loan – President Vandervort asked when George Smith, of Miller Environmental, Inc. (MEI), would be here so the plan of action could be discussed. Mr. Hearne stated Mr. Smith should be at the next meeting. He further stated the Town had a copy of the plan of action but he would like to have Mr. Smith here to discuss it with the Board.

Park Lighting – Commissioner Doss stated Mrs. Morgan was having a problem with getting information from Shephard Electric on the delivery of the light pole. He further stated he contacted the manager and he should have a response by tomorrow.

Mrs. Morgan stated Mid-Atlantic Products, the company that installed in the new playground at Fair Green Park, provided such an outrageous quote she didn't make copies of it for the Board. After some discussion, President Vandervort asked her to contact Jeff Eby, of Mid-Atlantic, and have him call President Vandervort.

Commissioner Sheets asked if the trash barrels had been ordered. President Vandervort stating he was still talking to Windsor Barrel Works about getting a further discount on the order.

Commissioner Doss suggested the Town purchase a yellow beacon and warning lights for the new truck. Hershel Armour, one of the Town's maintenance workers, also suggested getting running boards to make it easier to get in and out of the truck. After some discussion, Commissioner Letts made a motion to purchase a yellow beacon, warning lights and running boards for the new town truck, such purchase not to exceed \$800, seconded by Commissioner Sheets. The motion passed 5-0.

Town Hall Paint – Commissioner Letts stated he still needed to contact Mr. Smythe about the painting and asked this to be deferred to the next meeting.

Commissioner Letts left the meeting at 8:25 p.m.

MML Chapter Dinner – 10/19/00 MacGregor's HdeG 6&7 p.m. – Mrs. Morgan stated she had all reservations except from President Vandervort. President Vandervort stated he needed 2. Mrs. Morgan stated she would fill out the reservation form and send it in with a check.

Burglar/Fire Alarm – Commissioner Doss stated he contacted five security companies and four provided quotes. After some discussion, Commissioner Doss suggested going with Harford Alarm System as they seemed to have the better deal. At this time, 8:33 p.m., Commissioner Letts returned to the meeting. After more discussion, President Vandervort stated the Board could authorize this purchase without amending the budget. Commissioner Doss made a motion to purchase the burglar/fire alarm system from Harford Alarm System for \$985 with a monthly monitoring fee of \$20, seconded by Commissioner Stanko. The motion passed 5-0.

Town Hall Carpet – President Vandervort stated he hadn't had time to look into this yet. Commissioner Stanko stated she had someone who could do a proposed layout if the Town could provide a floor plan with the appropriate measurements. Commissioner Doss stated he would get the name of the company who did the booking area of the Sheriff's Office. Mrs. Morgan stated she had already obtained that information and would give it to Commissioner Stanko. The Board asked Mr. Hearne to have Mr. Algard do the floor plan.

Water Tower Painting – Mr. Hearne stated Charles Jones, the water tower painter, had been using a latex wood paint. President Vandervort stated the primer may still be appropriate to use on metal. At this time, 8:49 p.m., Commissioner Letts left the meeting. Mr. Hearne stated he would fax the primer information to the tank manufacturer as well as have them review the primer and paint Corrosion Control was suggesting to use on the water tower. After some discussion, Mr. Hearne stated Thomas DeLorimier of Tatman & Lee Associates, the Town's engineers, said the primer and paint not only have to be compatible with each other but with the tank itself. Commissioner Stanko asked if the Town would be able to recover any of the money advanced to Mr. Jones. Commissioner Doss stated the Town should start the process of seizing Mr. Jones' boat. President Vandervort stated he would have to check with Mr. Baynes on this matter. After more discussion, Commissioner Letts returned to the meeting at 9:05 p.m. After more discussion, President Vandervort stated Mr. Baynes told him the Town needed to send a letter to Mr. Jones that he violated the contract and then the Town would have to file court papers to seize his assets to try and recover the money. Mr. Hearne suggested if the Board decided to use Corrosion Control to make it contingent on the paint and primer being compatible to each other and to the tank. Commissioner Stanko made a motion to have Corrosion Control repaint the water tower for \$43,000, contingent on the paint and primer being compatible to each other and to the tank itself, seconded by Commissioner Letts. The motion passed 5-0. President Vandervort asked what color the Board wanted the tower painted. The Board decided to leave it the same color it was.

Christmas Decorations – Commissioners Letts and Stanko stated they hadn't had a chance to discuss actual decorations. Commissioner Letts stated they had discussed

decorating poles to make light trees and putting icicle lights along the roof line of the Town Hall. Commissioner Stanko stated the Town should consider sending letters to the businesses in town to use white lights so the decorations were coordinated. Commissioner Sheets asked if they had come up with a budget on the cost. After some discussion, Commissioner Letts stated the decorations shouldn't be more than \$400. Commissioner Doss made a motion to set the budget for Christmas decorations at \$400, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Letts suggested the Town have a tree lighting. Mrs. Bott asked if the Town would be replacing the Dennison tree. The Board stated it probably would but perhaps in a different location.

President Vandervort asked Commissioner Sheets about the plaque for the time capsule. She stated she had checked with Robert Crouch, of Crouch Funeral Home, and he may be able to get the person who does the lettering to donate his services and Mr. Crouch would donate the plaque.

Commissioner Sheets asked if the Board was to consider pay raises for the Town employees. Commissioner Stanko asked what benefits the Town employees receive. After much discussion, President Vandervort stated the Board usually considered pay raises at this time of the year and make the raises retroactive to July 1st. After much more discussion, Commissioner Sheets made a motion to set the following sick leave policy for Town employees to be effective January 1, 2001:

- A. 5 paid sick leave days per calendar year in the case of illness of the employee only
- B. such leave cannot be carried over to the next calendar year if not used and the Town will not pay out for unused sick leave at the termination of employment.
- C. Doctor's certificate required after two consecutive sick days.
- D. Holiday pay will not be paid if the employee uses sick days before and after the holiday.

The motion was seconded by Commissioner Stanko and was passed 5-0. After more discussion, Commissioner Doss made a motion to give a 5% pay raise to the Town employees retroactive to July 1st, seconded by Commissioner Sheets. The motion passed 5-0. The Board will discuss a pay raise for Mr. Hearne at the next meeting.

Mr. Hearne stated on September 20, 2000 the State Board of Public Works awarded \$50,000 through Program Open Space as reimbursement to the Town for the playground at Fair Green Park. He further stating he was waiting for the actual letter before submitting for reimbursement.

Mr. Hearne mentioned that the parking apron at the Charlestown Fire Company was on the street right-of-way. Commissioner Doss stated that fact should not effect the fire company's permit as it was an existing non-conformity.

NEW BUSINESS

Richard Whitby – trampoline – Commissioner Letts stated it was brought to his attention by a resident that Richard Whitby had a pile of dirt on his Baltimore Street property. He further stated when he looked at that, he noted Mr. Whitby's trampoline was on Town property. President Vandervort stated Mr. Whitby should have a permit for the dirt and silt fencing around it. Mr. Hearne stated he sent Mr. Whitby a letter telling him he needed a permit and mentioned the letter also stated that Mr. Whitby could not cause increased run-off onto adjacent properties. He further stated he would have to send a letter regarding the trampoline.

Handicapped Paving to Comfort Station – Mr. Hearne stated Richard Ely, of Black Avenue, who was medically handicapped told him he appreciated the Town's efforts in making the stone wharf more handicapped accessible but asked if the Town would consider paving at the comfort station. After some discussion, the Board agreed that as long as any grant money was available for such purpose, to make as many town facilities as handicapped accessible as possible. After more discussion, the Board deferred any decision on paving at the comfort station until quotes on such paving could be obtained and then look at how much grant money was available.

Water to Garage – Commissioner Letts stated the Town needed to have water at the Town garage. He further stated the Town's maintenance workers could install the line once someone, like H.I.E., tapped the main and put in a fitting for the size lateral the Town wanted to install. After more discussion, Commissioner Letts made a motion to have a plumber, perhaps H.I.E. tap the water main and have the Town's maintenance workers install a water line to the Town garage, seconded by Commissioner Sheets. The motion passed 5-0.

Pole Barn – Commissioner Letts stated the Town had some high dollar equipment parked outside because there was not enough room in the garage. He further stated Mr. Algard drew up a proposed 60 x 20 pole barn and estimated the cost would be approximately \$6,000. Commissioner Letts stated the Town's maintenance workers could build the pole barn. He further stated the garage area also needed to be cleared of the junk lying around. President Vandervort asked the Board to defer making a motion on the pole barn until the next meeting so he could look at the budget to see where the money to pay for it would come from. The Board agreed to do so.

Damage to Dock Ladder – President Vandervort stated the dock ladder on slip #5 had been destroyed. Commissioner Letts stated Mrs. Morgan had given him the registration number of the boat in the slip but there was no record. Mrs. Morgan stated the registration on the boat did not match the registration information given by Mr. Lilley who had rented the slip. Commissioner Letts stated Mrs. Morgan had left a message for Mr. Lilley to contact her but she hadn't heard from him yet. She stated she would send him a letter to follow up. After more discussion, Commissioner Letts stated the boat in slip #21 was not properly tied and looking at the boat a number in the registration seemed to be missing. He further stated he would try to see if he could see an outline of the number and run the registration. Mrs. Morgan stated this boat was not the boat registered to be in the slip and she had talked to Randy Smith's wife and she said Mr.

Smith's boat was not in the slip at this time. After more discussion, Commissioner Stanko stated if Mrs. Morgan had a list of the boat registrations for the boats that were supposed to be in the slips, she would check the pier. Mrs. Morgan stated she would give a copy of the list to her. Commissioner Letts asked to have this matter put on the next agenda.

Commission Appointments:

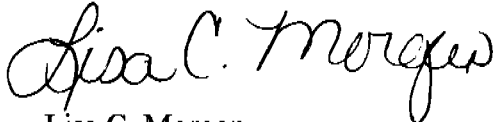
N. William Doss (Planning & Zoning)	- expires 11/00
Suzann Barker (Historic District)	- expires 12/00
Nancy Bowles (Historic District)	- expires 12/00
Nelson McCall (Board of Appeals)	- expires 12/00
Meredith Lubking (Election Board)	- expires 10/00
Joan Upperco (Election Board)	- expires 10/00
Ruth Lewis (Election Board)	- expires 10/00
Robert Gell (Ethics Board)	- expires 01/01

After brief discussion, Commissioner Letts made a motion to reappoint the above individuals to another term on their respective commissions, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Stanko abstained).

Accounts Payable – After some discussion, Commissioner Doss approved the bills for payment, including the one for Richard's Paving contingent on having a Street Print representative review the work done and assure the Town the job was done satisfactorily, seconded by Commissioner Letts. The motion passed 5-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:43 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF SEPTEMBER 26, 2000
AGENDA

7:30 P.M.

1. Edgar McMullen

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Fire Boat Pier
4. Tasker Lane
5. I&I Loan
6. Park Lighting
7. Town Hall Paint
8. MML Chapter Dinner – 10/19/00 MacGregor's HdeG 6 & 7 p.m.
9. Burglar/Fire Alarm
10. Town Hall Carpet
11. Water Tower Painting
12. Christmas Decorations

NEW BUSINESS

13. Richard Whitby – trampoline
14. Handicapped Paving to Comfort Station
15. Water to Garage
16. Pole Barn
17. Damage to Dock Ladder
18. Commission Appointments:
 - N. William Doss (Planning & Zoning) - expires 11/00
 - Suzann Barker (Historic District) - expires 12/00
 - Nancy Bowles (Historic District) - expires 12/00
 - Nelson McCall (Bd. Of Appeals) - expires 12/00
 - Meredith Lubking (Election Bd.) - expires 10/00
 - Joan Upperco (Election Bd.) - expires 10/00
 - Ruth Lewis (Election Bd.) - expires 10/00
 - Robert Gell (Ethics Bd.) - expires 01/01
19. Accounts Payable

ROSTER

CHARLESTOWN PLANNING & ZONING COMMISSION

DATE: 9/26/2000

TIME: 7:30 P.M.

Edgar M. Miller Jr.
Edgar Miller Jr.
Kenneth C. Berman
Kenneth C. Berman

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	112.72-
Woodward-Clyde Consu...	Inv #29061 - final review & public work agre...	6616.1 · Duck Hollo...	234.00-
Sheriff's Patrol	Charlestown Patrol - period of 08/12/00 - 09...	6920.1 · Police Prot...	2,873.75-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 0...	6920.1 · Police Prot...	147.38-
AT&T	Acct #8014-058-9492 - Inv #6392410708	6440.1 · Telephone	17.43-
Mac's Shacks	Acct #110342 - Inv #17119 - (2) portable to...	6730.1 · Contract M...	220.00-
Richard's Paving, Inc.	Inv #6526 - street print paving for handicap...	6714.1 · Reimbursa...	7,450.00-
Total 1010.1 · Cash-General Checking			11,055.28-
Total 1000.1 · General Fund Cash Accounts			11,055.28-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon	Acct #000017860572 14Y	7132.2 · Telephone	33.52-
Utility Piping Systems, I...	Inv #2014534 - (70) hydrant bonnet seals	7740.2 · Other	1,470.00-
Miller Environmental, Inc.	Inv #10100060 - water sys ops - Oct '00	7120.2 · Contract O...	1,827.90-
Total 1010.2 · Cash - Utility Checking			3,331.42-
Total 1000.2 · Utility Fund Cash Accounts			3,331.42-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Street Lighting	Street Lighting Acct #2055 3529 9973	-SPLIT-	650.03-
Mac's Shacks	Acct #110342 - Inv #17118- (1) portable toil...	6420.3 · General M...	110.00-
Fitch Graphics	Inv #5810 - 1st time set up charge & (2) tow...	6024.3 · Truck Repair	175.00-
Total 1005.3 · New-Checking-Special (Special checking County)			935.03-
Total 1000.3 · Special Fund Cash Accounts			935.03-
TOTAL			15,321.73-

TOWN MEETING OF SEPTEMBER 12, 2000
MINUTES

The September 12, 2000 Meeting of the Town Commissioners of Charlestown was called to order by President Vandervort at 7:33 p.m. Other commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the August 2000 monthly water system operations report to the Board. Mr. Hearne stated George Smith, of MEI, thought he would be able to make this meeting to discuss the I&I plan of action with the Board but he was unable to make it. President Vandervort stated MEI sent the invoice for the additional soda ash usage per the amended contract. He further stated it was listed on the accounts payable.

Matthew Eggleston, Principal, Charlestown Elementary School – Crosswalk at Baltimore and Cecil Street – Matthew Eggleston, the new principal at Charlestown Elementary School, introduced himself to the Board. He further stated he had received complaints from parents about student safety at the Baltimore and Cecil Street crosswalk. After much discussion, the Board asked Mr. Hearne to schedule a meeting with the State Highway Administration (SHA) and Mr. Eggleston to discuss how safety could be increased at that crosswalk.

Eric Wilson/Cecil Soccer League – Use of Ballfield for Practice – Kelly Wilson, whose husband coached a boys under 8 team in the Cecil Soccer League, requested permission to use the ballfield for soccer practice on Thursday nights for the Fall 2000 soccer season. After brief discussion, Commissioner Letts made a motion to permit Mr. Wilson's soccer team to use the ballfield for soccer practice on Thursday nights providing proof of insurance was provided to the Town by the Cecil Soccer League, seconded by Commissioner Doss. The motion passed 5-0.

Edgar McMullen, Jr. – Tasker Lane – President Vandervort stated Keith Baynes, the Town's attorney, would contact Bell Atlantic one more time about moving the pole and then would proceed to file some type of trespass motion in court to get a court order. Mr. McMullen stated the road at the top of the hill above the Cecil and Baltimore Streets intersection needed repair. Commissioner Letts stated that repair was on the list of street repairs the Town would be discussing later in the meeting. Mr. McMullen also stated the grass at the end of Tasker Lane needed to be cut and the trash picked up. After some discussion, the Board asked Mr. Hearne to let William Algard and Hershel Armour, the Town's maintenance workers, know about the problem.

Mr. Hearne stated Edgar McMullen, Sr. had reviewed some ordinances about abandoned vehicles, maintenance of yards, etc. He further stated he would make copies of the recommendations Mr. McMullen suggested and put them in each commissioner's box.

OLD BUSINESS

Minutes – Commissioner Letts made a motion to approve the minutes of the August 8, 2000 town meeting, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Stanko abstained). Commissioner Doss made a motion to approve the minutes of the August 22, 2000 town meeting, seconded by Commissioner Sheets. The motion passed 5-0.

PENDING BUSINESS

Fire Boat Pier – Mr. Hearne stated Crandall mailed out the signed contracts today as they waited to get the certificate of insurance. He further stated he contacted Bill Rockey, of Century Engineering, about scheduling the pre-construction meeting. Mr. Hearne stated Shoremaster had told him their floating pier met the bid specs and he was working on getting the floating pier ordered. President Vandervort asked Mr. Hearne if he had sent out the application for \$25,000 in funding for FY2003. Mr. Hearne stated he had. President Vandervort asked if the Town had received approval on the dredging grant. Mr. Hearne stated he hadn't received anything but would check with Ken Ropp, of the Department of Natural Resources (DNR). President Vandervort asked Mr. Hearne to try to schedule the pre-construction meeting for next meeting so the project can move forward as soon as possible.

ADA Ramps – Post Office & Town Hall – Mr. Hearne stated he would be applying for grant money in February.

Commissioner Letts stated he didn't believe the walkway to the pavilion at Veterans Park required street print paving. President Vandervort stated the work would be covered under grant monies. Commissioner Letts stated then let the same outfit do it but was not in favor of paving the walkway to the town pier. After more discussion, Commissioner Letts made a motion to have Richard's Paving do the additional paving for a walkway to the pavilion at Veterans Park and to increase the size of the pad for the handicapped picnic table at the stone wharf, seconded by Commissioner Stanko. The motion passed 5-0.

Trash Barrels – President Vandervort stated he contacted Windsor Barrel Works and he was assured the cans quoted were as durable as the ones from Victor Stanley. Commissioner Letts asked if the barrels could be anchored down. President Vandervort stated they could be anchored into a concrete base and were half the price of the ones from Victor Stanley. Mrs. Morgan showed the Board the number and location of trash cans in the town and the number proposed by Mr. Algard. After some discussion, Commissioner Doss stated the Town needed 18 and, as the quote gave a better price for ordering 20, the Town should order 20 keeping 2 extra at the garage. Commissioner Doss made a motion to purchase 20 trashcans at the quoted price of \$8770.50 from Windsor Barrel Works, seconded by Commissioner Stanko. The motion passed 5-0.

Commissioner Doss asked if the Town had looked into new Christmas decorations for the town. President Vandervort stated Wilbur Pumpaly, a former commissioner, had been working on it but he was no longer on the board. After some discussion, Commissioner Letts and Commissioner Stanko agreed to work together on the Christmas decorations and would report back to the Board.

Street Repairs – Commissioner Letts stated Squires Paving was contacted but never called back. He further stated Grapes Paving looked at the repairs but did not send a quote. He also stated Quality Enterprises was contacted but they were not interested in the work. Commissioner Letts stated the Town did receive a quote from McGuirk Construction who was already doing the emergency repair on Conestoga Street. Commissioner Letts made a motion to award the bid on the street repairs to McGuirk Construction for \$9,187.50, seconded by Commissioner Doss. The motion passed 5-0. President Vandervort stated a resident on Charlestown Place asked to have a pipe, which had been crushed, replaced. Mrs. Morgan stated she had already given the information to Mr. Algard.

President Vandervort stated Rod Good, a resident on Edgewater Avenue, was asking permission to trim the trees in front of his property. Commissioner Stanko made a motion to permit Mr. Good to trim the trees in front of his property, seconded by Commissioner Letts. The motion passed 5-0. Commissioner Letts stated Mr. Good had also complained about the noise from the Beachcomber this weekend but he stated he worked Charlestown patrol this weekend and the noise didn't seem excessive to him.

Park Lighting – Mrs. Morgan stated the pole had been ordered and had not received a response yet on delivery time. She further stated the Town received a quote of \$650 from Bradley Electric. She further stated Henry Schwartzman, an electrician in town, had also looked at it but didn't send a quote in. After brief discussion, Commissioner Doss made a motion to award the electrical work for installing the light pole to Bradley Electric for \$650, seconded by Commissioner Stanko. The motion passed 5-0.

Mats for Playground – President Vandervort stated the Town received three quotes for mats for under the swings and slides and around the merry-go-round. After much discussion, Commissioner Letts made a motion to go with the quote from Mid-Atlantic Products, seconded by Commissioner Stanko. The motion passed 5-0. President Vandervort stated he would like to meet with the representative when he comes to look at the playground.

Town Hall Paint – Commissioner Letts requested this matter be tabled.

NEW BUSINESS

Halloween – Commissioner Letts made a motion to purchase 300 glow sticks from Ultralights MTE, then amended his motion from 300 to 400 glow sticks, seconded by Commissioner Doss. The motion passed 5-0. After some discussion, the Board decided to close the comfort station and have the portable toilets at Fair Green Park and the ballfield removed by the end of the second week in October. After some discussion, Commissioner Letts made a motion to set the Town's trick-or-treat hours for October 31, 2000 from 6 to 8 p.m., seconded by Commissioner Sheets. The motion passed 5-0. The Board asked Mrs. Morgan to include this in the next utility billing insert.

MML Legislative Conference – Mr. Hearne stated anyone interested in attending the legislative conference needed to register or registration would be closed.

MML Chapter Dinner – October 19, 2000 MacGregor's Havre de Grace 6 & 7 p.m.

(RSVP by 10/05/00) – Mr. Hearne stated the next MML Chapter Dinner was scheduled for October 19, 2000 at MacGregor's in Havre de Grace. He asked the commissioners to let Mrs. Morgan know whether or not they would be attending by October 5, 2000.

Burglar/Fire Alarm – Commissioner Letts stated the Town Hall was recently broken into. He further stated the fire alarm was antiquated and takes too long to dial in an alarm. After some discussion, Commissioner Doss stated he would contact security companies for quotes.

Charlestown Fire Company – Waiver of Permit & Appeals Fees – Mr. Hearne stated the Planning and Zoning Commission had to deny the fire company's permit for the renovations at the firehouse because the plans did not meet the setbacks. He further stated the fire company was asking the Town to waive the permit and appeals fees. President Vandervort stated he could see waiving the permit fee but not the appeals fee. Mr. Hearne stated he talked to Ron Daniels, the chief, and he was amenable. Mr. Hearne stated Nelson McCall, the chairman of the Appeals Board, agreed the appeals fee should not be waived because the Town was required to have a stenographer at an appeals hearing. After brief discussion, Commissioner Letts made a motion to waive the permit fee but not the appeals fee, seconded by Commissioner Sheets. The motion passed 3-0-2 (Commissioners Doss and Stanko abstained).

Sewer Clean Out Repair – 110 Frederick Street – Mr. Hearne stated Mr. Algard and Mr. Armour had made a temporary repair of the sewer clean out at 110 Frederick Street but it needed a permanent repair. He asked the Board if it was the Town's or the property owner's responsibility. After discussion, the Board stated it was the property owner's responsibility and asked Mr. Hearne to send a letter to the property owner.

Tree at 7 Credence Court – Mr. Hearne stated he had received a complaint about a dead tree along the road in between 7 Credence Court and the neighboring residence. President Vandervort stated the problem was the roads in Trinity Woods haven't been turned over to the Town so the problem was the property owner's or Mr. Porter as the developer. President Vandervort asked Mr. Hearne if he had met with Mr. Porter. Mr. Hearne stated he had and Mr. Porter had said he would turn over Salvation Circle but would turn over the remainder when the development was done. After much discussion, President Vandervort stated he felt sufficient time had passed for Mr. Porter to finish and it was time for the Town pressure him to complete the roads and turn them over to the Town. He asked Mr. Hearne to schedule another meeting with Mr. Porter. Commissioner Sheets asked to be informed of the meeting as she would also like to attend.

Town Hall Carpet – Commissioner Letts stated he would like to see the Town Hall redecorated. President Vandervort stated he had talked to a couple of office equipment companies. Commissioner Stanko stated she might have access to information as her father was employed in this type of work. After more discussion, Commissioner Vandervort and Commissioner Stanko agreed to work on this project.

Water Tower Painting – Commissioner Letts stated the contractor hired to paint the water tower was in jail in Delaware. He further stated the contractor's rigging, scaffolding and

ropes were still on the water tower. Commissioner Doss stated those needed to be removed so the hatch could be closed. After more discussion, Commissioner Letts stated Mr. Hearne was supposed to contact the second lowest bidder. Mr. Hearne stated he had but only got an answering machine. Commissioner Letts stated the Town needed to attempt to recover some, if not all, of the money advanced to the contractor. He further stated the contractor just purchased a boat from a resident in town. President Vandervort stated the Town would need to get a judgment first. He stated he would talk to Mr. Baynes about the matter tomorrow. President Vandervort stated he received the spare keys from the contractor for the water tower door and gate. Commissioner Letts stated in review of the circumstances the Town should consider changing the locks. After some discussion, the Board agreed the locks should be rekeyed.

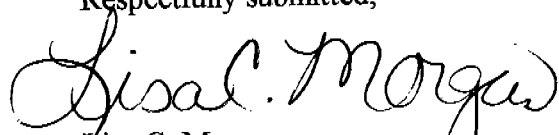
Commissioner Sheets asked when the trees the Board decided to take down would be removed. Mrs. Morgan stated President Vandervort was supposed to look at the one tree on Conestoga Street and then let her know to contact Cecil Tree Service. President Vandervort stated he did and said it was okay. Mrs. Morgan stated he hadn't told her. She further stated she would contact Cecil Tree Service to take down the trees.

President Vandervort stated St. John's United Methodist Church wanted to change the location requested for their sign. He stated they had staked out the new location but said it would require removing one post and railings at the cemetery. After brief discussion, Commissioner Letts made a motion to permit the church to put their sign in the new location, removing one post and railings at the cemetery, seconded by Commissioner Doss. The motion passed 5-0.

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

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

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator / Town Clerk

TOWN MEETING OF SEPTEMBER 12, 2000
AGENDA

7:30 P.M.

1. Miller Environmental – Monthly Report
Invoice for Additional Soda Ash Usage
2. Matthew Eggleston/Charlestown Elementary School – Crosswalk
At Baltimore & Cecil Streets
3. Eric Wilson/Cecil Soccer League – Use of Ballfield for Practice
4. Edgar McMullen, Jr. – Tasker Lane

OLD BUSINESS

5. Minutes

PENDING BUSINESS

6. Fire Boat Pier
7. Tasker Lane
8. I&I Loan
9. ADA Ramps – Post Office & Town Hall
10. Trash Barrels
11. Street Repairs
12. Park Lighting
13. Mats for Playground
14. Town Hall Paint

NEW BUSINESS

15. Halloween – Glowsticks
Portable Toilets & Comfort Station
Trick or Treat
16. MML Legislative Conference
17. MML Chapter Dinner – 10/19/00 MacGregor's HdeG 6 & 7 p.m.
18. Burglar/Fire Alarm
19. Charlestown Fire Co. – Waiver of Permit & Appeals Fees
20. Sewer Clean Out Repair – 110 Frederick St.
21. Tree at 7 Credence Ct.
22. Town Hall Carpet
23. Water Tower Painting
24. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/12/2000 TIME: 7:30 PM

- Val Hahn
- John C. Miller
- Kelley Wilson
- Matt Eggleston
- Scott Thonick
- Tiffany Woods
- Lucy Howard
- Robert Ross
- Edgar McMullen Jr.
- Edgar McMullen

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 #0276-0535711 Augus...	6651.1 - Trash Colle...	3,692.06-
Charm Net, Inc.	Acct #6419 - Inv #30265 & 31797 - internet ...	6440.1 - Telephone	33.90-
Sheriff's Patrol	Charlestown Patrol for 05/20/00 - 8/11/00	-SPLIT-	6,921.51-
Sheriff's Patrol	gasoline for Charlestown Patrol - 05/20/00 - ...	-SPLIT-	453.01-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	172.88-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	16.72-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	9.79-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	44.66-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	9.69-
Benjamin Lumber Co., l...	Acct #1186 - Inv #282573 - block & masonr...	-SPLIT-	441.70-
Terminix	termite contract	6450.1 - Maintenance	42.00-
American Home & Hard...	Acct #685600 - Inv #702854 - items to repai...	6740.1 - P&R Misc...	35.71-
Total 1010.1 - Cash-General Checking			11,873.63-
Total 1000.1 - General Fund Cash Accounts			11,873.63-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10080060 - additional soda ash usage	7120.2 - Contract O...	2,552.36-
Verizon Wireless	Acct #202583968-00001 - Inv #0226787257 ...	7760.2 - Miscellane...	54.65-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	143.33-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	109.53-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	13.37-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT ...	70.50-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	290.28-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	86.91-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	104.90-
Total 1010.2 - Cash - Utility Checking			3,425.83-
Total 1000.2 - Utility Fund Cash Accounts			3,425.83-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #513161 - repairs to old J...	-SPLIT-	265.75-
Gilbert Enterprises Inc.	Inv #5380N - Aug '00 gasoline charges for ...	-SPLIT-	198.06-
Wat*Mart	Acct #2634 - Inv #9140843; 9140844; 9151 ...	-SPLIT-	63.16-

09/12/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Newark Kubota	Acct #40769 - Inv #23929 - 1 gal 15w40; 1 ...	6022.3 · Equipment ...	84.25-
Total 1005.3 · New-Checking-Special (Special checking County)			611.22-
Total 1000.3 · Special Fund Cash Accounts			611.22-
TOTAL			15,910.68-

TOWN MEETING OF OCTOBER 24, 2000
MINUTES

The October 24, 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 Treasurer Michael W. Doss, Commissioner Donna M. Sheets, and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miss Cecil County Fire Prevention – Proclamation Presentation – President Vandervort introduced Adrienne Bradley, Miss Cecil County Fire Prevention 2000. Miss Bradley stated Fire Prevention Week was last week. President Vandervort stated he had read the proclamation at the last meeting. Miss Bradley stated she was working on a list of Halloween tips to distribute. President Vandervort stated the Town would be handing out free glow sticks to the kids again this year for Halloween. Miss Bradley stated she would get the flyers out shortly.

Plaque Presentation – Wilbur Pumpaly and Christine Phillips – President Vandervort presented a plaque to Christine Phillips, former Commissioner and Treasurer, for her service to the Town. President Vandervort stated Mr. Pumpaly was working and the Town would get the plaque to him.

Rebecca Phillips – 107/Tory House – Rebecca Phillips, of Colonial Charlestown, Inc., a non-profit, charitable organization, stated the house was purchased in 1974. She mentioned repairs that had been done since last year, most recently painting the outside of the house last month. She further stated the repairs had depleted the organization's funds even though they had received a \$5600 grant from the Cecil County Historical Trust to repair the roofing and two windows and a \$250 donation from the North East VFW Post. Mrs. Phillips stated the organization hadn't requested a contribution from the Town since the house was purchased in 1974. She asked the Town if it would consider making a contribution at this time. Mrs. Phillips also asked if the Board would request the deputies to periodically check the property on October 30th and October 31st. Commissioner Doss asked if there was a specific amount they were requesting. Mrs. Phillips stated no. Commissioner Stanko asked if there were any other repairs that were needed. Mrs. Phillips stated they did not know of any but several of the repairs made in the last year weren't anticipated either. President Vandervort stated the Board would consider the request.

William Edmundsen stated he had heard about the Town's difficulties in getting the water tower painted. He presented his proposal to the Board. President Vandervort stated he would like to see references specifically from customers who had water towers painted. After more discussion, Mr. Hearne stated Mr. Edmundsen would need a letter of reference from Jupiter Paint and, upon acceptance, produce certification of insurance, a copy of his business license and post a performance bond. After more discussion, Commissioner Doss stated he would rather have the Board proceed with Corrosion Control.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the October 10, 2000 meeting, seconded by Commissioner Stanko. The motion passed 4-0.

Mr. Hearne mentioned the letter from the Governor's Office on the \$50,000 in Program Open Space monies for Fair Green Park was on its way to the Maryland Department of Natural Resources (DNR). He further stated the reimbursement request had been completed and was ready to be mailed.

PENDING BUSINESS

Fire Boat Pier – Mr. Hearne stated Crandell had been up at the spoils site and may begin dredging this week or next week depending on how much prep work was needed at the spoils site. He further stated there were still some minor corrections Shore Master needed to do on the shop drawings for the floating docks. President Vandervort told Mr. Hearne he needed to push them to get this done and get the floating docks ordered so they're available when Crandell's ready or they will not get done on time.

Tasker Lane – Mr. Hearne stated the Town received a copy of a letter from Bell Atlantic and they were asking for scaled drawings on where the right-of-way and the poles were located and where the proposed road would be. President Vandervort stated everything they're asking for was in the survey drawing except for where the new roadway would go. He further stated he would contact Michael McAllister, the surveyor, to include that in and send it to them. After brief discussion, Commissioner Doss stated the road should be the same width as it was now and President Vandervort stated the roadway should be as close to the right side of the right-of-way to minimize the amount of roadway to be moved.

I&I Loan – Mr. Hearne stated the Town received the proposed agreement from Miller Environmental, Inc. (MEI) and asked the Board to read it for discussion at the next meeting.

Town Hall – Commissioner Stanko stated she hadn't heard anything yet.

Water tower painting – Mr. Hearne stated the Town received the proposed contract from Corrosion Control and there was a problem as they needed to get a Maryland business license and post a performance bond. He contacted Harry Skelton, of Corrosion Control, about it but had not gotten a response whether this cost will be tacked onto the quoted fee. The Board tabled this matter until the next meeting.

Christmas Decorations – Commissioner Stanko stated she purchased icicle lights but wasn't sure if she had enough to cover the front of the building. She stated she also purchased string lights for the three trees and made sample bows for the windows and railings. Commissioner Stanko also said she did a draft letter for mailing to residents and

businesses asking them to participate in the white light/Colonial theme. Mr. Hearne mentioned the utility bills had gone out and the next billing wasn't until January. After more discussion, Commissioner Sheets stated she would help get the word out around town and asked for a copy to be approved by the school board so it could be distributed at the school. She also stated simple greens under the windows would look nice.

Handicapped Paving to Comfort Station – President Vandervort stated he met with the Street Print representative who agreed there were several problems with the paving at the stone wharf and recommended withholding payment until Richard's Paving corrected the problem. President Vandervort stated the representative wanted to be contacted if Richard's Paving didn't correct them. He further suggested and the Board agreed to delay having Richard's Paving do the additional paving until they correct the problems at the stone wharf. President Vandervort stated he would contact Richard's Paving about it. Commissioner Doss recommended the Town consider washed #2 stone instead of crusher run along the paving at the stone wharf.

Water to Garage – Mr. Hearne stated Beth Hamilton, of MEI, needed some additional parts, the parts to cost \$51.00. Commissioner Doss stated the tap was done. Mr. Hearne stated William Algard, one of the Town's maintenance workers, doesn't want to run the lateral yet as he doesn't want to interfere with Crandell's access to the spoils site.

Pole Barn – President Vandervort asked the Board to wait until the next meeting and asked how much the cost was. Mr. Hearne stated he thought it was about \$6000. President Vandervort stated there should be enough in the miscellaneous account of the general fund to cover it without having to do a budget amendment. Commissioner Stanko asked how long it would take a week with three or four people. President Vandervort stated there were several projects the Town's maintenance workers needed to complete before they work on the pole barn, such as the picnic tables. Commissioner Doss stated they were about done with those and they had cleaned up around the garage also. President Vandervort stated they needed to do the drawings for the handicapped ramps to the post office and Town Hall. Commissioner Doss reminded President Vandervort that the purpose of the pole barn was to get the expensive equipment under cover before bad weather. President Vandervort said they needed to repair the step over at the post office. Commissioner Doss stated he had purchased the new steps for the truck and Mr. Algard will put them on tomorrow. After more discussion, Commissioner Doss made a motion to construct the pole barn, the cost for materials not to exceed \$8000, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Doss mentioned he ordered the warning lights for the truck and they should be delivered Friday or Monday and he would put them on. Commissioner Stanko asked what the status was on the light pole for Fair Green Park. Commissioner Doss stated Shepherd Electric sat on the order and finally sent the Town the paperwork they needed. He stated that had been completed and the pole had been ordered but delivery would take at least six to eight weeks. He further stated the warning lights for the truck were \$450.

Cemetery Ordinance – Mr. Hearne stated he had not done anything on this and wanted to know if the Board wanted to adopt the suggestions made by Mr. McMullen, the cemetery

caretaker. After brief discussion, the Board tabled this until Mrs. Morgan was available for the discussion.

Council of Governments Meeting -- Mr. Hearne reminded the Board the next Council of Governments Meeting was October 30, 2000 at 7 p.m. at the Elkton Town Hall.

Junked Cars -- Commissioner Stanko stated she would have a draft ready for the next meeting.

Commissioner Doss stated he had talked to the complainant from the Holloway Beach area last night. He further stated the deputies had been concentrating patrols in that area and the complainant said some things had gotten better.

Commissioner Stanko asked about the problem with the dirt pile. Mr. Hearne stated he had contacted the county and someone was to come down and look at it. He said they haven't yet as he hadn't received a copy of the report. Valerie Hahn, a member of the audience, stated the dirt pile had been spread. Commissioner Doss stated the last time the man graded, he created run off to the point one neighbor erected a retaining wall to keep the water out of their garage. Commissioner Stanko stated she was concerned with run off particularly with the dirt being spread without any silt fencing in place. After discussion as to whether it was on town property and a commissioner issue or on private property and a zoning issue. Mr. Hearne stated the work didn't require a county permit but since it was in the Critical Area, he had talked to Mary Ann Skilling, the Critical Area circuit rider from the Maryland Office of Planning, who had made several recommendations on the permit including seeding. Mr. Hearne also stated he checked last week and the trampoline had been removed.

Commissioner Doss stated the rocks had been moved on one of the properties at the corner of Caroline Street and North Ogle Street. President Vandervort stated he had signed only one letter and needed to send a letter to the other property owner. He further stated putting down the crusher run there was another project the maintenance workers needed to do before the pole barn. Commissioner Doss stated there was a problem with standing water at that corner and perhaps the Town needed to raise the paving so the water would run off. Mrs. Hahn asked if there was any money set aside to do storm water management. President Vandervort stated several years ago the Town had a study done and Mr. Hearne stated a majority of the solutions recommended would involve private property and the obtaining of many easements to do.

NEW BUSINESS

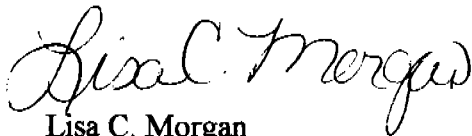
Planning and Zoning Commission Resignation -- N. William Doss -- President Vandervort stated N. William Doss had resigned from the Planning and Zoning Commission. After discussion, Commissioner Sheets asked if the Town needed to advertise the vacancy. President Vandervort stated Susan Miller had been interested when the last vacancy on that commission was filled by the appointment of Patricia Clements. He recommended

and the Board agreed to contact Ms. Miller to see if she was still interested but if she wasn't, the Town would then advertise the vacancy.

After some discussion of Colonial Charlestown's request for a contribution, Commissioner Stanko suggested the Town offer to do the mowing at the Tory House. President Vandervort stated the Town had previously offered to do so as they had offered to the fire company to mow the lot at Calvert and Caroline Streets before the Town bought it. Commissioner Doss stated Mr. Algard and Mr. Armour do mow the area between the parking lot and the creek. After more discussion, Commissioner Doss made a motion to make a \$1500 contribution to Colonial Charlestown, Inc., seconded by Commissioner Sheets. The motion passed 4-0.

Accounts Payable – Mr. Hearne stated there were only two bills to pay as he hadn't done a formal accounts payable list. He further stated there was the reimbursement to Commissioner Stanko in the amount of \$109.77 for purchasing the Christmas decorations at Wal-Mart and the \$22,049.30 payment on the refinanced water system loan. Commissioner Doss made a motion to pay these bills, seconded by Commissioner Sheets. The motion passed 4-0. Mr. Hearne stated Commissioner Stanko should check with Mrs. Morgan since the Town had a charge account with Wal-Mart but Wal-Mart was changing the way customers could charge against an account. After discussing and deciding to schedule a workshop meeting later to help orient the two new commissioners and as there was no further business to be discussed, President Vandervort adjourned the meeting at 9:22 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

MEETING OF OCTOBER 24, 2000
AGENDA

7:30 P.M.

1. Miss Cecil County Fire Prevention – Proclamation Presentation
2. Plaque Presentation – Wilbur Pumpaly & Christine Phillips
3. Becky Phillips – Tory House

OLD BUSINESS

4. Minutes

PENDING BUSINESS

5. Fire Boat Pier
6. Tasker Lane
7. I&I Loan
8. Town Hall
9. Water Tower Painting
10. Christmas Decorations
11. Handicapped Paving to Comfort Station
12. Water to Garage
13. Pole Barn
14. Cemetery Ordinance – Proposed Amendment
15. Council of Governments Meeting – 10/30/00 7 p.m. Elkton Town Hall
16. Junked Cars

NEW BUSINESS

17. Planning and Zoning Commission resignation
18. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/24/2000

TIME: 7:30

Rebecca Phillips

Robert E Phillips

Howard Hall

Adrian M. Bradley

Rebecca H. Judd

Christina Phillips

Val Hall

Wm. E. [unclear]

TOWN MEETING OF OCTOBER 10, 2000
MINUTES

The October 10, 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., Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. -- George Smith, of Miller Environmental, Inc. (MEI), presented the September 2000 monthly water system operations report to the Board. He also reviewed the proposed I&I plan of action with the Board. Mr. Hearne stated he submitted the paperwork for grant monies and the Town had a \$10,000 grant for engineering. President Vandervort asked if the Town could submit a grant application each year for grant monies. Mr. Smith stated the Town could but there wasn't a lot of grant monies for sewer and the amount decreases every year. He further stated the next thing the Town needed to do was to send letters out for residents to repair the problems found on private properties identified through the smoke testing. Mr. Smith stated the Town should include a deadline after which the Town would inspect to make sure the problem was corrected. After some discussion, Mr. Hearne stated Mr. Smith had given the Town a quote for the wet/dry study. Mr. Smith stated that proposal was from Transviron, not MEI. President Vandervort stated the Town had designated MEI as the contractor to oversee the I&I work. Mr. Smith stated he had given the Town a copy of their A&E agreement with Chesapeake City and he would prepare a draft agreement based on that for the Town and once that was signed, the Town should schedule a pre-start grant meeting with T.J. Huang, of the Maryland Department of the Environment (MDE). President Vandervort stated Beth Hamilton, of MEI, had prepared a list of hydrant spare parts and meter pit extensions she suggested the Town consider having in stock. After brief discussion, Commissioner Doss made a motion to order the parts but to double the quantity, seconded by Commissioner Sheets. The motion passed 5-0. Mrs. Morgan stated Mrs. Hamilton had suggested using a water notice similar to one MEI used in Chesapeake City. After some discussion, the Board decided notices could be printed on heavy paper using the computer rather than having them printed.

Edgar McMullen, Sr. -- Cemetery -- Edgar McMullen, Sr., cemetery caretaker, stated he had some suggestions on amending the code regarding the cemetery. He asked the Board to consider limiting the size of a headstone, marker or monument of any type, including the mounting base, to no more than 36" if placed on a single grave lot of 4' or less. He also suggested limiting the number of cremations to be interred in a single 4' wide grave lot to four and any markers, other than a headstone, placed on that lot must be flush with the ground to allow for mowers to pass over them. Mr. McMullen also stated the Board should consider including language to state under no circumstances would the Town be liable in any matter or way for a problem a person may encounter with a cemetery lot or lots purchased from anyone other than the Town. He asked the Board to consider these suggestions, and if agreeable, to amend the code.

Marcella Malinowski, of 408 Chesapeake Road, complained of the constant problems with teenagers, loud music and loose dogs. She further stated the police have difficulties finding residences because the houses do not have house numbers. President Vandervort stated the Town required house numbers and had informed residents of that in a previous utility billing insert but would include the information in the next insert as well. After more discussion, President Vandervort asked when these incidents were occurring as the Town could adjust the schedule for police patrols. He also stated the Town would also let the Sheriff's Office know they needed to concentrate patrols in that area. Commissioner Letts stated if these incidents were not occurring when the deputy was there, there wasn't anything the deputy could do. He further stated the complainant himself had the right, however, to go before a District Court commissioner and file a complaint.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the September 26, 2000 meeting after the correction on page two from "Hershel Algard" to "Hershel Armour", seconded by Commissioner Letts. The motion passed 5-0.

PENDING BUSINESS

Fire Boat Pier – Mr. Hearne stated Crandell had set November 27, 2000 as the start date. As he was concerned about the schedule, Mr. Hearne stated he talked to Ken Ropp, of the Maryland Department of Natural Resources (DNR) who did not see a problem with the schedule as this area would not subject to hard freezes which may interfere with the dredging. Mr. Hearne stated the shop drawings for the floating dock had been returned to Shore Master for revisions but he hadn't gotten the revised ones yet and the guy he needed to contact would not be in until next week. He further stated the dock couldn't be ordered until the drawings were correct. President Vandervort asked Mr. Hearne to let him know if there was any further delays because Crandell can't delay dredging because the dredging would be completed close to the deadline when no dredging would be allowed.

Tasker Lane – President Vandervort stated last week Keith Baynes, the Town's attorney, filed a complaint against Verizon to require them to relocate the pole. Mr. Hearne stated Mr. Baynes had not had a response from Verizon. Commissioner Letts stated it would be a month or two before a hearing date was set.

Park Lighting – Commissioner Doss stated the credit application was completed and returned to Shepherd Electric. He further stated they should be ordering the pole per the specifications the Town had already forwarded to them.

Burglar/Fire Alarm – Commissioner Doss stated the Town received the agreement from Harford Alarm Systems and it needed to be signed. Mrs. Morgan stated she checked and the agreement was as Harford Alarm System had quoted in their proposal to the Town. She further stated the Town needed to designate who was to be on the emergency call list

and in what order. After discussion, President Vandervort signed the agreement. Mrs. Morgan stated Harford Alarm Systems, once they receive the agreement, would order the equipment and then schedule the installation. She stated it should be in the next two or three weeks.

Town Hall Carpet – Commissioner Stanko stated William Algard and Hershel Armour, the Town's maintenance workers, had measured and designed a floor plan of the Town Hall. Mr. Hearne asked if Commissioner Stanko would give him a copy of it for the file. Commissioner Stanko stated she would and would also give the floor plan to her father for his suggestions.

Water tower painting – Mr. Hearne stated he hadn't been able to get a response yet from PDM on whether the paint was compatible with the tank. He further stated once the Town had that assurance, they could move forward with having Corrosion Control paint the tank. After some discussion on whether it was advisable to paint now or wait until spring, President Vandervort stated Mr. Hearne should check with Corrosion Control on that. President Vandervort stated a letter was sent to Charles Jones' last known address advising him he was in breach of contract. He further stated Mr. Jones nor his boat have been seen in town.

Christmas Decorations – Commissioners Stanko and Letts stated they hadn't started to work on this yet.

Handicapped Paving to Comfort Station – President Vandervort stated there was a concrete pad in front of the comfort station. After some discussion, Commissioner Doss suggested a walkway from the parking lot along the side of the comfort station to the concrete pad. President Vandervort stated since the Town was having the walkway from the parking lot to the pavilion in the park done with street print paving, this walkway should also be done in street print paving. Mr. Hearne asked if President Vandervort wanted to do that since he had reservations on the job done at the stone wharf. President Vandervort stated Richard's Paving had since applied a top coating on it and it looked better. Mr. Hearne stated he had trouble with getting a hold of the area Street Print representative. President Vandervort told Mr. Hearne to call Richard's Paving and ask them for the number. Mrs. Morgan asked if payment should be sent to Richard's Paving for the job at the stone wharf. President Vandervort stated yes. Mr. Hearne asked President Vandervort if he wanted to mark the walkway or if he wanted Richard's to lay it out. President Vandervort stated he wanted to talk to them about the additional paving.

Water to Garage – Commissioner Letts stated the water line should be run to the garage next week once the utilities were marked through Miss Utility.

Pole Barn – Commissioner Letts stated this was tabled until President Vandervort could look at the budget to decide where the funding was to be taken from. President Vandervort stated he hadn't checked but would.

Damage to Dock Ladder – President Vandervort stated the pontoon boat that had been in slip #5 that damaged the dock ladder was gone but he heard the boat was owned by a town resident. He asked Mrs. Morgan if she had a response from Mr. Lilley. Mrs. Morgan stated no but had heard from Mr. Smith and he told her the boat in slip #21 was not his. After some discussion, Commissioner Stanko stated last Tuesday she checked the town pier to verify boat registrations against the Town's list and found several that didn't match. Commissioner Letts stated if a boat was in a slip and did not belong there, it should be removed and stored at the owner's expense. After the Board discussed three boats that were not supposed to be at the pier, President Vandervort stated he would contact Pat's or Lee's Marina about towing and storing them. Mr. Hearne asked what the Board wanted to do about the dock ladder. Commissioner Letts stated the Town should get a replacement ladder and bill the expense to the slip holder. Commissioner Doss suggested appointing a harbor master so this problem may be avoided next year. After some discussion, Commissioner Stanko stated she would be willing to check the pier. Commissioner Letts made a motion to purchase a new dock ladder for slip #5, the expense to be passed to the slip holder, seconded by Commissioner Doss. The motion passed 5-0.

NEW BUSINESS

Stan Hearne – Pay Raise and Additional Hours – Mr. Hearne stated Mary Ann Skilling, the Critical Area circuit rider, had said there was a possibility of funding available for additional hours but the Town would have to request. President Vandervort asked how many hours. Mr. Hearne stated he worked 20 hours, 2 ½ days, which was supposedly the maximum but the State might see to increase it to 3 days. Commissioner Letts made a motion to send a letter pursuing additional hours for Mr. Hearne, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort suggested the Board consider increasing Mr. Hearne's salary by \$50 a month. He further stated that had been considered when he was working on the budget proposal. Commissioner Letts made a motion to send a letter to MRDC that the Town gave Mr. Hearne a pay raise of \$50 a month, seconded by Commissioner Sheets. The motion passed 5-0.

Firemen's Association – Fire Prevention Proclamation – President Vandervort read the proclamation declaring the week of October 8 through October 14 as "Fire Prevention Week" and asking people to participate in the "Great Escape" at 7 p.m. on October 11, 2000 by practicing their home fire escape plans at that time.

Storm Windows – President Vandervort stated the Board had approved budgeting the cost of replacement windows for the town house in this year's budget. He further stated the windows were to be ordered from American Home and Hardware and Mr. Armour and Mr. Algard were to install them. After some discussion, Commissioner Stanko asked if the price was still good as the quote was several months old. President Vandervort stated the prices shouldn't have changed very much but asked Mrs. Morgan to check on the price and, if the price had increased 5% or less, to order the windows.

Annual Holly Tree Parade – President Vandervort stated the Town received an invitation to participate in the parade if anyone was interested.

MML 157 Book Information – Mrs. Morgan stated the Board had approved purchasing books for Commissioners Stanko and Sheets. She further stated she had other people ask about how to order books and the cost. Mrs. Morgan stated she received the order forms from the Maryland Municipal League (MML) but it would be more cost effective if the Town would order a case. After brief discussion, Commissioner Letts made a motion to purchase a case of 12 books, seconded by Commissioner Sheets. The motion passed 5-0. Mrs. Morgan asked if the Town was interested in getting a digitalized print of its pages. President Vandervort stated he already purchased two for the Town and he would bring them in.

Council of Governments Meeting – 10/30/00 @ 7 p.m. Elkton Town Hall – President Vandervort stated the next meeting was October 30, 2000 at 7 p.m. at the Elkton Town Hall. He further mentioned Senator Baker, Senator Hooper and Delegate Rudolph would be attending and the County had requested to have the Urban Growth Boundary Plan put on the agenda. President Vandervort stated any commissioner interested could attend.\

Junked Cars – Commissioner Stanko stated the Town already had sections in the Code that covered most of the problems but the Town did not have a section dealing with junked abandoned vehicles. She further stated the amendment suggested by Mr. McMullen from a Town of Hancock ordinance seemed to cover that subject well. After much discussion, Mr. McMullen stated the Town needed to send a letter regarding high grass to a property on Tasker Lane. Mrs. Morgan mentioned the grass on the Crockett property was also getting high. Mr. Hearne stated he would take a look and would have to send a letter. After more discussion, President Vandervort asked Commissioner Stanko to draft an ordinance amending the Code so it can be reviewed by Mr. Baynes.

East Coast Greenway – Mr. Hearne stated the Town received a letter from Sandra Edward, County planner, regarding the development of the East Coast Greenway asking if the Town wanted to participate. After brief discussion, the Board decided not to participate.

FY02 Annual Transportation Service Proposal – Mr. Hearne stated the Cecil County Department of Aging was prepare its FY02 request for Statewide Special Transportation Assistance Program and Section 5311 funding and asked if the Town had any transportation needed it wanted to have considered. After some discussion, Mr. Hearne stated he had no idea if there was a need for such and a survey of residents would be needed to determine that.

Fire Company – Annual Donation – Mrs. Morgan stated \$1600 was set aside in the budget for the fire company: \$1575 for a donation and \$25 for ambulance club membership. Commissioner Letts made a motion to donate \$1575 to the Charlestown Fire Company, seconded by Commissioner Sheets. The motion passed 3-0-2 (Commissioners Doss and Stanko abstained). Mr. Hearne mentioned the Appeals Board

hearing on the variance being sought by the fire company was scheduled for November 3, 2000 at 7 p.m.

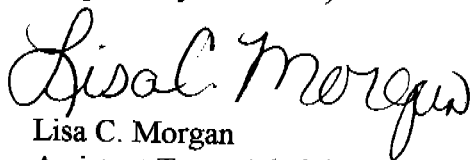
Mr. McMullen asked if the Town had taken any action on the monies owed by Charlestown Marina. President Vandervort stated he needed to get with Mr. Baynes on it.

Commissioner Doss stated the Town needed to call AT&T Cable Services and have a new draft franchise agreement sent under its new name. Mrs. Morgan stated she would contact Allen McDaniel, the general manager, for it. President Vandervort stated he was still interested in finding a way to get the cable company to connect those residents without cable because they would have to pay all or part of the installation cost.

Accounts Payable – Mr. Hearne stated the Town received a bill from McGuirk Construction in the amount of \$2,317.00 for the emergency street repair on Conestoga Street and it needed to be added to the accounts payable. Commissioner Doss stated the Town needed to cancel the alarm monitoring by Alarm Systems of Maryland because the Town will shortly have the new system. Mr. Hearne stated the Town received a quote from McGuirk Construction on the sidewalk. Mrs. Morgan stated John Schneider, of Quality Enterprises, told her he was interested in quoting the sidewalk and the paving but asked for specs. President Vandervort asked Mr. Hearne if the State would honor the work on the sidewalk or would the Town have to do bid specs, etc. Mr. Hearne stated he would check on it. Commissioner Doss made a motion to pay the bills with the addition of the \$2,317 bill from McGuirk and the deletion of the \$54 bill from Alarm Systems of Maryland, seconded by Commissioner Letts. The motion passed 5-0.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF OCTOBER 10, 2000
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report
I&I Plan of Action
Meter & Hydrant Spare Parts
Water Notice
2. Edgar McMullen, Sr. – Cemetery

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Fire Boat Pier
5. Tasker Lane
6. I&I Loan
7. Park Lighting
8. Burglar/Fire Alarm
9. Town Hall Carpet
10. Water Tower Painting
11. Christmas Decorations
12. Handicapped Paving to Comfort Station
13. Water to Garage
14. Pole Barn
15. Damage to Dock Ladder

NEW BUSINESS

16. Stan Hearne – Pay Raise
Additional Hours
17. Firemen's Association – Fire Prevention Proclamation
18. Storm Windows
19. Annual Holly Tree Parade
20. MML 157 Book information
21. Council of Governments Meeting – 10/30/00 7 p.m. Elkton Town Hall
22. Junked cars
23. East Coast Greenway
24. FY02 Annual Transportation Service Proposal
25. Fire Company – Annual Donation
26. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/10/2000 TIME: 7:30 p.m.

Marcella + Jenn Malinowski 10/10/00
Edgar M. Smith
Cory A. Smith
Val Bahr

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Injured Workers' Ins. Fu...	Policy #2801346-RT - instalment premium ...	6160.1 · Workmen's...	299.00-
Charm Net, Inc.	Acct #6419 - Inv #33326- internet access 10...	6440.1 · Telephone	16.95-
Harvey & Harvey	Acct #275-49441 Inv #0276-0559328 - Sept...	6651.1 · Trash Colle...	3,523.25-
Mac's Shacks	Acct #110342 - Inv #17161 - (2) portable to...	6730.1 · Contract M...	110.00-
Radio Shack	Acct #00001903060981 - Inv #331727 & Inv ...	6220.1 · Office Sup...	51.96-
Alarm Systems Co. of ...	Acct #0142A Inv #0018368- qrtly alarm mo...	6460.1 · Alarms	54.00-
Ameriglow/Ultralights	Inv #130901 - 400 green 4" glow sticks	6218.1 · Promotionals	246.00-
Charlestown Fire Co.	annual donation	6910.1 · Fire Comp...	1,575.00-
American Home & Hard...	Acct #685600 - Inv #710040 - stop valve, s...	-SPLIT-	52.32-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	139.97-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	15.66-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	9.55-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	47.41-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	9.55-
Staples	Acct # 7972 3200 0002 7426 - office supplies	6221.1 · Supplies	195.97-
Benjamin Lumber Co., l...	Acct #1186 - Inv #283973 - bolts, washers &...	-SPLIT-	80.90-
Total 1010.1 - Cash-General Checking			
			6,427.49-
Total 1000.1 - General Fund Cash Accounts			
			6,427.49-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	152.56-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	106.52-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	21.57-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT ...	56.54-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	214.57-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	53.38-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	84.82-
Verizon Wireless	Acct #202583968-00001 - Inv #0229306610...	7760.2 · Miscellane...	50.53-
Total 1010.2 - Cash - Utility Checking			
			740.49-
Total 1000.2 - Utility Fund Cash Accounts			
			740.49-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Mac's Shacks	Acct #110342 - Inv #17161 - (1) portable to...	6420.3 · General M...	55.00-
Lowe's Home Centers Inc.	Acct #0120402 - Inv #21726574122 - lag sc...	6024.3 · Truck Repair	17.85-
American Home & Hard...	Acct #685600 - Inv #711901 - screws; bolts;...	-SPLIT-	23.66-
Benjamin Lumber Co., I...	Acct #1186 - Inv #283516 - chain & padlock...	-SPLIT-	87.76-
Keen Compressed Gas ...	Acct #106222 - Inv #568632 - welding rod f...	6420.3 · General M...	9.95-
Cecil Tree Service	removal of 5 trees in various locations arou...	6300.3 · Streets	1,475.00-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #513258 - repairs to old J...	6022.3 · Equipment ...	217.01-
Total 1005.3 · New-Checking-Special (Special checking County)			1,886.23-
Total 1000.3 · Special Fund Cash Accounts			1,886.23-
TOTAL			9,054.21-

TOWN MEETING OF NOVEMBER 28, 2000
MINUTES

The November 28, 2000 Town Meeting was called to order by President Steven W. Vandervort at 7:34 p.m. Other Commissioners present were Treasurer Michael W. Doss, Commissioner Jennifer L.M. Stanko, and Commissioner Donna M. Sheets. Vice-President Letts arrived later in the meeting. Also present was Stanley W. Hearne, the Town Administrator. Audience attendance sheet is attached hereto.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the November 14, 2000 meeting, seconded by Commissioner Stanko. The motion passed 3-0-1 (Commissioner Sheets abstained).

PENDING BUSINESS

Fire Boat Pier – Mr. Hearne stated the floating pier was on schedule to be delivered in mid-December. President Vandervort asked Mr. Hearne if he had heard anything from Crandell. Mr. Hearne stated he had not.

Tasker Lane – Mr. Hearne stated there was a meeting scheduled Thursday at 10 a.m. with Dennis Schaefer, of Verizon, and Michael McAllister, the surveyor.

I&I Loan – President Vandervort stated Keith Baynes, the Town's attorney, was supposed to review the contract with Miller Environmental, Inc. Mrs. Morgan stated she mailed a copy to him. Mr. Hearne stated he had not received a response back from Mr. Baynes but would call him before the next meeting.

Town Hall – Mr. Hearne stated a copy of the suggested layout of the Town Hall was put in each commissioner's box. He further asked the Board to take the copy and look at it for the next meeting. President Vandervort stated he had some office catalogues to give to Commissioner Stanko.

Handicapped Paving to Comfort Station – President Vandervort stated he was waiting for Richard's Paving to correct the problems at the stone wharf. Mr. Hearne stated the Town received a fax from Richard's Paving asking for the Town's color choice. President Vandervort stated it should be the granite color and using the high traffic formula. He further stated he would contact them.

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

Water Tower Painting – Mr. Hearne stated the Town finally received a copy of the business license. Mrs. Morgan stated she put the signed copy of the contract in the mail today. Mr. Hearne stated the painting would probably not be done until the spring but he would contact Corrosion Control. Commissioner Doss asked what the Board was going

to do about the previous contractor. Mrs. Morgan stated the letter sent to Mr. Jones was returned undeliverable. Commissioner Doss stated the Town should seek a judgment against Mr. Jones and put a lien against any tax return Mr. Jones may be getting. President Vandervort stated he would talk to Mr. Baynes about it.

Junked Cars – Mrs. Morgan stated she had incorporated the suggested changes into the existing ordinance but was uncertain about the correct wording for the violations and penalties section but stated Mr. Baynes would be able to word that correctly. After much discussion, Commissioner Doss suggested each commissioner review the ordinance and write down what changes they wanted to bring to the next meeting for discussion. The Board agreed to do so.

Typewriter Repair – Mrs. Morgan stated Elkton Business Machines hasn't repaired typewriters for at least 7 years. After some discussion, Commissioner Letts made a motion to purchase a typewriter, the price not to exceed \$500, seconded by Commissioner Sheets. The motion passed 3-0.

Mrs. Morgan stated the new computer monitor was damaged during the brown-out the other day. She stated it was under warranty and could be sent away for repairs but what should she do for a monitor in the meantime. President Vandervort stated he would hook up another monitor and call the company about getting the new one looked at.

Memorandum of Understanding – Urban Growth Boundary Plan – Mrs. Morgan stated President Vandervort was supposed to have drafted a reply for the Board to review before sending it to the county. President Vandervort stated he still had to work on that.

Retrofit Sidewalk Program – Mr. Hearne stated John Schneider, of Quality Enterprises, looked at it again and just recommended the Town double his quote. He further stated Don Yingling, of the State Highway Administration, was on leave and the man filling in for him does not recommend doing the sidewalk because the Town was also considering doing some streetscape project during which the sidewalk would more than likely be torn out. Mr. Hearne stated from what he understood during the Town's meeting with SHA on the Streetscape project, it would be 5-7 years to completion. After more discussion, Commissioner Stanko stated extending the sidewalk was in the interest of public safety. President Vandervort asked Mr. Hearne to make that clear to SHA.

Tires – Old Truck – Commissioner Doss stated he ordered new tires through the County Purchasing Office.

Tree on Black Avenue – Commissioner Letts stated he had looked at it but couldn't remember what his recommendation was going to be so he would need to look at it again before the next meeting.

NEW BUSINESS

Road Cuts – Mr. Hearne stated there were some road cuts on Louisa Lane Extended and the one which Richard Richardson made for his new residence on Frederick Street. He further stated Michael McGuirk, of McGuirk Construction, recommended filling one on Louisa Lane Extended as it was pretty deep and would be a problem with snow plowing. Commissioner Letts stated he recommended sending a letter to the property owners giving them so many days to repair or the Town will repair and bill them. President Vandervort asked if the Town knew when the road would be cut for new construction. Mr. Hearne stated it was part of the building permit but the Town wouldn't know exactly when the road would be cut to connect into the sewer and/or water main. President Vandervort suggested it be made part of the permit that the property owner warranties to make repairs if there was a problem in a year or two year period or the Town repairs it and they would be billed.

Tatman & Lee Retainer Fee – After noting the date needed to be changed to 2001 and that any documents would be the property of the Town, a motion was made by Commissioner Letts to retain Tatman & Lee Associates as the Town's engineers for \$1, seconded by Commissioner Doss. The motion passed 5-0.

County Commissioners Open House – 12/12/00 1-4 p.m. (RSVP by 12/5) – Mrs. Morgan asked how many would be attending the open house so she could let the County Commissioner's Office know. After some discussion, Mrs. Morgan was asked to make reservations for 4.

Mr. Hearne asked if the Board wanted to decide on the sidewalk work so that could be started. After brief discussion, Commissioner Stanko made a motion to award the work to McGuirk Construction, seconded by Commissioner Letts. The motion passed 5-0.

MD Association of Historic District Commission meeting – 12/06/00 – Mrs. Morgan stated the Maryland Association of Historic District Commissions would be holding a dinner meeting on December 6, 2000 to set the agenda for educational projects for the next year. She further stated Rebecca Phillips, of the Charlestown Historic District Commission, told her that she asked members of the commission but no one was able to attend the meeting and asked if there was a commissioner available. After brief discussion, Mrs. Morgan asked the Board to let her know by Thursday if anyone would be attending so she could call the Maryland Association of Historic District Commissions.

Philip Price – Commissioner Doss asked if Mr. Price owed the Town money on the lease. President Vandervort stated Mr. Price had not paid anything since the last time the Town took him to court. He further stated he would talk to Mr. Baynes about it. Commissioner Stanko stated if we knew to take him to court to get the money owed, then take him to court.

Commissioner Sheets asked Mr. Hearne if he had anything from SHA on the crosswalk at the school. Mr. Hearne stated he needed to call them about it. Commissioner Sheets stated she could call them and Mr. Hearne suggested she talk to Richard Lindsay, the

District engineer in Chestertown, about setting up the area as a school zone and putting up signs making fines doubled in that area.

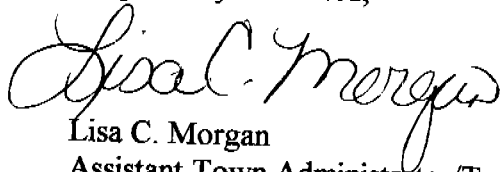
Mr. Hearne asked if the Board would be giving a Christmas bonus to the Town employees. After some discussion, a motion was made by Commissioner Letts to give the full-time employees, including Mr. Hearne, a bonus of \$125 and the part-time employees a bonus of \$75, seconded by Commissioner Sheets. The motion passed 5-0.

Accounts Payable – Commissioner Doss made a motion to approve the bills, seconded by Commissioner Sheets. The motion passed 5-0.

Mr. Hearne stated he checked and the camera was broken. Commissioner Doss suggested taking the camera to Newark Camera to see if it was worth repairing and if not, get a new one. Commissioner Stanko stated she would take care of the matter and would have Newark Camera call Mrs. Morgan with an estimate on the repair.

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 NOVEMBER 28, 2000
AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Fire Boat Pier
3. Tasker Lane
4. I&I Loan
5. Town Hall
6. Water Tower Painting
7. Handicapped Paving to Comfort Station
8. Junked Cars
9. Typewriter Repair
10. Memorandum of Understanding – Urban Growth Boundary Plan
11. Retrofit Sidewalk Program
12. Tires – Old Truck
13. Tree on Black Avenue

NEW BUSINESS

14. Road Cuts
15. Tatman & Lee Retainer Fee
16. County Commissioners Open House – 12/12/00 1-4 p.m. (RSVP by 12/5)
17. MD Association of Historic District Commission meeting – 12/06/00
18. Philip Price
19. Accounts Payable

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 11/28/2020 TIME: 4:30 P.M.

Bob Phillips
Val Hahn

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Merry Maids	cleaning Town Hall - 12/0...	6450.1 · M...	35.00-
Injured Work...	Policy #2801346-RT - inst...	6160.1 · W...	299.00-
Sheriff's Patrol	Charlestown Patrol - peri...	6920.1 · Po...	2,850.00-
Sheriff's Patrol	gasoline for Charlestown ...	6920.1 · Po...	171.39-
Lynch, Susan...	court reporter - 11/03/00 ...	6610.1 · Ad...	40.00-
Verizon	Acct #000017861803 96Y	6440.1 · Te...	121.72-
York Building ...	Acct #4568 - Inv #140463...	6450.1 · M...	34.13-
Total 1010.1 · Cash-General Checking			<u>3,551.24-</u>
Total 1000.1 · General Fund Cash Accounts			<u>3,551.24-</u>
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Miller Environ...	Inv #10110062-A - misc ...	7120.2 · Co...	198.35-
Verizon	Acct #000017860572 14Y	7132.2 · Te...	33.09-
Miller Environ...	Inv #10120062 - water sy...	7120.2 · Co...	1,827.90-
Total 1010.2 · Cash - Utility Checking			<u>2,059.34-</u>
Total 1000.2 · Utility Fund Cash Accounts			<u>2,059.34-</u>
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
McGuirk Con...	Inv #9669 - blackout patc...	6300.3 · St...	9,629.21-
Kunkle Servic...	Acct #36904 - Inv #N236...	6024.3 · Tr...	15.50-
Gilbert Enterp...	Inv #5401NE - Oct '00 g...	-SPLIT-	277.37-
Total 1005.3 · New-Checking-Special (Special checkin...			<u>9,922.08-</u>
Total 1000.3 · Special Fund Cash Accounts			<u>9,922.08-</u>
TOTAL			<u><u>15,532.66-</u></u>

TOWN MEETING OF NOVEMBER 14, 2000

The November 14, 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., Treasurer Michael W. Doss, and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, the Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the October 2000 monthly water system operations report. He further stated the semi-annual hydrant flushing was done on October 27, 2000. Mr. Smith briefly discussed the proposed Inflow and Infiltration Correction Program agreement. After some discussion, the Board agreed to forward it to Keith Baynes, the Town's attorney, for his review and further discuss it at the next meeting.

Eric Wilson – Stones Along Caroline Street – Eric Wilson stated he received a letter from the Town asking him to move the boulders along the Caroline Street side of his property back to his property line so the Town's maintenance workers could put down crusher run. Mr. Wilson stated when he purchased the property he was told the property line was to the edge of the pavement. After some discussion, President Vandervort provided Mr. Wilson with a copy of the 1952 Price and Price survey that showed the width of Caroline Street and the location of a monument Mr. Wilson could measure from to determine his property line. Mr. Wilson stated he would measure and get back to the Town on this. President Vandervort stated the Town would not do anything until Mr. Wilson contacted them again.

OLD BUSINESS

Minutes – A motion was made by Commissioner Doss to approve the minutes of the October 24, 2000 meeting, seconded by Commissioner Stanko. The motion passed 3-0-1 (Commissioner Letts abstained).

PENDING BUSINESS

Fire Boat Pier – President Vandervort stated Crandell was done with the dredging. Mr. Hearne stated the Maryland Department of Natural Resources (DNR) scheduled the post dredging survey for today and would then send their report. Commissioner Stanko asked if the construction could proceed once the report was received. Mr. Hearne stated Crandell was still waiting for delivery on the lumber for the fixed pier. President Vandervort stated Crandell also wanted to coordinate the construction with the delivery of the floating pier in early December. Mr. Hearne stated ShoreMaster had now told him the floating pier would be delivered in mid December. He further stated he contacted the Maryland Department of the Environment (MDE) on a joint MDE/Army Corps. Of Engineers permit to extend the jetty at the boat ramp and they suggested he also check with Soil Conservation about a sediment control permit. He stated he checked with Lindsay Tulloch, of Soil Conservation, and a permit was not needed. Mr. Hearne stated

he didn't want to submit the permit yet until the State passed the budget amendment on the \$25,000 in grant monies.

Tasker Lane – President Vandervort stated he met with Michael McAllister, the surveyor, and he had staked and pinned the roadway on Tasker Lane. After brief discussion, President Vandervort asked Mr. Hearne to schedule a meeting with Dennis Schaefer, of Verizon, Michael McAllister, the surveyor, Mr. Hearne and himself to look at Tasker Lane and the poles in the way.

Town Hall – Commissioner Stanko stated the drawing provided by the Town's maintenance workers was not actually to scale but she had received a preliminary plan but it utilized the entire length of all four walls. Mrs. Morgan stated she would make copies of the plan and put in the commissioners' boxes to review and comment on at the next meeting.

Water tower painting – Mr. Hearne stated Corrosion Control had obtained the bond certificate but it cost \$516. He further stated the Town could pay this or they could add on that cost to the quoted price. The Board agreed to have them add this on to the quoted price. Mr. Hearne further stated Corrosion Control should have the business license shortly. He stated if President Vandervort would sign the contract, he would not send the contract until he received a copy of the business license from Corrosion Control. President Vandervort signed the contract.

Handicapped Paving to Comfort Station – President Vandervort stated he had met with David Martin, a Street Print representative, who agreed there were problems with the paving done at the stone wharf. He further stated he met with a representative from Richard's Paving who didn't see there was a problem. He further said he called Mr. Martin again who contacted Richard's Paving himself. President Vandervort stated Richard's Paving was supposed to fix the paving by reheating it, saw cut the edge, apply two coats of colorant and reseal. He further stated he had to go to Richard's Paving to pick out the color as he was not satisfied with the color they used. President Vandervort stated once Richard's Paving corrected the problems at the stone wharf then the Town would discuss the additional paving.

Pole Barn – Commissioner Letts stated William Algard and Hershel Armour, the Town's maintenance workers, should be about ready to start on this project. Mr. Hearne stated Mr. Algard needed to do the drawings and get the appropriate permits.

Cemetery Ordinance – Proposed Amendments – After much discussion of Edgar McMullen's suggestions on amendments to the cemetery ordinance, the Board agreed to table the matter until the next meeting so they can ask Mr. McMullen if problems had arisen to make these changes necessary.

Junked Cars – Commissioner Stanko stated she had written out proposed changes to the ordinance. After much discussion, Mrs. Morgan stated if she had a copy of the changes, she could do a draft showing how the changes would be incorporated into the existing

code for the commissioners to review at the next meeting. Mr. Hearne asked what the enforcement would be. Commissioner Stanko stated she believed it said a misdemeanor. Mr. Hearne stated the Board may want to consider changing it to a municipal infraction.

Commissioner Letts stated Michael McGuirk, of McGuirk Construction, had looked at two spots that the Town had not asked him to pave. He stated Mr. McGuirk was concerned because the paving was not done right and if the Town had a bad winter, the Town may need to do more paving in those two spots. Commissioner Stanko stated the road cut done by Mr. Richardson had sunk down. Commissioner Letts stated he probably paved it before it had a chance to settle.

NEW BUSINESS

Spending Limit – President Vandervort stated he wasn't sure if it was ever in writing but in the past, in an emergency a purchase of less than \$250 could be made. Commissioner Letts stated he would like to see that set at \$500. Commissioner Doss stated he would like to see it done in writing. After brief discussion, President Vandervort stated he purchased a new computer monitor when the other one blew up before he brought it to the Board because that was an emergency. After more discussion, Commissioner Letts made a motion to authorize purchases made in an emergency situation not to exceed \$500, seconded by Commissioner Doss. The motion passed 4-0.

Typewriter Repair – President Vandervort stated he wasn't sure whether the Town should repair the typewriter or purchase a new one. After much discussion, Commissioner Doss suggested checking with County Purchasing to see if the Town could piggyback of one of their contracts if the Town purchased a new one. After more discussion, the Board decided to have Mr. Algard take the typewriter to Elkton Business Machines to get a quote on the cost of repairing it and if repairing it would cost more than purchasing a new one, a new typewriter would be purchased.

Christmas Party – President Vandervort stated each year the Town hosted a Christmas party and set a budget as far as cost. Commissioner Letts mentioned Santa Claus would be appearing at the Charlestown Fire Company on December 16th and usually the Town purchased film and allowed the fire company the use of the camera for that. After some discussion, a motion was made by Commissioner Doss to purchase film up to \$150 to be used for that event, seconded by Commissioner Letts. The motion passed 4-0. After more discussion, the Board set Friday, December 15, 2000 as the date for the Christmas party. Commissioner Letts stated he would provide the punch. After more discussion, a motion was made by Commissioner Letts to set the budget for the party at \$700, seconded by Commissioner Doss. The motion passed 4-0.

Carpet Cleaning – Commissioner Stanko asked if the Board really wanted to clean the carpet just to tear it out. Mrs. Morgan stated the carpet would not be replaced before the Christmas party and it could at least be as clean as possible. After brief discussion, Commissioner Letts made a motion to have Stanley Steemer clean the carpet, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Stanko abstained).

Voter List Purge – Commissioner Letts made a motion to purge the voter registration list for the upcoming town election of those people listed by Meredith Lubking, chairman of the Charlestown Election Board, as having moved or being deceased, seconded by Commissioner Stanko. The motion passed 4-0. Mrs. Morgan stated she would contact Mrs. Lubking.

Goose problem – Tasker Lane – Mrs. Morgan stated she received a complaint from William McMullen, of Tasker Lane, about the geese eating the grasses at the shoreline which he believes causes the erosion. After much discussion, the Board stated there wasn't anything they could do as the measures they took in the areas the Board had shoreline erosion projects done did not work either.

Memorandum of Understanding – Urban Growth Boundary Plan – President Vandervort stated he had reviewed it and he didn't even want to respond to it. Commissioner Letts suggested the Board table it until the next meeting. Commissioner Doss stated he didn't like the fact they continually force the Carpenters Point area onto the Town. President Vandervort stated he would draft a letter for the Board to review before sending it out.

Retrofit Sidewalk Program – Mr. Hearne stated Mr. McGuirk's quote was to extend the sidewalk to the driveway but Mr. Schneider, of Quality Enterprises, only provided a quote to extend the sidewalk to the end of the guardrail. After some discussion, the Board asked Mr. Hearne to contact Mr. Schneider for a quote to extend the sidewalk to the driveway. Mr. Hearne asked if McGuirk could proceed with the work if Mr. Schneider's revised quote was higher and the Board was so informed. The Board agreed due to the fact this grant money needed to be used before the end of December.

Tires – Old Truck – President Vandervort asked if the Town hadn't just purchased tires for it. Commissioner Letts stated he asked Mr. Algard about it and those had been rear tires and now it needed front tires. After discussion, Commissioner Doss stated he would contact County Purchasing about getting the new tires through them. Commissioner Letts made a motion to purchase 2 new tires for the old truck, seconded by Commissioner Stanko. The motion passed 4-0.

LGIT Safety Grant – President Vandervort stated LGIT awarded safety grant monies every year. Mr. Hearne stated the criteria for awarding the grant monies had been revised and he wanted to know if the Board wanted to change the application that had been prepared but held up by LGIT while they revised the criteria. After some discussion, the Board decided to add the warning lights and running boards purchased for the new Town truck to the application. Mr. Hearne stated the application needed to be submitted by December 1, 2000.

Tree on Black Avenue – Mr. Hearne stated John Adkins had applied for a permit to remove a tree in front of the property at 253 Black Avenue. He further stated he hadn't approved the permit because he questioned whether the tree was on private property or Town property. He also said Mr. Adkins wanted to remove the tree because it was

breaking up the pavement. After more discussion, Commissioner Letts asked and the Board agreed to table the matter until Commissioner Letts could look at the tree.

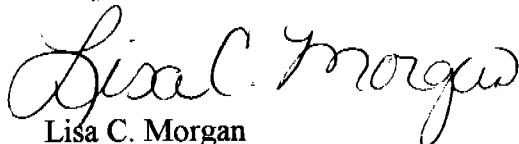
Town Hall Closure – Day After Thanksgiving – President Vandervort stated that day was not an official town holiday but every year the Board had closed the Town Hall. After some discussion, Commissioner Stanko made a motion to close the Town Hall the day after Thanksgiving as a paid holiday this year, seconded by Commissioner Letts. The motion passed 4-0.

Building Permits – The Board reviewed the list of building permits applied for and/or approved.

Accounts Payable – President Vandervort stated the check to M.R. Props should not be sent until he inspected the work at the lift station to see if it was done satisfactorily. Commissioner Doss asked about the bill from ShoreMaster. Mr. Hearne stated the cost was to be paid in increments with the first payment of \$6,060 due when the shop drawings were approved. President Vandervort stated the Town would pay for the new dock ladder but the cost was to be billed in turn to the slip holder. He further stated the pontoon boat was back again and it didn't belong at the pier. President Vandervort stated he would ticket it and if it was not removed in three days, he would have it towed. Mr. Hearne stated he did not want to send the check to Crandell until the Town received a favorable report on the post dredging survey and Bill Rockey, of Century Engineering, and Dave Decker, the engineer for DNR, sign off on it. Commissioner Doss asked how long it would take for the Town to get reimbursed. Mr. Hearne stated it should take about a month. He further stated he can send in the reimbursement application with a copy of the invoice and didn't have to wait to get a copy of the cancelled check to send with it. Commissioner Doss stated the bill listed to be paid to Galls should be listed to him since he paid for the items himself. He further stated the Town should only reimburse him for the lights, not all the items on the bill. Commissioner Letts made a motion to pay the bills as amended, seconded by Commissioner Doss. The motion passed 4-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:42 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF NOVEMBER 14, 2000
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report
2. Eric Wilson – Stones along Caroline Street

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Fire Boat Pier
5. Tasker Lane
6. I&I Loan
7. Town Hall
8. Water Tower Painting
9. Handicapped Paving to Comfort Station
10. Pole Barn
11. Cemetery Ordinance – Proposed Amendment
12. Junked Cars

NEW BUSINESS

13. Typewriter Repair
14. Spending Limit
15. Christmas Party
16. Carpet Cleaning
17. Voter List Purge
18. Goose Problem – Tasker Lane
19. Memorandum of Understanding – Urban Growth Boundary Plan
20. Retrofit Sidewalk Program
21. Tires – Old Truck
22. LGIT Safety Grant
23. Tree on Black Avenue
24. Town Hall Closure – Day After Thanksgiving
25. Building Permits
26. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/14/2020 TIME: 7:30 p.m.

HOWARD HALL

Eric Wilson

George A. Smith

Val Hahn

2000 BUILDING PERMITS

Number	Name	Description	Paid	Prelim Approval	County Required	Permit Obtained	Critical Area	Final Approval
00-01	Tiffin Developers, 317 Manor Ave.	2 story hse w/ porch, back landing & attached garage	Yes
00-01Cont	Tiffin Developers, 317 Manor Ave.	remove trees, replace fence	\$25.00	02/05/00	Yes	F7698	IDA	03/17/00
00-02	Jarinko, David, 239 Market St.	1 story house, porch, garage & back landing	\$5.00	01/21/00	No	IDA	01/21/00
00-03Cont	Tiffin Developers, 316 Manor Ave.	build hse, porch, 10x10 deck add deck	Yes	F8006	IDA	05/04/00
00-04	N. Oxford Laudromat, 106 Edgewater Ave.	blacktop driveway	\$25.00	denied	Yes	dead issue
00-05	Price, G. Richard, 125 Conestoga St.	bury cable service	\$5.00	03/03/00	No	IDA	03/03/00
00-06	AT&T Cable Services, 556 Baltimore St.	install fence	\$5.00	02/15/00	No	N/A	02/15/00
00-07	Howard, Robert, 211 Market St.	install tongue & groove cedar siding over existing T1-11 siding	No	IDA	03/02/00
00-08	McDaniel, Alan, 222 Conestoga St.	install house, remove 3 trees; temporarily locate shed	\$5.00	03/08/00	No	IDA	03/08/00
00-09Cont	McDaniel, Alan, 222 Conestoga St.	items added to Permit #00-10	Yes	F7860	IDA	04/17/00
00-10	Free State Realty LLC, 106 Edgewater Ave.	install 14x20 shed	\$25.00	03/17/00	Yes	dead issue
00-11	Bickling, Thomas, 106 Edgewater Ave.	raze outbuilding	\$5.00	03/28/00	Yes	F7936	IDA	04/06/00
00-12	Picker, Matthew, 654 Louisa Ln.	building addition & detached garage	Yes
00-13	Boudart, Prosper, 308 Baltimore St.	8x10 shed	\$25.00	06/08/00	Yes	F8415	IDA	07/13/00
00-14Cont	Stang, David, 335 Tasker Ln.	replace wood siding to match existing on gable; replace chimney tops to orig. size;
00-15	Edwards, Ronald, 328 Market St.	replace shingles w/ orig. wood fish scale design; replace wood fence in front
00-16Cont	Edwards, Ronald, 328 Market St.	addition; remodel; new roof, siding, windows & doors; deck	No	IDA	05/23/00
00-16Cont	Edwards, Ronald, 328 Market St.	12x33 deck	\$25.00	06/08/00	Yes	F8432	IDA	06/23/00
00-16Cont	Edwards, Ronald, 328 Market St.	12x20 shed	\$25.00	05/04/00	Yes	F8165	N/A	05/09/00
00-16Cont	Edwards, Ronald, 328 Market St.	1 story house, porch & deck	\$5.00	05/02/00	Yes	F8189	IDA	05/12/00
00-16Cont	Edwards, Ronald, 328 Market St.	replace deck w/ deck & gazebo	\$25.00	06/08/00	Yes	F8429	IDA	07/21/00
00-16Cont	Edwards, Ronald, 328 Market St.	house w/ att. Garage & drive	\$25.00	06/08/00	Yes	IDA	see#00-52
00-17	Adkins, John, 253 Black Ave.	remove diseased tree	\$25.00	06/08/00	Yes	F8431	N/A	06/16/00
00-17Cont	Adkins, John, 253 Black Ave.	house, garage, deck & porch	Yes	F8457	N/A	06/29/00
00-18	Simpson, Mark, 172 Salvation Cir.	remove 2 trees & pave driveway	\$5.00	06/02/00	No	IDA	06/06/00
00-19	Stroupe, Edward, 721 Bladen St.	house w/ deck & garage	\$25.00	06/16/00	Yes	F8596	IDA	06/15/00
00-20	Tiffin Developers, 313 Manor Ave.	install Fence	\$5.00	06/23/00	Yes	F8542	N/A	07/25/00
00-21	Tiffin Developers, 309 Manor Ave.	screen in front porch	No	IDA	06/23/00
00-22	Hopkins, Karen, 15 Salvation Cir.	remove three trees	\$5.00	06/27/00	No	IDA	06/27/00
00-23	Richardson, Gophery, 601 Ogle St.	install dormer & bathroom	\$25.00	07/13/00	No	IDA	07/13/00
00-24	Kraft, Hilda, 414 Water St.	deck w/ screened porch & ramp	\$25.00	07/13/00	Yes	F8643	IDA	08/22/00
00-25	Tiffin Developers, 314 Manor Ave.	replace siding, windows, gutters	Yes	IDA
00-26	Green, Nancy, 712 Ogle St.	replace existing 10x15 shed w/ 10x16 shed; add 12x20 deck
00-27	Patchell, Stacy, 1635 W. Old Phila. Rd.
00-28	Smart, Richard, 217 Market St.
00-29	Grab, June, 531 Calvert St.
00-30	Boudart, Prosper, 308 Baltimore St.
00-31	Slicer, Willard, 215 Ogle St.
00-32	Ely, Richard, 125 Market St.
00-33	Berry, Doris, 318 Cather Ave.
00-33Cont	Berry, Doris, 318 Cather Ave.
00-33Cont	Berry, Doris, 318 Cather Ave.	Yes	F8654	IDA	07/25/00

TOWN MEETING OF JULY 25, 2000
MINUTES

The July 25, 2000 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 Vice-President Joseph G. Letts, Sr., Treasurer Michael W. Doss, Commissioner Jennifer L.M. Stanko and Commissioner Donna M. Sheets who was sworn in at this time by President Vandervort. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

OLD BUSINESS

Minutes – Mr. Hearne stated the pre-bid meeting for the fire boat pier was scheduled for August 8th, not August 18th. Commissioner Doss made a motion to approve the minutes as changed, seconded by Commissioner Letts. The motion passed 4-0-1 (Commissioner Sheets abstained).

PENDING BUSINESS

Fire Boat Pier – Mr. Hearne stated bid packets were sent out. He further stated the pre-bid meeting was scheduled for August 8th at 10 a.m. and the bid opening would be August 15th at 2 p.m. Mr. Hearne stated the bids would be reviewed by the engineer from the Maryland Department of Natural Resources and Century Engineering and the Board should be able to award the project at the following town meeting.

Tasker Lane – Mr. Hearne stated Keith Baynes, the Town's attorney, sent another letter to Bell Atlantic but had not received a reply yet. After some discussion, President Vandervort stated he had received a complaint about the residents at the end of Tasker Lane blocking access to the water. He further stated he checked and told the residents the trailer would have to be moved but stated people should be able to go around the dog. President Vandervort also said the resident was complaining to him about the loose dogs getting in her trash. He stated he told her she needed to get trash cans with proper fitting lids to use. Commissioner Doss stated he talked to the SPCA about the loose dog problem and basically got the usual round around from them. After brief discussion, President Vandervort asked if a letter to the County Commissioners would help. Commissioner Doss stated he didn't believe it would have any effect.

I&I Loan – President Vandervort stated the county had been aware of the problem for years but did not inform the Town of it and the Town was not aware of it until the County installed a new sewer flow meter and decided to bill the Town based on its readings. He further stated the Town negotiated with the county to pay the sewer user fees based on the water meter readings until the Town could correct the problem. President Vandervort stated the County did smoke test the town and there were several properties with downspouts, drains, etc. connected to the sewer system which need to be corrected. He also stated the Town had applied for grant monies to correct the I&I problem and the Town did receive a small grant, due to Delegate Rudolph's intervention, and could apply

for a loan which the Town does not want to do because the Town would need to increase the sewer rates to cover. He further stated George Smith, of Miller Environmental, Inc. was working on a plan of action on the steps needed to investigate on whether the Town has an I&I problem, where and how bad, and what steps can be taken to correct it.

ADA Ramps – Post Office and Town Hall – Mr. Hearne stated he had not received anything from William Algard, one of the Town's maintenance workers, yet. He further stated the Town could apply for community development block grant money to help put the ramps in. President Vandervort stated he believed Mr. Algard was working on the picnic tables.

President Vandervort asked if Mr. Hearne had contacted Richard's Paving about the street print paving for the stone wharf. Mr. Hearne stated he tried to call Kelly at Richard's Paving but she was leaving for the day and was told she would call back tomorrow.

Mr. Hearne stated he went to the conference on playgrounds and he said it was definitely for new playgrounds. He further stated the new playground would not qualify under the guidelines given. President Vandervort asked when the Town would received the monies from Program Open Space for the playground. Mr. Hearne stated the funding request had just be sent to the state clearinghouse and then once approved there, would have to go the State Board of Public Works.

Trees on Town Right-of-Way – President Vandervort stated Mrs. Morgan was getting prices on removing the trees from three companies. After some discussion, President Vandervort stated the Town would get the prices and then decide if all, some or none were cut down.

Trash Barrels – President Vandervort stated he was still working on more bids. He stated Commissioners Doss and Letts had seen some steel trash barrels at the MML Conference in Ocean City so the Board was considering getting different types for different areas of Town.

Street Repairs – President Vandervort stated the Board needed to assess the streets for needed repairs so contractors could be provided a list to bid on. After much discussion, Commissioner Letts stated Mr. Algard had done up a list already and he had reviewed it with him and some further work was added but he didn't have his copy with him. Commissioner Sheets asked what was being done about Revelation Road in Trinity Woods. President Vandervort stated Mr. Porter, the developer, was still responsible for the roads in Trinity Woods. He further stated the Town intended to wait until Mr. Porter was finished building the development before having him finish Revelation Road due to the heavy truck traffic during construction because once the road was turned over to the Town, it would be the Town's responsibility to repair it. Commissioner Letts asked if it was likely Mr. Porter would be finished shortly. Mr. Hearne stated Mr. Porter had been held up by the County on some stormwater management problems. After more discussion, President Vandervort asked Mr. Hearne to set up a meeting with Mr. Porter

on getting the roads finished and turned over to the Town. Mr. Hearne mentioned monies were escrowed for road completion which the last event the Town could use if Mr. Porter does not finish the roads. After more discussion, Commissioner Letts stated he would work on the street repairs for the next meeting.

Park Lighting – Commissioner Doss stated he talked to Ken Roth, of Halophane, and should have prices by the next meeting.

Commissioner Letts asked when the new truck would be in. President Vandervort stated the truck had been ordered and Mr. Hearne stated Mr. Peterson of Bayshore Ford had been in today and delivery would be in the next 2-2 ½ weeks but for the spreader. President Vandervort stated he would like to order two town seals for the truck and had a quote for a one-time set up charge of \$90-\$100 and the cost for \$45 for each seal. After brief discussion, Commissioner Letts made a motion to purchase two town seals based on the quote received, seconded by Commissioner Doss. The motion passed 5-0.

NEW BUSINESS

Planning Commission Appointment – President Vandervort stated there was an opening on the Planning and Zoning Commission which was advertised in the Cecil Whig. He further stated the Town received letters of interest from Patricia Clements and Susan Miller. After brief discussion, Commissioner Letts made a motion to appoint Patricia Clements to fill the opening, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort asked that a letter also be sent to Ms. Miller encouraging her to apply for the next opening.

American Red Cross – Awards Banquet – Mr. Hearne stated an awards banquet being held by the American Red Cross was scheduled for August 19th at 1 p.m. at Wesley's. He further stated the cost was \$15 and reservations were due with payment by August 11th. Mr. Hearne asked if anyone was interested in attending, to contact Mrs. Morgan. Commissioner Stanko mentioned the Maryland Downtown Development Association meeting was tomorrow in Baltimore from 5:30-7:30 p.m. and reservations should have been sent by July 21st. After more discussion, the Board moved on.

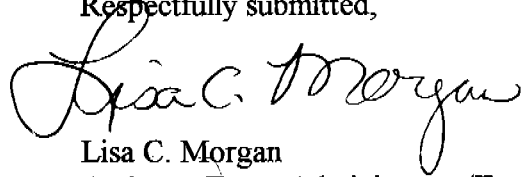
Commissioner Stanko asked where the Town was on the volunteer firefighter tax credit. After some discussion, President Vandervort stated he believed a \$10000 deduction from the property assessment should be given and said that would result in a uniform payment of \$80 to a qualifying volunteer firefighter. After much discussion on what requirements would need to be met to qualify, President Vandervort asked to have a meeting scheduled with a representative of the fire company and Mr. Baynes. Commissioner Doss stated Mr. Starling should be the one from the fire company as he was familiar with the VLOSAP system. Commissioner Letts stated he would like to be informed on when the meeting would be as he would like to attend.

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

Commissioner Doss asked if Mr. Algard and Mr. Armour could put the "closed after dark" sign back up in Fair Green Park. President Vandervort asked Mr. Hearne to leave a message for Mr. Algard to do so. Commissioner Doss also asked about doing something about the people parking all over Bladen Street while using the basketball court there. President Vandervort stated they should be ticketed by the Sheriff's Office.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:27 p.m.

Respectfully submitted,

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

Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 25, 2000
AGENDA

7:30 P.M.

OLD BUSINESS

1. Minutes

PENDING BUSINESS

2. Fire Boat Pier
3. Tasker Lane
4. I&I Loan
5. ADA Ramps – Post Office & Town Hall
6. Trees on Town Right-Of-Way
7. Trash Barrels
8. Street Repairs
9. Park Lighting

NEW BUSINESS

10. Planning Commission Appointment
11. American Red Cross – Awards Banquet
12. Accounts Payable

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Conowingo Country Stor...	Inv #698003 - (1) 5x8 & (1) 6x10 American ...	-SPLIT-	129.00-
Chesapeake Publishing ...	year subscription - Cecil Whig	6219.1 · Other	71.40-
Chesapeake Publishing ...	ad for Ordinance #2000-02	6215.1 · Advertising	40.69-
AT&T	Acct #8014-058-9492 - Inv #6392401322	6440.1 · Telephone	14.01-
Baynes, Keith A.	review & comment public works agreement ...	-SPLIT-	140.00-
Maryland Municipal Lea...	(1) CD - Maryland's 157: The Incorporated ...	6211.1 · Donations	23.00-
Woodward-Clyde Consu...	Inv #20007 - review plat for final approval - ...	6616.1 · Duck Hollo...	461.50-
Home Depot	Acct #7901 762944 9 - Inv #6111738 - paint...	6450.1 · Maintenance	158.71-
Total 1010.1 · Cash-General Checking			<u>1,038.31-</u>
Total 1000.1 · General Fund Cash Accounts			<u>1,038.31-</u>
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10080058 - water sys operations - Aug ...	7120.2 · Contract O...	1,827.90-
Total 1010.2 · Cash - Utility Checking			<u>1,827.90-</u>
Total 1000.2 · Utility Fund Cash Accounts			<u>1,827.90-</u>
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Home Depot	Acct #7901 762944 9 - Inv #6111739 - shov...	6420.3 · General M...	13.89-
Street Lighting	Street Lighting Acct #2-62-00059-9-0	-SPLIT-	763.52-
Total 1005.3 · New-Checking-Special (Special checking County)			<u>777.41-</u>
Total 1000.3 · Special Fund Cash Accounts			<u>777.41-</u>
TOTAL			<u><u>3,643.62-</u></u>

TOWN MEETING OF JULY 11, 2000
MINUTES

The July 11, 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., Treasurer Christine L. Phillips and Commissioner Michael W. Doss. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Robert Wade told the Board he had received a boat trailer parking violation for parking in lot B without a permit. He further stated he was a town resident and, as soon as he received the ticket, he came to the Town Hall and got a permit sticker for his boat trailer. President Vandervort mentioned the Board had voided tickets in the past for first-time offenders. After brief discussion, Commissioner Doss made a motion to void the ticket, seconded by Commissioner Phillips. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the June 2000 water system operations report. Mr. Hearne mentioned that the standing water problem at 408 Charlestown Place had been on the agenda but the Board confused it with a complaint regarding 408 Chesapeake Road. He stated this complaint at 408 Charlestown Place was about standing water in the yard. Mr. Hearne stated Beth Hamilton, of MEI, tested twice for chlorine and the tests were negative. Mr. Smith stated he would check the property himself. President Vandervort stated the Town had a grant application for the I&I problem but the Town needed to specify an engineer or consultant. He further stated that since MEI had experience with this type of project, the Board should consider them being the consultants. After brief discussion, Commissioner Phillips made a motion to have MEI as consultants on this project, seconded by Commissioner Letts. The motion passed 4-0. After much discussion, the Board decided to request a letter from the County as to whether the entire Town was smoke tested and Mr. Smith was to present a summary list for a plan of action for the project by the next meeting.

Kenneth Rasnake asked the Board if Keith Baynes, the Town's attorney, had given an opinion on the ordinance regarding encroachments. Mr. Hearne stated Mr. Bayne's opinion stated the encroachments would have to be removed and gave a copy of the opinion to Mr. Rasnake. Mr. Rasnake stated he thought that would be the case but just wanted to check.

Samuel Speakman stated the old storm drain pipe at 213 Conestoga Street needed to be repaired because water was now digging out the ground underneath the road. Commissioner Letts stated he had requested William Algard, one of the town's maintenance workers, do up a list of street repairs but he hadn't gotten a copy yet. After brief discussion, the Board agreed to put this on the list when they received it. President Vandervort mentioned there was \$30,000 budgeted for street repairs.

Budget – President Vandervort stated Commissioner Doss mentioned he would like to see the Town hold another town fair. He further stated there was money under the Other category for Parks and Recreation, part of which could be used for that purpose. Commissioner Phillips stated she would like to see monies budgeted for renovations at the Town Hall. President Vandervort stated the office upgrade line item could be increased to \$15,000 to cover that. He further stated he would increase the amount budgeted for building repairs to \$20,000 toward painting the Town Hall. Commissioner Doss mentioned that the Town budgets and expends \$220 a year for the alarm and he doesn't believe the alarm works. After discussion, the Board decided to check the alarm and if it doesn't work, get it repaired, go with a new company, or take it out. Commissioner Letts asked if monies were budgeted for the new town truck. President Vandervort stated he budgeted \$25,000 in the Parks and Recreation budget and \$20,000 in the Streets budget to cover that expense since the town truck was used for both. After more discussion, Commissioner Letts made a motion to approve the FY 2000-2001 budget changing the amounts budgeted for building repairs and office upgrade to \$20,000 and \$15,000 respectively. Commissioner Phillips seconded the motion and the motion passed 4-0.

Karen Ross stated Major Plummer at the Cecil County Sheriff's Office was contacted and he sent Sgt. Cragle to meet with them. She further stated an organizational meeting for a neighborhood watch was scheduled for Monday, July 17, 2000 at 7:30 p.m. at St. John's United Methodist Church. Mrs. Ross stated they had been distributing fliers and people have been receptive to the idea of a neighborhood watch. After discussion, Commissioner Letts stated he delivered a copy of the Town Code to the Sheriff's Office. Mrs. Ross stated she had talked to a deputy this weekend and he told her, although the Town may have an ordinance, the deputies didn't have town citation books. President Vandervort stated the Town would have to come up with one. Commissioner Letts stated this would need to be discussed at the next meeting as the Town would need to check with the state's attorney to see if he would prosecute. After more discussion, Commissioner Doss made a motion to have Mr. Baynes review the ordinances regarding noise, vulgarity, trash, curfew, peace and good order, property maintenance, Chapter 129 and Chapter 132 to see if they are enforceable and, if not enforceable, suggest changes to make them enforceable, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Letts abstained).

OLD BUSINESS

Minutes – Commissioner Phillips made a motion to approve the minutes of the June 27, 2000 meeting, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Doss abstained).

President Vandervort stated Commissioner Phillips will be resigning effective next Monday as she had moved out of town. He further stated the Board needed to appoint someone to fill her seat and also elect a new treasurer. Commissioner Letts made a motion to elect Commissioner Doss as treasurer effective Monday, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Doss abstained).

President Vandervort stated Commissioner Pumpaly has also resigned due to a job change effective this date. He stated the Board needed to appoint someone to fill his seat on the Board. Commissioner Letts stated Jennifer Stanko had expressed interest in serving on the Board and President Vandervort stated the Town received a letter from Donna Sheets who was also interested in serving. After much discussion, a motion was made by Commissioner Letts and seconded by Commissioner Doss to appoint both to the Board. The motion passed 3-0. Commissioner Phillips stated the Board needed to determine which seat the new commissioners would fill. After brief discussion, the Board decided to draw the names randomly from a hat. As a result of such drawing, Mr. Hearne announced Jennifer Stanko would complete Commissioner Pumpaly's term and Donna Sheets would complete Commissioner Phillips' term. Commissioner Letts so moved, seconded by Commissioner Doss. The motion passed 4-0. As Mrs. Stanko was in attendance, President Vandervort swore her into office.

PENDING BUSINESS

Fire Boat Pier – Mr. Hearne stated the bid notice would be advertised in the Cecil Whig on July 17th and July 24th with the pre-bid meeting on August 8th at 10 a.m. with the bids due on August 15 at 2 p.m. He further stated the Town had 15 copies of the bid package and drawings and already had 14 companies to send to. He stated he would be making 5 additional copies in case the Town received any more requests for packets. Mr. Hearne stated the bid notice would also appear in the Dodge Reports. He asked President Vandervort if he had looked at the page regarding how contractors could submit bids and President Vandervort stated he hadn't but would.

President Vandervort stated David Hollenbaugh, of the County Department of Public Works, had complained the metal hatch at the Route 7 lift station needed to be repaired and submitted a quote from a contractor for approximately \$6000. He further stated after looking at the hatch, he contacted Robert Rowe for a quote. Mr. Rowe, provided a quote of \$1,840 for the needed repairs but asked if the work could be done after Labor Day as he was extremely busy at this time. Commissioner Letts made a motion to award the project to Robert Rowe for \$1,840 to begin after Labor Day, seconded by Commissioner Phillips. The motion passed 5-0.

Tasker Lane – Mr. Hearne stated he discussed possible court action on this matter with Mr. Baynes. He stated Mr. Baynes wanted to contact Bell Atlantic once more, send a sterner letter and then consider the potential costs of court action.

Water tower rust – President Vandervort stated Charles Jone had bought paint, ropes, and scaffolding. Commissioner Phillips stated Mrs. Hamilton, of MEI, was concerned about him painting with the tank sweating. President Vandervort stated he talked to Mr. Jones about that and Mr. Jones stated to him there were times during a day the tank wouldn't sweat and the paint and primer were specifically made for that situation.

ADA Ramps – Post Office & Town Hall – Mr. Hearne stated he had not received anything yet from Mr. Algard.

Truck Purchase – President Vandervort stated he contacted Bayshore but the person he needed to talk to was on vacation until next week. He stated Bayshore no longer had the truck they had proposed in February available but were supposed to looking for another truck.

Town Hall Paint – Mr. Hearne stated the information he received from the Maryland Department of the Environment was not what he needed. Commissioner Phillips asked if the town's maintenance workers could power wash the building. President Vandervort suggested the workers just wash the building as he was hesitant to have it power washed because of the paint peeling. After more discussion, the Board asked Mr. Hearne to contact the Maryland Municipal League (MML) to see if they had information on lead paint removal from public buildings.

State Highway Street Improvements – President Vandervort stated the Town had been told by State Highway representatives that the Town may be able to apply for monies under a streetscape program for sidewalks. Commissioner Letts stated the Town was also looking at possibly using the retrofit sidewalk money to extend the sidewalk around the curve.

Commissioner Doss asked when the street print paving would be done on the stone wharf. President Vandervort stated the problem was the Town choose a pattern the company did not have and the company had informed him if the Town wanted that pattern, the Town would have to purchase the template which was expensive. After some discussion, Commissioner Phillips made a motion to authorize President Vandervort to contact Richardson Paving to have them use the cobblestone template they have, seconded by Commissioner Doss. The motion passed 5-0.

Commissioner Letts stated he would like to see the Town put some lighting at Fair Green park. President Vandervort stated the Town had grant monies for that and Mr. Hearne stated the grant was for \$1,050 of which the Town had already been paid \$788.00. Commissioner Doss stated he and Commissioner Letts talked to every lighting vendor at the MML Conference and suggested since Holophane Lighting worked with Conectiv, the Town meet with them on styles of poles, lights and costs. After brief discussion, Commissioner Doss stated he would contact John Denver of Conectiv to set up a meeting.

President Vandervort stated George Govatos was requesting to install water service to his lot on Conestoga Street that he purchased from the Rileys. He further stated when the water system was first put in the Town allowed people to pay the connection fee at the time but not require them to build and physically connect until they built on their property in the future. He stated the property owners who opted to do that receive a bill for the debt portion of the water charge. President Vandervort stated Mr. Govatos would have to pay the connection fee and pay the debt service but his concern was Mr. Govatos had a camper there. After discussion, Commissioner Letts stated the Town needed to make it clear to Mr. Govatos that he could not hook up that trailer. After more

discussion, Commissioner Phillips made a motion to permit Mr. Govatos to install water service to his lot on Conestoga Street provided he abides by the stipulations mentioned in his letter that he would not connect any temporary structure to water, seconded by Commissioner Doss. The motion passed 5-0.

Trees on Town Right-of-Way – Commissioner Letts stated he looked at the trees on Conestoga Street and agree the one needed to be removed but was not sure about the other one. President Vandervort stated Mrs. Morgan was working on getting quotes on removing the trees. After discussion, Commissioner Phillips made a motion to take down the one tree on Conestoga Street and the one in front of the town house, seconded by Commissioner Letts. The motion passed 5-0.

Post Office letter – Fence for driveway – President Vandervort stated the postmaster was concerned about safety of the children with the mail trucks backing up. After discussion, the Board's concensus was the Town was not interested in putting up a fence. Commissioner Doss stated he would tell the postmaster.

Portable toilet behind Town Hall – President Vandervort stated the worker from Mac's Shacks locked the portable toilet and gave the key to Mrs. Morgan because he was concerned his equipment would be damaged from the rocks and beer cans being thrown in the portable toilet. President Vandervort further stated he told Mrs. Morgan to remove the lock because if people can't use it, why have it but he also asked her to put it on the agenda to be discussed. After discussion, the Board decided to leave the portable toilet unlocked and if Mac's Shacks didn't like that, the Town would have another company provide a unit or remove it altogether.

County Event Planner Committee – Commissioner Phillips stated that since Mrs. Sheets would be filling her seat and already attends these meetings on behalf of the street, she should be the Town's representative also.

Ethics Conference – 10/26/00 @ Annapolis – Mr. Hearne told the Board he had mentioned this conference at that last meeting but wanted to check with the Board if they would mind the information being forwarded to the members of the Town's ethics board to see if they wanted to attend and if the Board would agree to reimburse their mileage. After brief discussion, Commissioner Letts made a motion for the Town to reimburse, at the standard rate, the mileage of any Ethics Board member attending this conference, seconded by Commissioner Phillips. The motion passed 5-0.

Cecil's Most Beautiful Person – Nominations due 08/14/00 – President Vandervort stated if the Town wanted to nominate anyone, nominations were due by August 14th.

Trash Barrels – President Vandervort stated there were blue plastic barrels for trash around the town. He further stated he liked the trash barrels he saw on Ocean City's boardwalk while attending the MML Conference. He contacted the company and received a quote from them. Commissioner Doss stated he and Commissioner Letts had talked to a representative from Victor Stanley about a steel-barred trash can. After more

discussion, the Board decided to decide how many cans the Town needed, if more than one style, how many of each, the color, and get quotes. Commissioner Doss stated he would also like to see benches installed at the town pier and the Calvert Street area. President Vandervort asked him to get prices and styles on that also.

NEW BUSINESS

Event Planners Workshop – 7/19/00 @ 4:30 p.m. – Cecil Comm. College –
Commissioner Phillips stated Mrs. Sheets would be attending this workshop.

MML Books – Signing and Distribution – Commissioner Phillips stated Rebecca Phillips, chairman of the Historic District Commission and member of Colonial Charlestown, Inc. was interested in getting a copy of the book for the Tory House. She further stated she would like to see the books signed by the Commissioners before they were distributed and as she was involved in this project, she would like to sign it. Commissioner Doss stated the Board had talked about purchasing the CD-Rom disc of the book to give to the school and made a motion the Town purchase one, seconded by Commissioner Phillips. The motion passed 5-0. President Vandervort stated he bought 2 posters for the Town, one to be given to the school and one for the Tory House. Commissioner Letts stated the Tory House already had one. President Vandervort stated he would bring the posters in and the Board could decide later what to do with the second one. Commissioner Phillips stated the distribution of the books to the schools would be in September and Sallie Teague, the mayor of Rising Sun, was in charge of that. She further stated Commissioner Doss volunteered to be the Town's representative for the book distribution. After more discussion, the Board agreed to have commissioners sign the cover page of each book, one going to the school, one to the Tory House and the last to remain at Town Hall.

Building Permits – The Board reviewed the list of permits issued since the last meeting.

Mr. Hearne stated the Bainbridge Development Corporation had issued an invitation for any commissioner interested in taking a bus trip to see a new development called Kentland on July 20th.

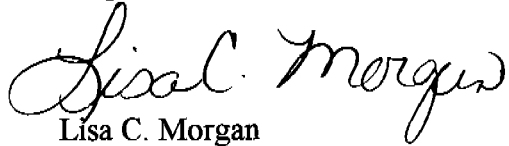
Mr. Hearne stated the Town received information regarding the Maryland Playground Initiative being coordinated with Hasbro, Inc. from Senator Hooper's office. He stated as the Town just completed the playground, the Town might not be able to apply for this. Commissioner Phillips stated workshops would be held on July 18th, 19th or 20th and somebody should go down and recommended Mr. Hearne attend as he would be completed the application if the Town may qualify.

President Vandervort mentioned to Commissioner Stanko that the next MML Chapter dinner meeting was July 20th if she wanted to attend and that she was allowed to bring a guest. Commissioner Stanko stated she had training that day so would be unable to attend.

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

As there was no further business to be discussed, President Vandervort adjourned the meeting at 11:07 p.m.

Respectfully submitted,

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

Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 11, 2000
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report

OLD BUSINESS

2. Minutes

PENDING BUSINESS

3. Fire Boat Pier
4. Tasker Lane
5. I&I Loan
6. Water tower rust
7. ADA Ramps – Post Office & Town Hall
8. Truck Purchase
9. Town Hall Paint
10. State Highway Street Improvements
11. Retrofit Sidewalk Program
12. Trees on Town Right-of-Way
13. Budget
14. Post Office letter – Fence for driveway
15. Portable toilet behind Town Hall
16. Standing water at 408 Charlestown Place
17. County Event Planner Committee
18. Ethics Conference – 10/26/00 @ Annapolis
19. Cecil's Most Beautiful Person – Nominations due 8/14
20. Trash Barrels

NEW BUSINESS

21. Event Planners Workshop -- 7/19 @ 4:30 p.m. Cecil Comm College
22. MML Books – Signing & Distribution
23. Street Repairs
24. Park Lighting
25. Water service – Govatos property
26. Building Permits
27. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/11/2000 TIME: 7:30 P.M.

- JENNIFER STANKA
- Samuel Spearman 410-272-8163
- Robert Wachs
- Val Johnson
- Cynthia A. Smith - MBI
- Maren Ross
- Greg Hefner
- Bob Johnson
- Bob Lowe
- Ken Rapp
- Michael A. Rose

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Cecil County Special Ev...	donation request		
Connectiv	Town Hall electric - Acct #2096 3159 9997	6211.1 - Donations	100.00-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	141.88-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	12.61-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	6.64-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6420.1 - Electric	41.67-
Alarm Systems Co. of ...	Acct #0142A Inv #0017863 - qrtly alarm mo...	6985.1 - Electric	6.39-
Local Government Insur...	Cust #LGIT-0028 Inv #274	6460.1 - Alarms	54.00-
Harvey & Harvey	Acct #275-49441 Inv #0276-0498334 June t...	-SPLIT-	4,746.00-
Charm Net, Inc.	Acct #6419 - Inv #28924- internet access fo...	6651.1 - Trash Colle...	3,638.58-
Mac's Shacks	Acct #110342 - Inv #16905 - (2) portable to...	6440.1 - Telephone	16.95-
Maryland Municipal Lea...	annual membership dues FY01	6730.1 - Contract M...	220.00-
American Home & Hard...	Acct #685600 - Inv #684479 - primer pvc ce...	6214.1 - Dues & Me...	730.36-
Merry Maids	cleaning Town Hall - 7/14/00	-SPLIT-	124.79-
Town of Elkton	(6) reservations for MML Chapter Dinner - 0...	6450.1 - Maintenance	35.00-
		6212.1 - Conferenc...	198.00-
Total 1010.1 - Cash-General Checking			10,072.87-
Total 1000.1 - General Fund Cash Accounts			10,072.87-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	151.72-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	110.11-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	9.92-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT...	38.63-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	256.68-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	86.16-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	99.33-
Bell Atlantic Mobile	Acct #202583968-00001 Inv #0221608954- ...	7760.2 - Miscellaneous...	49.36-
Total 1010.2 - Cash - Utility Checking			801.91-
Total 1000.2 - Utility Fund Cash Accounts			801.91-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Mac's Shacks	Acct #110342 - Inv #16906- (1) portable toil...	6420.3 - General M...	110.00-

07/11/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #37887 - oil filter for new ...	6022.3 - Equipment ...	34.42-
Gilbert Enterprises Inc.	Inv #4923NE - Jun '00 gasoline charges for ...	-SPLIT-	305.23-
Benjamin Lumber Co., I...	Acct #1186 - Inv #280476 - keys for shed; d...	-SPLIT-	11.07-
Wal*Mart	Acct #2634 - Inv #9140857; 9140924; Inv #...	-SPLIT-	69.92-
Total 1005.3 - New-Checking-Special (Special checking County)			530.64-
Total 1000.3 - Special Fund Cash Accounts			530.64-
TOTAL			11,405.42-

TOWN MEETING OF DECEMBER 12, 2000
MINUTES

The December 12, 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 Michael W. Doss, Commissioner Donna M. Sheets, and Commissioner Jennifer L.M. Stanko. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the November 2000 water system operations report to the Board. Mrs. Morgan stated Keith Baynes, the Town's attorney, had no problem with the proposed contract for the I&I Project. She further stated Mr. Smith indicated the contract should be sent to T.J. Huang, of the Maryland Department of the Environment (MDE), for approval before signing it.

Edgar McMullen – Mr. McMullen asked if the Board was considering his suggestions regarding junked cars. President Vandervort stated they were currently doing so. He further asked if the Board was working on his suggestions for the cemetery ordinance. President Vandervort stated the Board had looked at them but he wasn't sure what they decided to do. Commissioner Stanko stated the Board deferred the matter until Mr. McMullen was available for the discussion. The Board decided to place the matter on the next agenda. Mr. McMullen asked if the Town would do up something for new residents to inform them about town services. President Vandervort stated Mrs. Morgan had been working on a brochure. Mrs. Morgan stated it was ready for printing. President Vandervort stated that once the Board reviewed it, copies of it would be sent to current residents and thereafter to new residents when they moved in. Mr. McMullen also stated the Board of Trustees for St. John's United Methodist Church were considering building a fellowship hall to be used for meetings, dinners, etc. but the land was owned by the Town. He asked if the Town would consider selling the property to the church. Mrs. Morgan stated there was a ordinance prohibiting the Town from selling town-owned property. Mr. McMullen stated the church would have problems getting a loan to build on property they didn't own. President Vandervort stated if the Town agreed to a long-term lease, the church shouldn't have a problem getting a loan. Mr. McMullen asked if President Vandervort would do a letter to that effect so he could take it to the church trustees. President Vandervort stated he would do so.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the November 28, 2000 meeting, seconded by Commissioner Stanko. The motion passed 5-0.

PENDING BUSINESS

Junked Cars – President Vandervort stated he had looked at the existing ordinance and it already dealt with unregistered vehicles and even more stringently than the changes

suggested by the Board at the last meeting. After some discussion, President Vandervort stated if the Board wanted to clean up the town, then the Town needed to inform the residents that the ordinance was going to be enforced, giving residents an amnesty period and offering the Town's assistance in the effort before citing residents for violations. After more discussion, Commissioner Stanko stated the junk vehicles would still be a problem as the Town didn't have a tow truck to offer. President Vandervort stated there were towing companies who would take a junk car and that information should be included in the notice. Commissioner Sheets stated she would contact towing companies about it. After more discussion, the Board decided this notice could be sent out with the next quarter utility billing. After Valerie Hahn, a member of the audience, asked what the Town would do about hazardous materials, Commissioner Stanko stated the Town would need to include a disclaimer about it and offering the Town's assistance in finding out the proper way the property owner should dispose of it. President Vandervort stated he would draft up a notice for the Board to review before the next quarterly utility billing went out.

Edgar Insley, Boy Scouts scoutmaster, stated he had one boy this year attain the rank of eagle scout. He asked if the Board would consider honoring Donald Hollenbaugh with either a plaque or a citation. He also asked the Board if they would consider a donation again this year to the Boy Scouts. Mr. Insley explained there weren't any veterans organizations within Charlestown to approach for donations. When Commissioner Doss asked, Mr. Insley stated he had 15 boys ranging from ages 12-18 with 6 of them being 16 years old or older. President Vandervort stated the Board should also recognize Charlestown Elementary School for being designated a Blue Ribbon school. Commissioner Letts made a motion to get a plaque honoring Donald Hollenbaugh for his achieving the rank of eagle scout, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Letts made a motion to get a plaque recognizing Charlestown Elementary School as a Blue Ribbon school, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Sheets abstained). After more discussion, Commissioner Stanko asked if the Town would agree to sponsor 2 boys to go to camp. After further discussion, Commissioner Doss made a motion to donate \$500 to the Boy Scouts, seconded by Commissioner Letts. The motion passed 5-0.

PENDING BUSINESS

Fire Boat Pier – Mrs. Morgan stated the floating pier was scheduled for mid-December. She further stated she talked to Charles Crandell, of Crandell, Inc., and the work at the spoils site was not done yet. President Vandervort stated he left a message for Ken Ropp, of the Maryland Department of Natural Resources (DNR), to find out where the inspection was on the spoils site. He further stated the check to Crandell was to be held until he received a favorable inspection report from MDE and approval from Mr. Ropp.

Tasker Lane – President Vandervort stated he met with the Verizon representative who stated a larger pole moved further down the line would solve the problem. He further stated the representative told him it would take a while because the job would need to be coordinated with other utility companies. Commissioner Letts asked if the guy knew

where the \$10,000 figure was from. President Vandervort stated the representative sent was to look at the moving of the pole and would not involved the monetary decisions.

Retrofit Sidewalk Program – Commissioner Letts stated McGuirk should be starting the sidewalk project sometime next week.

Philip Price – President Vandervort stated Mr. Baynes would be sending a letter to Mr. Price to pay what he owed on the lease or the Town would proceed to court.

Tree on Black Avenue – Commissioner Letts stated he did not believe the Town should take down the tree as he didn't believe it was what was causing the damage to the street. The Board concurred.

Meeting of December 26, 2000 – Commissioner Letts made a motion to cancel the December 26, 2000 town meeting, seconded by Commissioner Sheets. The motion passed 5-0.

At this time, 8:34 p.m., Commissioner Letts left the meeting.

President Vandervort stated the trash cans were delivered and William Algard and Hershel Armour, the Town's maintenance workers, would be installing them around town.

Town Hall – President Vandervort stated he didn't like the idea of walls all the way to the ceiling and suggested using partitions and gave Commissioner Stanko an office catalogue. Mrs. Morgan stated she would prefer an arrangement that would get the books up off her desk surface and that would allow here to use the computer without having to turn her back to her desk. She further suggested Mr. Hearne could use more readily accessible filing for working files he needed access to on a daily basis and a way for him to visually post reminders without utilizing his desktop. Mrs. Morgan also asked for better, closer lighting to the desks to reduce eye strain.

Water Tower Painting – Mrs. Morgan stated Corrosion Control would prefer doing the painting in the spring at this point due to the temperature and the Board agreed.

Handicapped Paving to the Comfort Station – President Vandervort stated Richard's Paving would be ordering the granite colorant and the high traffic formula. He further stated when Richard's Paving corrected the paving at the stone wharf to the Town's satisfaction, the Town would pay them for that work and then discuss the additional paving.

Memorandum of Understanding (MOU) – Urban Growth Boundary Plan – President Vandervort stated the county designated certain areas for proposed annexation and other areas as "growth" areas and the Town really did not want growth in the Carpenters Point area. Commissioner Doss stated the Town already told them that but the County still put it as a growth area, trying to get the Town to accept it. President Vandervort stated the

MOU was worded in such a way that if the Town signed it the implication was the Town consented to the plan as it was and the Town does not. After some discussion, President Vandervort stated he would basically send the same letter the Town sent before in response to the original draft of the plan. Commissioner Stanko stated the letter should make it clear the Town was reiterating its original stance regarding the plan.

NEW BUSINESS

Town of Chesapeake City Open House – 12/20/00 12-3 p.m. – Mrs. Morgan polled the Board for reservations and one commissioner would be able to attend. Mrs. Morgan stated she would let the Town of Chesapeake City know.

MML Chapter Dinner – 1/3/01 Poor Jimmy's 6&7 p.m. (RSVP 12/20) – Mrs. Morgan asked the Board to let her know how many would be attending the dinner as she would need to send the check and reservation form by December 20th. She further asked the commissioners to make sure they could attend as the cost was rather high at \$36 per dinner and the Town needed to pay for an additional dinner for one of the legislators invited to attend.

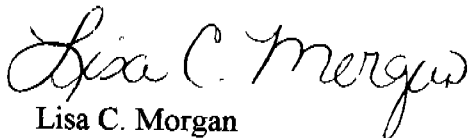
P&Z Commission Opening – Mrs. Morgan stated the Town received letters of interest from Rogers Clements and Frank Bonsall. President Vandervort stated Richard Whitby had verbally expressed interest but hadn't submitted a letter. After much discussion, a motion was made by Commissioner Stanko to appoint Frank Bonsall to the Planning and Zoning Commission, seconded by Commissioner Doss. The motion passed 4-0.

Commissioner Stanko mentioned at last night's monthly meeting, the fire company agreed to donate the bay doors to the Town for the pole barn if they would fit. Commissioner Doss stated Mr. Armour already had the measurements of the doors to check to see if they would fit.

Accounts Payable – Commissioner Stanko made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 4-0.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF DECEMBER 12, 2000
AGENDA

7:30 P.M.

1. Miller Environmental – Monthly Report
2. Edgar McMullen

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Fire Boat Pier
5. Tasker Lane
6. I&I Loan
7. Town Hall
8. Water Tower Painting
9. Handicapped Paving to Comfort Station
10. Junked Cars
11. Memorandum of Understanding – Urban Growth Boundary Plan
12. Retrofit Sidewalk Program
13. Tree on Black Avenue
14. Philip Price

NEW BUSINESS

15. Town of Chesapeake City Open House – 12/20/00 12-3 p.m.
16. MML Chapter Dinner – 1/3/01 Poor Jimmy's 6&7 pm (RSVP 12/20)
17. P&Z Commission Opening
18. Meeting of December 26, 2000
19. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/12/00 TIME: 7:30 p.m.

Edgar W. Mueller

George D. Smith - MEI

Val Hahn

Ed July

Town of Charlestown

Accounts Payable Bills

2/12/00

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Local Govern...	Cust #LGIT-0028 Inv #422 - personal injury...	-SPLIT-	29.00-
Chesapeake ...	ad for P&Z opening; ad for town election	-SPLIT-	290.64-
Kettle Creek ...	Inv #7346 - (20) trash containers	6715.1 · Other	8,372.50-
Charm Net, Inc.	Acct #6419 - internet access 12/01/00 - 01/...	6440.1 · Telephone	16.95-
Harvey & Har...	Acct #275-49441 Inv #0276-0595729 - No...	6651.1 · Trash Collection	3,638.58-
Alger Oil, Inc.	Acct #667541 - ticket #528946 - 131.6 gal x...	6430.1 · Fuel	197.27-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	96.16-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	15.07-
Comfort Stati...	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	9.44-
Flagpole Ligh...	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	41.25-
Town Pier Ele...	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	17.92-
Stanley Stee...	Acct #157717 - Inv #200075- clean Town H...	6450.1 · Maintenance	89.00-
Cameras, Etc.	Inv #65551 - (1) Polaroid Spectra camera; (...	6221.1 · Supplies	228.75-
American Ho...	Acct #685600 - Inv #721717 - replacement ...	-SPLIT-	4,451.91-
Benjamin Lu...	Acct #1186 - Inv #285359 - block for water ...	-SPLIT-	49.60-
Staples	Acct #7972 3200 0002 7426 - office supplie...	-SPLIT-	265.91-
York Building ...	Acct #4568 - Inv #169430 - 3.37 tons sand ...	6450.1 · Maintenance	26.54-
Total 1010.1 · Cash-General Checking			17,836.49-
Total 1000.1 · General Fund Cash Accounts			17,836.49-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	110.67-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	66.45-
Lift Station el...	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	17.02-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	26.05-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	280.87-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	51.31-
Water Tank E...	Water tank Acct #2096 5489 9993	7131.2 · Electric	311.62-
Baynes, Keith...	November statement - review MEI agreem...	6663.2 · Legal	80.00-
Miller Environ...	Inv #10010163 - water sys ops charges - Ja...	7120.2 · Contract Operating	1,827.90-
Verizon Wirel...	Acct #202583968-00001 - Inv #023438093...	7760.2 · Miscellaneous	51.29-
Utility Piping ...	Acct #202593 - Inv #2027437; Inv #202745...	-SPLIT-	202.88-
Total 1010.2 · Cash - Utility Checking			3,026.06-

2/12/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			3,026.06-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Ho...	Acct #885600 - Inv #726833 - fire extinguis...	6024.3 · Truck Repair	26.78-
Benjamin Lu...	Acct #1186 - Inv #286171 - nails for shop; ...	6420.3 · General Maintenance	6.43-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	650.03-
McAlfister, Mi...	two on-site meetings at Tasker Lane	6300.3 · Streets	290.00-
El's Truck Tir...	Inv #19868 - mount & balance new front tir...	6024.3 · Truck Repair	35.00-
Maryland Mat...	Acct #60502 - Inv #140463 - 4.74 tons crus...	6300.3 · Streets	34.13-
Total 1005.3 · New-Checking-Special (Special checking County)			1,042.37-
Total 1000.3 · Special Fund Cash Accounts			1,042.37-
TOTAL			21,904.92-

TOWN MEETING OF AUGUST 22, 2000
MINUTES

The August 22, 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., Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Jeff Gillespie/St. John's United Methodist Church – Sign – The Board discussed the church's request for placing a new sign for the church in the town-owned cemetery. After much discussion, the Board agreed the church could do so pending State Highway Administration and Planning and Zoning approval.

William Doss discussed the volunteer firefighter tax credit with the Board. After much discussion, President Vandervort asked if the credit would be for this tax year. Commissioner Letts suggested it would be easier to make it effective July 2001. After more discussion, President Vandervort asked if it would be based on 10% or \$10,000 reduction in assessment. After more discussion, the Board agreed it would be easier to do the \$10,000 reduction in assessment, paying volunteer firefighters \$80. President Vandervort stated he would talk to Keith Baynes, the Town's attorney, about wording a draft ordinance for the Board to review at the next meeting.

OLD BUSINESS

Minutes – The Board reviewed the minutes of the August 8, 2000 meeting. Commissioner Doss stated Commissioner Stanko was not present at the meeting and therefore the votes for all the motions needed to be changed. The Board tabled these minutes so corrections could be made and would review them at the next meeting.

PENDING BUSINESS

Fire Boat Pier – President Vandervort stated the Town received one bid from Crandell on constructing the pier. He stated Crandell had done work for the Town before, building the boat ramp, the town pier and the wooden pier at the end of the stone wharf. He further stated Crandell's bid was \$174,820. President Vandervort stated the Town was purchasing the floating dock and the lowest bid on that was from Shoremaster for \$20,200. Mr. Hearne stated Bill Rockey, the engineer with Century Engineering, questioned whether the floating dock met the specs in the bid documents. After much discussion, Commissioner Stanko stated the worst case scenario would be the Town would need to pay \$25000. Commissioner Letts asked if the figures for grant money included the \$40,000 budgeted in the Town's budget. President Vandervort stated it did not. After more discussion, Commissioner Stanko made a motion to award the contract to Crandell for \$174,820, seconded by Commissioner Letts. The motion passed 5-0. Commissioner Doss made a motion to award the bid for purchasing the floating dock

with aluminum decking to Shoremaster for \$20,200, provided said floating dock meets the bid specs, seconded by Commissioner Letts. The motion passed 5-0.

Tasker Lane – President Vandervort stated Mr. Baynes would call Bell Atlantic one more time and would then file a trespass motion in court and get the court to order them to move the pole.

I&I Loan – President Vandervort stated George Smith, of Miller Environmental, Inc., was supposed to have a plan of action for the Town. Mr. Hearne stated he had sent one but Mr. Smith could not be here and asked if the Town wanted Mr. Smith here when it was discussed. The Board concurred.

ADA Ramps – Post Office & Town Hall – Mr. Hearne stated this was the item he asked to have postponed as the Town would be able to apply for grant money to do this work. President Vandervort asked Mr. Hearne if he had submitted the application. Mr. Hearne stated the Town couldn't apply until February 2001.

Trash Barrels – President Vandervort asked to have this matter tabled as he hadn't contacted the vendor yet.

Street Repairs – Commissioner Letts stated Tom Squires Paving never called the Town back and Grapes Paving had attended a meeting but never submitted anything afterward. He further stated the Town did get a quote from McGuirk Construction. Commissioner Letts stated Mrs. Morgan was supposed to contact Quality Enterprises to see if they would bid on it. President Vandervort asked about the emergency repair on Conestoga Street. Commissioner Letts stated McGuirk would do the repair as Mr. McGuirk stated it could be done for less than \$2500.

Park Lighting – Commissioner Doss asked if Mrs. Morgan had ordered the light pole. Mr. Hearne stated she had but wanted to know what electrician to contact to do the wiring. After some discussion, President Vandervort stated the electrician would just need to do the wiring as William Algard, Hershel Armour and Millard Bott, the Town's maintenance workers, should be able to set up the pole.

Mats for Playground – President Vandervort stated Mrs. Morgan was not present so he was not sure if she had gotten all the quotes. Commissioner Letts stated he thought Mrs. Morgan was waiting for one more quote.

Town Hall Paint – Commissioner Letts stated he talked to the man who would be doing the painting on the Tory House and he said the area should be tarped and the paint scraped so the paint chips were captured and then the Town could dispose of them. He further said that man would not be able to do the painting but suggested a Mr. Smythe. Commissioner Letts stated he had attempted to contact Mr. Smythe but hasn't talked to him yet.

NEW BUSINESS

CAC FY2001 Grant Agreement – Mr. Hearne stated President Vandervort needed to sign the agreement, which would reimburse the Town for his time spent administering the Critical Area program in town. He further stated the grant was for \$2000. Commissioner Letts made a motion to have President Vandervort sign the Chesapeake Bay Critical Area FY2001 grant agreement, seconded by Commissioner Sheets. The motion passed 5-0.

Mr. Hearne stated Soil Conservation called and requested he sign the copies of the revised plans for the fire boat pier he delivered to them. He asked if the Board would approve him signing them. The Board concurred that he could sign them.

Mr. Hearne mentioned the meeting for Richard's Paving was Thursday at 10 a.m., not tomorrow. President Vandervort stated he would like to get prices on some additional paving: increasing the size of the pad for the handicapped picnic table at the stone wharf, a walkway to the pavilion at Veterans Park and to pave the walkway to the town pier. After some discussion, President Vandervort stated he would ask them for prices and the Board could decide at the next meeting if they wanted to add that to the work Richard's Paving was already contracted to do.

Commissioner Letts stated Ed Insley was asking him if the Town could fill in the low areas next the building at Charlestown Marina as water keeps entering the building. After some discussion, President Vandervort stated he would like to see a letter from the property owner to make sure that was what they wanted the Town to do. Commissioner Letts also suggested the Town have Mr. Algard and Mr. Armour put another post down at Veterans Park as a car was driven into the park. After brief discussion, Commissioner Letts made a motion to have Mr. Algard put another post in at Veterans Park, seconded by Commissioner Doss. The motion passed 5-0.

President Vandervort stated he would like to see the Town make Veterans Park and Fair Green Park off limits to dogs. After discussion, President Vandervort stated he would check with Mr. Baynes to what the Town would need to pass. The Board concurred.

Mr. Hearne stated Matthew Eggleston, the new principal at Charlestown Elementary School had invited the commissioners to the Back to School open house on tomorrow from 4-6 p.m. He further stated Frank Muller, the head of Emergency Management/Civil Defense, sent a invitation to anyone wishing to attend the next Emergency Planning Committee meeting on September 20, 2000 from 1-2 p.m. Commissioner Stanko mentioned the Union Hospital Foundation sent a reminder about their upcoming Twilight Charity scheduled for November 11, 2000.

President Vandervort stated Mr. Hearne had stated the fees for subdivisions were not covering the expenses. Mr. Hearne stated that he was currently including language in the public work agreements that all expenses were to be paid before the bond would be released. He further stated he was working on rewriting the resolution to set a flat fee

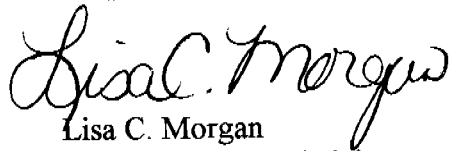
which would cover expenses. President Vandervort stated the resolution should be written to insure the Town recovered all expenses.

President Vandervort stated a meeting was scheduled with Larry Porter about the roads and asked what the result of the meeting was. Mr. Hearne stated Mr. Porter did not attend and hadn't called him yet to schedule another meeting.

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

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:11 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF AUGUST 22, 2000
AGENDA

7:30 P.M.

1. Edgar McMullen, Jr. – Tasker Lane
2. Jeff Gillespie/St. John's U.M. Church -- Sign

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Fire Boat Pier
5. Tasker Lane
6. I&I Loan
7. ADA Ramps – Post Office & Town Hall
8. Trash Barrels
9. Street Repairs
10. Park Lighting
11. Mats for playground
12. Post Office paint

NEW BUSINESS

13. CAC FY2001 Grant Agreement
14. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/22/2002 TIME: 7:30 p.m.

Jeff Gillespie

Bill Ross

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Verizon Wireless	Acct #000017861803 96Y - Town Hall telep...	6440.1 · Telephone	107.40-
Woodward-Clyde Consu...	Inv #23430 - final public works agree - Duck...	6616.1 · Duck Hollo...	78.00-
Heame, Stanley W.	reimburse copying expense @ Wilim BluePr...	6718.1 · Fireboat pi...	64.80-
AT&T	Acct #8014-058-9492 - Inv #6392405889	6440.1 · Telephone	12.87-
Central Printing & Offic...	(2) sets of 500 business cards - Sheets & St...	6222.2 · Printing	70.00-
Merry Maids	cleaning Town Hall - 08/28/00	6450.1 · Maintenance	35.00-
Total 1010.1 · Cash-General Checking			368.07-
Total 1000.1 · General Fund Cash Accounts			368.07-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon Wireless	Acct #000017860572 14Y - telephone - wat...	7152.2 · Telephone ...	34.53-
Miller Environmental, Inc.	Inv #10090059 - water system operation ch...	7120.2 · Contract O...	1,827.90-
Total 1010.2 · Cash - Utility Checking			1,862.43-
Total 1000.2 · Utility Fund Cash Accounts			1,862.43-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Street Lighting	Street Lighting Acct #2055 3529 9973	-SPLIT-	650.03-
Gilbert Enterprises Inc.	Inv #5366N - Jul '00 gasoline charges for m...	-SPLIT-	236.10-
Total 1005.3 · New-Checking-Special (Special checking County)			886.13-
Total 1000.3 · Special Fund Cash Accounts			886.13-
TOTAL			3,116.63-

TOWN MEETING OF AUGUST 8, 2000
MINUTES

The August 8, 2000 Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:33 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Michael W. Doss, and Commissioner Donna M. Sheets. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc., presented the July monthly water system operations report to the Board. President Vandervort asked if the water level in the tank could be lower as the painter was having difficulty due to the amount of condensation on the tower. Mrs. Hamilton stated she would talk to George Smith, her supervisor, but was concerned with fire control and possible pressure problems. President Vandervort asked her to check with Mr. Smith on it. Commissioner Doss stated if the water level was lowered and firefighting capabilities may be impaired, the Town needed to let the fire company know. Mrs. Hamilton asked the Town to contact the painter to turn off the lights in the top of the tank as he had been leaving them on.

Voretta Santos/Charlestown Elementary School P.T.A. – Donation to RAPPS Program – Voretta Santos, president of the Charlestown Elementary School P.T.A. asked the Board if the Town would donated money toward the RAPPS program. She further explained the program was to provide one-on-one tutoring with students having difficulty reading at their grade levels. She stated the money would be used for supplemental instructional materials and incentives for the children participating. After some discussion, Commissioner Letts made a motion to donate \$150 to the Charlestown Elementary School P.T.A. for the RAPPS program, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Sheets abstained).

Neighborhood Conservation Program – Dennis German of the Maryland State Highway Administration's Neighborhood Conservation Program, discussed the program, also known as the streetscape program, with the Board. He further stated this program was to provide transportation improvements in older, existing communities such as paving, sidewalks, landscaping, pedestrian safety and street lighting. He, however, said ornamental street lighting and installing underground utilities was not covered by the program. Mr. German stated there was a process in developing a concept plan which began with a public meeting and the formation of a task force. He finished by stating the process would take 3-4 years.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the July 25, 2000 meeting, seconded by Commissioner Letts. The motion passed 4-0.

PENDING BUSINESS

Fire Boat Pier – President Vandervort stated the pre-bid meeting was held today at 10 a.m. and both David Decker, engineer for the Maryland Department of Natural Resources, and Bill Rockey, of Century Engineering, were present. Mr. Hearne stated he contacted all those firms who received bid packages but did not attend the pre-bid meeting. President Vandervort stated the biggest discussion during the pre-bid meeting was the time frame for each stage of the project but this was deliberately not included in the bid package so the Town could get input from the prospective bidders on reasonable time frames for completion. He further stated the completion due was set for January 31, 2001.

Tasker Lane – President Vandervort stated the Town received a copy of the reply sent by Bell Atlantic to Keith Baynes, the Town's attorney. After some discussion, Commissioner Letts stated Mr. Baynes should proceed with legal action on it. After some discussion, President Vandervort stated he would discuss this, as well as the review of the ordinances mentioned at a previous meeting, Charlestown Marina, and the volunteer firefighter tax credit, with Mr. Baynes.

I&I Loan – Mr. Hearne stated Mr. Smith, of MEI, had been working on a plan of action and he would contact him about it.

ADA Ramps – Mr. Hearne stated the next round of community block grant funding for a project like the ramps would not be until February 2001. President Vandervort asked Mr. Hearne to obtain and complete the application as soon as possible so it was ready for submittal.

President Vandervort stated the Program Open Space funding request for the Fair Green Park playground had reached the State clearinghouse and was being reviewed for approval by various state agencies. Mr. Hearne stated he would check on when the funding request would go before the State Board of Public Works once the Town was notified it had received a favorable report from the State clearinghouse.

Trees on Town Right-of-Way – President Vandervort stated the Town received three quotes to remove trees: Heartwood Landscaping for \$2,670; Cecil Tree Service for \$1,475; and Shamrock Tree Service for \$2,650. Mrs. Morgan explained the bids from Heartwood and Shamrock were based on them removing the wood and the one from Cecil Tree Service in leaving the wood. She further stated Heartwood included one other sycamore tree for \$800 which she did not ask for a price. After some discussion, Commissioner Doss made a motion to have Cecil Tree Service remove all 5 trees including the cherry tree in front of the Hull property on Conestoga Street if it was determined to be on town property, seconded by Commissioner Letts. The motion passed 4-0.

Trash Barrels – President Vandervort stated he received three quotes on trash barrels. He stated Windsor Barrel, which carried the same as the ones in Ocean City, quoted \$399

plus an additional \$49 for the town seal. He further stated he had a quote from Victor Stanley for the heavy steel barrels of \$800 but it doesn't include placing the town seal. President Vandervort also stated he had a quote on a similar barrel but without the side door from United Receptables for \$712 each including putting the town seal on. Mrs. Morgan stated she had Mr. Algard and Mr. Armour list the trash barrels in town and their location and also any suggestions for additional barrels. After some discussion, President Vandervort stated it seemed likely the Board would decided on getting so many of one type and the rest in another type. After more discussion, President Vandervort stated he would have more information at the next meeting.

President Vandervort stated he had a complaint from Dennis Wood, of 91 Edgewater Avenue, about the trash hauler taking his barrels. He further stated Mr. Wood was using the 55 gallon barrels like the Town used. President Vandervort said he talked to the trash hauler who stated the barrels were extremely heavy and he could not use the lift on the truck on those barrels. President Vandervort stated he attempted to contact Mr. Wood but he was on vacation and he would attempt to contact him again.

Street Repairs – Commissioner Letts stated he and Mr. Algard had met with Michael McGuirk, of McGuirk Construction Co., to get a quote on the list of street repairs. He further stated he would like to have Mr. McGuirk repair the problem with the pipe on Conestoga Street as it was washing out underneath the road. Commissioner Letts stated he would work on getting other quotes for the other repairs on the list so the Board could look at them at the next meeting. After much discussion, Commissioner Doss made a motion to approve having McGuirk repair the pipe problem on Conestoga Street provided the cost does not exceed \$2500, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Letts stated he would contact Mr. McGuirk tomorrow.

Park Lighting – Commissioner Doss stated he received a quote from Halophane Lighting for a 12 foot cast aluminum pole with 2 lights for \$1868. After some discussion, the Board decided it wanted a black pole, not dark green. After more discussion, Commissioner Sheets made a motion to purchase the light from Halophane for \$1868, seconded by Commissioner Letts. The motion passed 4-0. After more discussion, President Vandervort asked to have Bradley Electric contacted to come out and give a price on running electric to the pole location.

NEW BUSINESS

Upper Bay Museum – Mrs. Morgan stated Howard Lynch, of the Upper Bay Museum, asked if the Town would be willing to do a \$25 ad in their Fall decoy brochure as the Town had done in the past. After some discussion, Commissioner Letts made a motion to pay for a \$25 ad, seconded by Commissioner Sheets. The motion passed 4-0.

Mats for playground – Mrs. Morgan asked the Board to consider purchasing mats for under the swings, sliding boards and around the merry-go-round to prevent damage to the fabric under the wood chip base. After some discussion, Mrs. Morgan stated she would

look for price information in the brochures she received from vendors at the MML Conference.

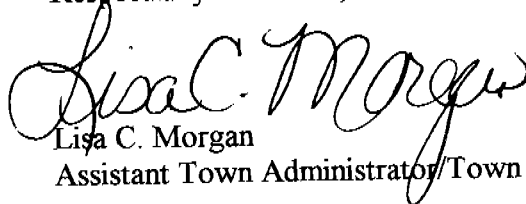
Post Office Paint – President Vandervort stated the postmaster was asking to buy paint to paint the interior of the post office. Mrs. Morgan stated she was not sure the postmaster would be doing the painting or wanted Mr. Algard and Mr. Armour to paint. After some discussion, the Board did not mind her buying the paint but, if Mr. Algard and Mr. Armour were to do the painting, it would have to be done during regular working hours as the Board was unwilling to authorize overtime for this.

President Vandervort stated he tried to contact the guy who would be painting the Tory House for Colonial Charlestown, Inc. but he wasn't there. Robert Phillips, a member of the audience, stated he could get President Vandervort Mr. Thomas's telephone number.

Accounts Payable – Commissioner Letts made a motion 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 at 9:34 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF AUGUST 8, 2000
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report
2. Voretta Santos/Charlestown Elementary P.T.A. – Donation to RAPS
Donation

OLD BUSINESS

3. Minutes

PENDING BUSINESS

4. Fire Boat Pier
5. Tasker Lane
6. I&I Loan
7. ADA Ramps – Post Office & Town Hall
8. Trees on Town Right-of-Way
9. Trash Barrels
10. Street Repairs
11. Park Lighting

NEW BUSINESS

12. Upper Bay Museum – Ad for Brochure
13. Mats for playground
14. Post Office paint
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

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

Beth Hamilton

Voretta Santos

Bob Phillips

Dennis German State Hwy Admin 410-545-8900

TOM REVELLE S.H.A. DISTRICT 2 (410) 788-3061

Val Hahn

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Chesapeake Publishing ...	ad for Planning & Zoning Commission openi...	-SPLIT-	220.88-
Harvey & Harvey	Acct #275-49441 Inv #0276-0519800 July tr...	6651.1 · Trash Colle...	3,700.43-
Conectiv	Town Hail electric - Acct #2096 3159 9997	6420.1 · Electric	170.92-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	17.05-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	9.69-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	41.88-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	9.79-
Bell Atlantic	Acct #000017861803 96Y - telephone Town...	6440.1 · Telephone	96.66-
Maryland Rural Develop...	Circuit Rider payment - 4th qtr FY2K (04/01...	6330.1 · Administrat...	2,957.75-
ST. Paul Stamp Works I...	Acct # CH285, Inv #66815 - (2) namplates - ...	6220.1 · Office Sup...	24.05-
American Home & Hard...	Acct #685600 - Inv #693324 - toilet lever & ...	6410.1 · Repairs	7.27-
Staples	Acct # 7972 3200 0002 7426 - office supplies	6221.1 · Supplies	224.36-
Benjamin Lumber Co., I...	Acct #1186 - Inv #281082 - lumber for picni...	-SPLIT-	121.62-
Total 1010.1 · Cash-General Checking			7,602.35-
Total 1000.1 · General Fund Cash Accounts			
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
NEBS	Cust #961219-139077 - inv #9911383777-9 ...	-SPLIT-	93.71-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	143.33-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	109.16-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	15.22-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT ...	69.24-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	423.12-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	79.94-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	87.25-
Bell Atlantic	Acct #000017860572 14Y - telephone - wat...	6440.1 · Telephone	33.83-
Shore Well Drillers Inc.	Inv #SD 3557 - pump repair ball field	7750.2 · Repairs	2,149.82-
Verizon Wireless	Acct #202583968-00001 Inv #0224102579 - ...	7760.2 · Miscellane...	48.22-
Total 1010.2 · Cash - Utility Checking			3,252.84-
Total 1000.2 · Utility Fund Cash Accounts			
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Total 1000.2 · Utility Fund Cash Accounts			3,252.84-

08/08/00

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Benjamin Lumber Co., l...	Acct #1186 - Inv #280826 - clips; cleavis pi...	6022.3 · Equipment ...	10.62-
Kunkle Service Co.	Acct #36904 - Inv #N197836 - oil for tractor,...	-SPLIT-	190.36-
Total 1005.3 · New-Checking-Special (Special checking County)			200.98-
Total 1000.3 · Special Fund Cash Accounts			200.98-
TOTAL			11,056.17-

TOWN MEETING OF APRIL 24, 2001
MINUTES

The April 24, 2001 Town Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other Commissioners present were Vice-President Steven W. Vandervort, Treasurer Michael W. Doss and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Commissioner Donna M. Sheets arrived shortly after the meeting began. Audience attendance sheet is attached hereto.

Minutes – Commissioner Stanko made a motion to approve the minutes of the April 10, 2001 meeting, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Doss abstained).

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

At this time, Commissioner Sheets arrived at the meeting.

PENDING BUSINESS

Water System Operations Contract – Mr. Hearne stated the bid opening was held at 2 p.m. this afternoon and the Town had received three bids as follows: United Water - \$33,200 for the 1st year; Severn-Trent Services - \$33,268 for the 1st year and Miller Environmental, Inc. - \$22,812 for the 1st year. He further stated Artesian Water sent a letter stating they would not be submitting a proposal. Commissioner Vandervort stated Tatman and Lee Associates, the Town's engineers, reviewed the bids the last time the contract was bid out but, since Miller Environmental, Inc. (MEI), the current water system operator, was the low bidder and they would be using basically the same contract as the current one, he didn't feel it was necessary to have the bids reviewed. President Letts agreed and stated he was very satisfied with the work MEI had done. Commissioner Vandervort made a motion to accept the bid from Miller Environmental, Inc. for the water system operations contract, seconded by Commissioner Doss. The motion passed 5-0.

I&I – Mr. Hearne stated Mrs. Morgan had talked to George Smith, of MEI, and set dates for inspection of properties identified through the smoke testing. Mrs. Morgan stated the inspection dates were May 7 and 8. She further stated she would get the letters out to the property owners.

Special Buffer Provisions – President Letts stated he was not satisfied with the mitigation provisions. After discussion, Mr. Hearne stated he had talked to Mary Ann Skilling, the Critical Area circuit rider, and she had said the Critical Area Commission (CAC) might agree to eliminate the additional off-site mitigation, etc. because there were limited areas for additional plantings within the buffer. Commissioner Stanko asked if CAC would look at a draft proposal instead of the Board formally passing something that CAC would

not approve and therefore the Town would need to revise again and again until CAC would approve. Mr. Hearne stated he was not sure but he would check with Mrs. Skilling. President Letts stated if the additional mitigation was taken out, then the other item to be decided was where to set the new line. Commissioner Stanko stated she would approve setting the line at 30 feet and eliminating the additional mitigation requirements entirely. Commissioner Sheets concurred with that. Mr. Hearne stated he would send a letter to Mary Owens, of CAC. Commissioner Vandervort stated he was not sure what amount of mitigation that 9a on the draft was asking to have done and asked Mr. Hearne to have them clarify that also.

Fire Boat Pier – President Letts stated the fireboat pier was basically completed. Mr. Hearne stated the close out meeting would be Friday at 10 a.m. He further stated Bill Rockey, of Century Engineering, had recommended installing $\frac{3}{4}$ x $\frac{3}{4}$ rub strips on the pilings for the floating pier to prevent some of the rubbing. Commissioner Doss mentioned the second piling on the floater was not centered in its bracket and was already rubbing.

Dedication Ceremony – Fire Boat Pier – President Vandervort stated he had tentatively considered scheduled a dedication ceremony for the fireboat pier for Saturday, May 19, 2001 at 5 p.m. with a rain date of May 20th. He further stated he and Mrs. Morgan had worked on a tentative guest list for the Board to consider. Commissioner Vandervort mentioned David Jarinko, a former commissioner, should be invited. After discussion, the Board added several individuals to the guest list and asked Mrs. Morgan to get the invitations out. Commissioner Vandervort also suggested a proclamation should be done for Delegate Rudolph who was very instrumental in getting permits and funding for this project. The Board agreed and asked Mrs. Morgan to have one done. President Letts mentioned he would like to see a plaque installed at the pier giving the date of the dedication and being dedicated to the volunteer firefighters of Charlestown. Commissioner Sheets stated she would contact Robert Crouch, of Crouch Funeral Homes, about a plaque. President Letts stated refreshments should also be provided and he stated he would arrange that. After some discussion, Commissioner Vandervort made a motion to approve \$300 for the dedication, seconded by Commissioner Doss. The motion passed 5-0. The Board agreed if additional monies were needed, the matter would be discussed at a subsequent meeting.

Town Hall Renovations – Mr. Hearne stated the Board needed to decide if the Town was going to go forward with moving the back wall out at the Town Hall and renovate the interior of the building. He further stated the Maryland Historical Trust may have monies to help with the renovations in the older part of the building but they would not fund anything in the new addition. Mr. Hearne stated they wanted construction drawings before they would consider anything. Commissioner Stanko stated they might have funding for the old part though. Mr. Hearne stated yes but he didn't know what they would or would not fund as far as renovations. He also stated the Trust suggested narrowing the width of the addition 6 inches to preserve the outline of the older section. After more discussion, Commissioner Stanko asked how the Town would get drawings done, if it needed to go out to bid or not. After more discussion, Commissioner

Vandervort suggested the Town contact Steve Lewis, a town resident and builder, to do up drawings. President Letts stated he would contact Mr. Lewis tomorrow. Mrs. Morgan asked him to talk to Mr. Lewis about when he would be installing the storm windows at the town house also.

Handicapped Ramps – Mr. Hearne stated the Maryland Historical Trust had requested more information on the ramps before they make a recommendation on the Town's application for Community Development Block Grant monies for this project.

Handicapped Paving – Mr. Hearne stated Richard's Paving did not start the repair work at the stone wharf last week and they were supposed to call him back tomorrow. He further stated there were two old grants: one with \$194 remaining from the grant for the fire company's fire boat motor and the other with \$2994.78 remaining from the boat ramp grant. Mr. Hearne stated Ken Ropp, of the Maryland Department of Natural Resources (DNR), confirmed in writing the Town could use this money for paving at the comfort station if it was used by October 2001. Commissioner Stanko asked if the Town could get a new paving contractor. Mr. Hearne stated we should consider that but need to be careful doing it and should check with Keith Baynes, the Town's attorney. After discussion, Commissioner Vandervort stated that would be only for the stone wharf, we could get anybody we want to pave at the comfort station. Commissioner Stanko stated then we should get a hold of a contractor for that but couldn't we do something to either get Richard's Paving to correct the stone wharf or go with another contractor.

Commissioner Vandervort stated there were other contractors who do that type of paving but the Town would need to send Richard's Paving telling them to complete the work or the Town would have someone else take care of it and deduct it from their fee. After more discussion, Commissioner Vandervort made a motion to send the letter to Richard's Paving, seconded by Commissioner Stanko. The motion passed 5-0. Commissioner Vandervort suggested the following wording for the letter: "very disturbed you have not come back to correct the problems brought to your attention about the job. We hereby intend to contact another contractor to make the corrections and we will deduct those charges for that work from your fees. We will proceed to do this if we do not receive a written response from you in ten (10) calendar days from the date of this letter."

Cecil County Arts Council – Grant Program – Commissioner Sheets stated she hadn't heard anything yet but had submitted for monies to cover the cost of the drum & fife corps. for the Travels with George event.

Ditch on Water Street – Commissioner Vandervort stated when William Algard and Hershel Armour, the Town's maintenance workers, were done with the pole barn, he would like to work with them on solving the water run-off on Water Street.

Lift Station – Power Backup – Commissioner Doss stated he talked to David Hollenbaugh, of the County Department of Public Works, and asked him if the county was going to do the same thing with all their lift stations and Mr. Hollenbaugh told him he had submitted for this in the next county budget. Commissioner Doss stated he didn't

feel this was going to get funded by the county. After brief discussion, the Board decided not to pursue this further and asked to have the item removed from the agenda.

Lift Station – Springs – Mrs. Morgan stated she still had to contact Billco, the manufacturer, for the cost of the springs.

Shoreline Erosion – Mr. Hearne stated he tried to contact David Wilson, of the RC&D Council, but he wasn't in. After some discussion, Commissioner Vandervort stated these grants are not as available as they were. Mr. Hearne stated the cost share had changed and if the Town did get a grant, the Town's share would be 45%.

Widening of Conestoga Street – Mr. Hearne stated Commissioner Vandervort was supposed to have done specs for the grading and swale. Commissioner Vandervort stated he had forgotten but would get it done.

Tasker Lane – Mr. Hearne stated the pole was still there.

Phillip Price – Commissioner Vandervort stated a friend of his had tried to serve Mr. Price but was unable to.

Firefighters Tax Credit – Mr. Hearne stated the Town received the proposed Ordinance #2001-01 and Resolution #2001-03 regarding the firefighters tax credit. After brief discussion, Commissioner Doss made a motion to adopt Ordinance #2001-01 and Resolution #2001-03, seconded by Commissioner Vandervort. Commissioner Doss stated clearly for the record he would not financially benefit from this tax credit. The motion passed 3-0-2 (Commissioner Sheets and Commissioner Stanko abstained).

Leases – Mr. Hearne stated Ulrich and Ulrich had quoted a cost between \$450 to \$550 for the appraisal but it would be approximately 8 weeks before he could do it. He further asked if Thomas Brittingham, owner of Lee's Marina, was okay with the delay, if the Town wanted to move forward. Mr. Hearne also asked if the Town would pay Ulrich and Ulrich and have Lee's Marina reimburse half the cost to the Town. Commissioner Vandervort made a motion to have Ulrich & Ulrich do the appraisal, as long as Mr. Brittingham is agreeable to the delay, with the Town being billing for the appraisal and then billing Lee's Marina for half the expense, seconded by Commissioner Sheets. The motion passed 5-0.

Cemetery Ordinance – Commissioner Stanko made a motion to approve Ordinance #2001-02, seconded by Commissioner Doss. The motion passed 5-0.

Buddy Jones – President Letts stated Mr. Jones hadn't shown up in the area yet.

Travels with George – Commissioner Sheets stated the next meeting was at Cecil Community College on Monday. She further stated it was suggested having a medic available but she had talked to the school nurse who would be willing to be there.

Paula Tyson – 210 Louisa Lane – Mr. Hearne stated he would discuss this with Mr. Baynes on Thursday. President Letts stated he was still uncertain the Town could do anything.

Cross Country Garden Club – Reserve Veterans Park 06/19/01 12-3 p.m. – Commissioner Vandervort stated the club had reserved the pavilion in the park every year that he can remember and the club always reserved it during the week so it would not interfere with people using it on a weekend. Commissioner Stanko made a motion to allow the Cross Country Garden Club to reserve the pavilion at Veterans Park on June 19, 2001 from 12-3 p.m., seconded by Commissioner Sheets. The motion passed 5-0.

Hazard Evaluation Survey – Mr. Hearne stated he had met with Dick Furst, Risk Manager for Local Government Insurance Trust (LGIT), who did the hazard evaluation survey. He asked the Board to review the survey and reminded them that the items were recommendations, not requirements.

TCI – Mr. Hearne stated Allen McDaniel, General Manager of AT&T Cable, formerly TCI Cable, told him they were being bought by Comcast so he was not sure what name the business will be under yet so suggested holding off dealing with the franchise agreement until certain.

Trash Along Roads – President Letts stated a letter was sent to the Sheriff and someone was to contact them regarding the actual cleanup. Mrs. Morgan stated President Letts told her he would contact Mr. Algard as to what Saturdays he would be available and then he would contact Mr. Clewer, of the Sheriff's Office CARC Unit. After some discussion, the Board agreed to have the inmate detail come on May 12th and the Saturday before the Travels with George event.

Commissioner Sheets stated she had talked to Dr. Gell about contacting Sheriff Kennedy about the deputies for the Travels with George event but Dr. Gell hadn't called yet.

Unsafe Structures – 338 Chesapeake Road & 221 Market Street – Mr. Hearne stated he would talk to Mr. Baynes about this on Thursday.

LGIT – Board of Trustees Ballot – After brief discussion, the Board decided not to vote.

Budget – President Letts stated the next budget workshop meeting would be held April 29, 2001 from 11 a.m. to 1 p.m.

NEW BUSINESS

Resolution #2001-05 – LGIT Agreement – Mr. Hearne explained the few changes LGIT had made to the agreement. He further stated the Town could decide not to vote for the changes but if 2/3 of the members in LGIT do, the changes in the agreement stand. After brief discussion, Commissioner Doss made a motion to adopt Resolution #2001-05

approving the Seventh Amended and Revised LGIT Agreement, seconded by Commissioner Sheets. The motion passed 5-0.

Resolution #2001-04 – Circuit Rider Program FY01-02 – Commissioner Doss made a motion to approve Resolution #2001-04 continuing the Town's participation in the Circuit Rider Program for the Fiscal Year 2001-2002, seconded by Commissioner Vandervort. The motion passed 5-0.

Corrosion Control – Mr. Hearne stated Corrosion Control was supposed to start the painting of the water tower on May 7, 2001.

Mrs. Morgan stated she had 1 water meter left and asked to purchase 6 meters. Commissioner Stanko made a motion to approve the purchase of 6 meters, seconded by Commissioner Sheets. The motion passed 5-0.

National Boating Infrastructure Grant – Mr. Hearne stated DNR had grant monies available through the National Boating Infrastructure Grant program. He stated however DNR would be concentrating funding of safe harbor or transient boating projects with these grants at this time. The Board agreed the Town would not be seeking a grant under this.

President Letts mentioned the boat reportedly in the transient slip was gone.

Crime Control and Prevention Program (due 05/17/01 3 p.m.) – Mr. Hearne stated the Town received grant monies under this program for the light for Fair Green Park. He further stated the Town could submit for a grant for the safety light along the walking track even though he had submitted for monies through Program Open Space. After brief discussion, the Board agreed so if the Town didn't receive POS monies, the Town may get a grant through this program. The Board also discussed putting in additional lights if the Town received both grants. Mr. Hearne stated the Town would need to get a letter of support from the Sheriff's Office for this grant request.

Sheriff's Office Agreement (expires 06/30/01) – President Letts stated there was some confusion at the Sheriff's Office about when the Town began paying the increased rate of \$27.50 per hour to the Sheriff's Office. He further stated he checked with Mr. Hearne and Mrs. Morgan and they confirmed the Town had been paying the \$27.50/hour rate since July 1, 2000.

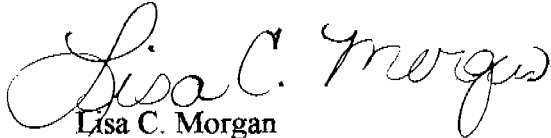
Commissioner Sheets stated the Town should keep after Larry Porter, developer of Trinity Woods, about getting the paving done. President Letts stated he would contact Mr. Porter.

Commissioner Doss stated the Town needed to get the light installed at Fair Green Park. He stated there was an incident over the past weekend and with the warmer weather, more of the older kids would be starting to hang out at the park.

Mr. Hearne stated the next Council of Governments meeting was May 2, 2001 at the Elkton Municipal Building if any of the Board wanted to attend. He further stated he would not be able to attend due to a scheduling conflict.

As there was no further business to be discussed, Commissioner Vandervort made a motion to adjourn, seconded by Commissioner Doss. The motion passed 5-0. President Letts adjourned the meeting at 9:18 p.m.

Respectfully submitted,

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

Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 24, 2001

AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. Water System Operations Contract
4. I&I
5. Special Buffer Provisions
6. Fire Boat Pier
7. Dedication Ceremony – Fire Boat Pier
8. Town Hall Renovations
9. Handicapped Ramps – Town Hall & Post Office
10. Handicapped Paving – Comfort Station
11. Cecil County Arts Council – Grant Program
12. Ditch on Water Street
13. Lift Station – Power Backup
14. Shoreline Erosion
15. Widening of Conestoga Street
16. Tasker Lane
17. Phillip Price
18. Firefighters Tax Credit
19. Leases
20. Cemetery Ordinance
21. Buddy Jones
22. Lift Station – Springs
23. Travels with George
24. Paula Tyson – 210 Louisa Lane
25. Cross Country Garden Club – Reserve Veterans Park 6/19/01 12-3 p.m.
26. Hazard Evaluation Survey
27. TCI
28. Trash Along Roads
29. Unsafe Structures – 338 Chesapeake Rd. & 221 Market St.
30. LGIT – Board of Trustees Ballot
31. Budget

NEW BUSINESS

32. Resolution #2001-03 – LGIT Agreement
33. Resolution #2001-04 – Circuit Rider Program
34. Corrosion Control
35. Water Meters
36. National Boating Infrastructure Grant
37. Crime Control & Prevention Program (due 05/17/01 3 p.m.)
38. Sheriff's Office Agreement (expires 6/30/01)

Town of Charlestown

Accounts Payable Bills

4/24/01

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Edwin A. & John O. Crandell...	Inv #2 - partial invoice Project #98-FB-CONS-fire boat pier ...	6718.1 · Fireboat pier (grant reimbursab	15,199.20-
Century Engineering Inc.	Inv#0014293 - site visit prep; pile driving inspection & report ...	6718.1 · Fireboat pier (grant reimbursab	907.40-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	117.93-
AT&T	Acct #8014-058-9492 - Inv #6392441609 - long distance - To...	6440.1 · Telephone	8.51-
Total 1010.1 · Cash-General Checking			<u>16,233.04-</u>
Total 1000.1 · General Fund Cash Accounts			<u>16,233.04-</u>
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	33.72-
Allfirst Bank, Trustee for CDA	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 · Original Construction Loan	37,849.30-
Hearne, Stanley W.	reprinting new copies of Consumer Confidence Report at Kin...	7142.2 · Office Supplies	65.00-
Miller Environmental, Inc.	Inv #10050167 - water system ops - May '01	7750.2 · Repairs	1,827.90-
Total 1010.2 · Cash - Utility Checking			<u>39,775.92-</u>
Total 1000.2 · Utility Fund Cash Accounts			<u>39,775.92-</u>
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #44861 - blades; oil filter; oil; screw for bot...	6022.3 · Equipment Repair	104.78-
Total 1005.3 · New-Checking-Special (Special checking County)			<u>104.78-</u>
Total 1000.3 · Special Fund Cash Accounts			<u>104.78-</u>
TOTAL			<u><u>56,113.74-</u></u>

TOWN MEETING OF APRIL 10, 2001
MINUTES

The April 10, 2001 town meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:00 p.m. Other Commissioners present were Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Commissioner Vandervort arrived shortly after the meeting began. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Stanko made a motion to approve the minutes of the March 13, 2001 meeting. After some discussion, during which Vice-President Steven W. Vandervort arrived, the motion was seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Vandervort abstained).

Accounts Payable – Reviewing the list of bills, Commissioner Vandervort stated the town maintenance workers should have asked to purchase the step ladders before purchasing them. President Letts stated he would talk to William Algard, one of the maintenance workers, about it. Commissioner Vandervort made a motion to approve the bills, seconded by Commissioners Sheets. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. presented the March 2001 monthly water system operations report to the Board. Mr. Hearne stated he had talked to Mr. Smith about the second feed to the water tower and also talked to Tom DeLorimier, of Tatman and Lee Associates, the Town's engineers, who didn't remember having done any engineering on it. Commissioner Vandervort stated it was one of the options the Town considered to use up remaining grant monies from the water system but the Town opted to loop two dead ends instead. He further stated looping the dead ends of the water system used up the remaining grant monies. Commissioner Vandervort also said the Town had the pre-proposal meeting for the water system operations contract today and Mr. Smith was there as a prospective bidder but was also very willing to answer questions the other bidders had during the meeting and walk-through of the water tower. He stated he appreciated Mr. Smith's cooperation.

Leonard Newswanger/Pat's Marina – Drainage Problem – Mr. Newswanger stated water run-off was running into the parking lot and eroding the bulkhead. He further stated there were drains but they haven't been maintained so they were not working like they should. After discussion, President Letts stated once the maintenance workers completed the pole barn, they will be working on this problem.

Travels with George – Dr. Gell presented a estimated budget for this event. He discussed the proposed itinerary for the day with the Board. After much discussion, Dr. Gell stated they were requesting \$700 from the Town to help fund the event. After more discussion, Commissioner Vandervort stated the funds should be available in the parks and recreation budget but if it wasn't, the President's discretionary fund could be used. Commissioner Stanko made a motion to sponsor the Travels with George event, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Sheets abstained).

Rebecca Phillips stated they would work with the \$700 but they did not know how many people will be coming with "George" so if the funds run out, they may come back to the Board for an additional amount. Howard Hall, a member of the audience, asked Mrs. Phillips if they had any flyers for the event as some of the businesses might be interested in contributing toward the costs. Mrs. Phillips stated she would talk to him later about it.

Danielle Hafner – Water Service to 1132 W. Old Philadelphia Road – Diane Speck asked for information regarding annexation into the town in exchange for water service. After discussion, Commissioner Vandervort stated that the cost of extending the water main and service to the residence would be borne by the property owner, not the Town and it was rather expensive. After more discussion, Commissioner Vandervort stated the people who received water service when the water system was put in are still paying debt service for the loan taken out to install the system. Ms. Speck stated she would get an estimated cost from a plumber she knew and would let the Board know.

Paula Tyson – 210 Louisa Lane – Larry Tyson, the property owner, stated he had discussed this situation with a previous Board that had recommended he go to the Planning and Zoning Commission. He stated the Planning and Zoning Commission referred him back to the Town Commissioners. He stated the house was built too close to the ravine. Also he mentioned the pipe under the road that was supposed to empty into the gully was not working as water runs around the pipe rather than through it. He stated the previous Board had said the Town would look at that problem but the pipe was still not functioning right. After much discussion, Commissioner Vandervort stated the Town may be able to pursue this because Justice deviated from the site plan. He stated he wasn't sure of the statute of limitations on such problems. President Letts stated the Town only had a 30-day limit to deal with a situation where a structure was built 2 feet onto another property. Commissioner Vandervort stated in that case, Planning & Zoning approved the site plan for the building to be that way but in this case, Planning & Zoning approved a site plan but the builder didn't follow it. After more discussion, Commissioner Stanko suggested the Town contact Keith Baynes, the Town's attorney, regarding the matter. The Board agreed to do so.

Sheriff's Office – Monthly Report – Corporal Ronald Schmidt, of the Cecil County Sheriff's Office, presented the March 2001 monthly Charlestown Patrol report. President Letts stated the Sheriff's Office had used the sign to display speeds of vehicles registered on radar guns up at the school. After more discussion, Commissioner Sheets asked if they had been patrolling the Chesapeake Road area. Cpl. Schmidt stated they had been patrolling there frequently and the individuals know they are there.

Howard Hall – Trailers – Howard Hall asked the Board to consider amending the zoning ordinance to change the definition of recreational vehicle. He provided copies of his suggested definition. Mr. Hall stated the ordinance currently restricted the vehicle width to no more than 96 inches whereas most new models are 102 inches with the slide outs. He further stated this restriction was becoming a problem for he cannot rent to people with new models and the older models each year get older and older. Mr. Hearne asked Mr. Hall if Mr. Conway gave any reason why the county did not restrict width. Mr. Hall

stated no. President Letts asked if this issue had been considered before. Commissioner Vandervort stated it had and briefly explained the history of prior discussions on the issue. After more discussion, Commissioner Vandervort stated the issue was defeated for a lack of a second on the motion. Commissioner Stanko asked if the next step was for the matter to be referred to Planning and Zoning for their recommendation. Mr. Hearne stated that would be next. Commissioner Stanko made a motion to send the request for amending the ordinance changing the definition of a recreational vehicle to Planning and Zoning for their recommendation, seconded by Commissioner Sheets. The motion passed 4-0.

PENDING BUSINESS

Water System Operations Contract – Commissioner Vandervort stated the pre-proposal meeting was held today at 10 a.m. Mr. Hearne stated the bids were due April 24, 2001 at 2 p.m. and the bids would be presented to the Board at that night's town meeting and the Town usually then sent the proposals to Tatman and Lee for their recommendation.

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

Special Buffer Provisions – Commissioner Vandervort stated there were very slight changes made on the mitigation and was concerned about the additional mitigation off-site or paying the equivalent of such mitigation into a fund so the Town could do planting. Mr. Hall stated the Town could change the mitigation. Mr. Hearne stated the provisions would also need to be approved by the Critical Area Commission. Commissioner Vandervort stated the Town needed to reduce it as much as the Critical Area Commission would allow. Mr. Hearne stated Mary Ann Skilling, the Critical Area circuit rider, felt this was the minimal the Critical Area Commission would approve. After more discussion, Commissioner Vandervort stated he would like to see number 10 of the provisions requiring off-site mitigation, etc. removed entirely but agreed with the other members of the Board to defer further discussion.

Fire Boat Pier – Mr. Hearne stated Crandell should continue with the work by the end of this week or the beginning of the next.

Program Open Space FY2002 Funding Requests – Mr. Hearne stated he presented the Town's request at the County Parks Board meeting. He stated the Town requested \$10,755 for the ball field for bleachers, safety lighting and wheel stops, the State share to be \$8,066 and the Town share \$2,689. He stated the request also included \$1,695 for matting for the playground at Fair Green Park, the State share to be \$1,271 and the Town's \$424. Mr. Hearne stated the total request was for \$12,450, of which \$9,337 would be the State share and the Town's would be \$3,113.

Cecil County Arts Council – Grant Program – Commissioner Sheets stated she hadn't called anyone at the council yet.

Parks and Recreation Items (Tennis/Basketball Nets; Chips; Diamondtex) – Mr. Hearne stated these items were for separate consideration as they could not be included in the POS request as they were considered maintenance items. He further stated the items were additional wood chips for the playground, 6 basketball nets, 2 tennis nets and diamondtex for the infield at the ball field. President Letts stated he would agree to purchase everything but the diamondtex. He stated the Little League can get it for us because they get it donated to them. He said he would contact them. Mr. Hearne stated the estimated cost for all the items was \$1,158.15. Commissioner Vandervort made a motion to purchase the items except for the diamondtex, seconded by Commissioner Sheets. The motion passed 4-0.

Shoreline Erosion – Mr. Hearne stated there was nothing new.

Widening of Conestoga Street – Commissioner Vandervort stated he, Mr. Hearne and Mr. Algard had met with Larry Walker, of Tatman and Lee, and showed him the area of Conestoga Street to be widened and asked for a proposal for doing the bid packet and the minimum design work to spec the project out. President Letts stated he would like to see this project done late spring or early summer. Commissioner Vandervort stated Tatman and Lee provided a proposal estimating the cost to be between \$750 to \$900 but also included additional options Tatman and Lee could do but they would increase the cost. He further stated he didn't believe the options were needed. Mr. Hearne pointed out the proposal mentioned the Town would review the grading and soil removal requirements including installation of the swale with the bidders and asked Commissioner Vandervort if he would put together some specs on that so all the bidders get the same information. Commissioner Vandervort stated he would do so. Mr. Hearne also stated the bid packet should also mention the Town would be responsible for removing the trees and stumps and property owners would be responsible for moving their fences. Commissioner Vandervort made a motion to approve Tatman & Lee doing the bid packets for the projects per their proposal, the cost not to exceed \$900, seconded by Commissioner Stanko. The motion passed 4-0.

Phillip Price – President Letts stated he saw Mr. Price in town this weekend. Commissioner Vandervort stated he had the duplicate set of court papers and had someone willing to serve Mr. Price if they saw him.

Tasker Lane – Mr. Hearne stated he hadn't checked lately but there was nothing new. He further stated Verizon was still waiting for the other utilities to move their wires before taking down the old pole.

Leases – Commissioner Vandervort stated Lee's Marina had agreed to use Ulrich & Ulrich for the appraisal. He made a motion to have them do the appraisal and then withdrew the motion. He suggested the Town get a quote from them on the cost. After discussion, President Letts stated the Town paid half the appraisal cost for the Charlestown Marina lease. Mr. Hearne stated he thought the Town paid the entire cost. Commissioner Vandervort stated the Town paid the whole cost up front but Mr. Price reimbursed half the cost after we took him to court. After more discussion,

Commissioner Vandervort made a motion to have Ulrich & Ulrich do the appraisal, contingent on receiving a quote from them deemed reasonable by President Letts, seconded by Commissioner Stanko. The motion passed 4-0. Mr. Hearne stated the Town house lease had expired. Commissioner Vandervort stated the current rent was \$800 per month. After some discussion, Commissioner Sheets made a motion to increase the rent to \$850 per month, seconded by Commissioner Vandervort. The motion passed 4-0. The Board asked Mr. Hearne to send a letter to the renters regarding the new rent amount and asking them if they wished to renew the lease. Commissioner Vandervort stated if the renters agreed, he had the same lease form in his computer and could print it out.

MML Conference – President Letts stated the Board had deferred discussing the question of having Mrs. Morgan attend the conference. The Board deferred the matter until there was a full board present.

Cemetery Ordinance – Mr. Hearne stated Mr. Baynes had drafted the ordinance. Commissioner Stanko asked if he had done one for the firefighters tax credit. Mr. Hearne stated he had done that one also. After brief discussion, the Board deferred discussion until they had a chance to read the ordinances.

Buddy Jones – President Letts stated Mr. Jones should be back here in mid-May. Mr. Hearne stated the Town would have to find some place to serve him at because the papers addressed to the last known address the Town had were returned not served. President Letts stated that should not be a problem if Mr. Jones returned to the area.

President Letts asked Mr. Hearne if he had heard anything from Corrosion Control about painting the water tower. Mr. Hearne stated Corrosion Control should be started mid-May. President Letts asked to have this put back on the agenda.

Robert Phillips, a member of the audience, asked if the water system operations contract was a yearly contract. Mr. Hearne stated it was for an initial one-year period with four additional 1-year options. Commissioner Vandervort stated operation of the water system could be considered professional services and did not have to bid out but the last time the Town did so, it resulted in obtaining a contract at a much lower cost.

MML Chapter Dinner – Port Side Grille, Port Deposit 04/19/01 6 & 7 p.m. – Mr. Hearne stated the next dinner would be at the Port Side Grille in Port Deposit on April 19, 2001.

5th Annual Community Night – Wilmington Blue Rocks – 05/23/01 – Mr. Hearne stated all the commissioners received information on this event if they wished to purchase tickets.

Consumer Confidence Report – Mr. Hearne stated he found out today that he can get the information for the report from the State rather than waiting on Miller Environmental to provide it. Mr. Hearne stated he wanted to get the report done so it could be mailed with the utility bills so the Town didn't have to do a separate mailing as it needed to be distributed by July 1, 2001. He further stated he had copies made at Kinkos at the cost of

\$42 but he found an error in the report. He asked the Board if he could have Kinkos run new copies or did they want Mrs. Morgan to run them off on the copier. After some discussion, the Board agreed to have them done by Kinkos.

Municipal Infraction Meeting with State's Attorney's Office – 04/12/01 1 p.m. – Mr. Hearne stated the date of the meeting had been changed to later in April but couldn't remember the exact date. He further stated the State's Attorney's Office had recently hired two attorneys who would handle municipal infraction cases for the towns and wanted to meet with us to discuss how that would be done. He stated he would attend that meeting.

Town House Renter – Friend's Boat in Slip – Mr. Hearne stated one of the town house renters asked if they could put a friend's boat in their slip rather than their own boat, which wasn't ready for use. After brief discussion, the Board denied the request.

Trash Along Roads – Patricia Clements stated there was a lot of roadside trash. Commissioner Stanko stated the Town sent a letter to the Sheriff's Office asking for inmates to do a trash cleanup in the town but since the main street was a state highway, the Town might have to request the State. Mr. Hearne stated Mrs. Morgan had been contacted by Jeffrey Clewer, of the Sheriff's Office, and the Sheriff's Office wanted to schedule a Saturday clean up but also wanted the maintenance workers available that day to pick up the bagged trash. President Letts stated he would contact Mr. Clewer about it. Mr. Hearne suggested he also talk to Mr. Algard about it as this would be on a Saturday.

Mr. Hall asked if the Town would put a note in the utility billing to suggest people use trashcans rather than bags because the dogs get into the trash bags easily. The Board agreed to do so.

Unsafe Structures – 338 Chesapeake Road & 221 Market Street – Commissioner Vandervort stated the County sent letters to the property owners giving them 45 days. Mr. Hearne stated if the property owners don't do anything, the County cannot do the enforcement, the Town needed to but the Town didn't have an ordinance to do so. After much discussion, Commissioner Stanko suggested and the Board agreed to contact Mr. Baynes about that.

Eagle Scout Ceremony – 04/21/01 St. John's 6 p.m. – President Letts stated the Eagle Scout ceremony was to be held on April 21, 2001 at 6 p.m. at St. John's. Mr. Hearne stated the invitation was for President Letts and his guest to attend. President Letts stated he would contact Mr. Insley about it. Commissioner Vandervort stated this was the ceremony Mr. Insley had requested the plaque for.

Budget – President Letts stated the Board had a workshop meeting Sunday and made progress on the proposed budget. He further stated another workshop meeting was scheduled for April 29, 2001 from 11 a.m. to 1 p.m. and was open to the public.

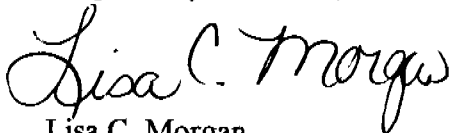
Third Person – President Letts stated when Mrs. Morgan takes time off, the Town Hall would be closed. He further stated he didn't like closing the Town Hall but also didn't like the idea of someone here who couldn't do the entire operation to fill in. After discussion, Commissioner Vandervort stated Mr. Hearne knew the basic operation and all the records were kept manually also. He further stated when Mrs. Morgan was on maternity leave, the Town hired a person through a temp agency and the Town Hall operated smoothly for the 2 or 3 months Mrs. Morgan was gone. After brief discussion, the Board deferred this discussion to another meeting.

Commissioner Stanko stated the fire company asked if the town maintenance workers would clean up Fair Green Park for the weekend for the fire company's Easter egg hunt. She also stated Rosalind Bott, a town resident, had mentioned there were loose nuts or bolts on some of the equipment. The Board agreed to have the park cleaned up and the equipment checked.

Dog Tags – Mr. Hearne stated the Treasurer's Office was offering the Town the option of selling dog tags. He stated previous boards had declined in the past. This matter was deferred.

As there was no further business to be discussed, Commissioner Stanko made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 4-0. President Letts adjourned the meeting at 10:07 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 10, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental – Monthly Report
4. Sheriff's Office – Monthly Report
5. Bob Bender – Drainage Problem
6. Leonard Newswanger – Drainage Problem
7. Lewis Copen – Use of athletic complex
8. Danielle Hafner – Water service to 1132 W. Old Phila. Rd.
9. Paula Tyson – 210 Louisa Ln.
10. Howard Hall – Trailers

PENDING BUSINESS

11. Water Systems Operations Contract
12. I&I
13. Special Buffer Provisions
14. Fire Boat Pier
15. Town Hall Renovations
16. Handicapped Ramps – Town Hall & Post Office
17. Handicapped Paving to Comfort Station
18. Program Open Space FY2002 Funding Requests
19. Parks & Recreation Items (Tennis/Basketball nets; Chips; Diamondtex)
20. Cecil County Arts Council – Grant Program
21. Ditch on Water Street
22. Lift Station – Power Backup
23. Shoreline Erosion
24. Widening of Conestoga Street
25. Tasker Lane
26. Phillip Price
27. Firefighters Tax Credit
28. Leases
29. Cemetery Ordinance
30. MML Conference
31. Municipal Government Week
32. Buddy Jones
33. Lift Station – Springs
34. Travels with George

NEW BUSINESS

35. Cross Country Garden Club – Reserve Veterans Park 6/19/01 12-3 p.m.

36. Municipal Infractions Mtg with State's Attorney's Office – 4/12/01 1 p.m.
37. MML Chapter Dinner – Port Side Grille, Port Deposit 4/19/01 6 & 7 p.m.
38. 5th Annual Community Night – Wilmington Blue Rocks – 05/23/01
39. Hazard Evaluation Survey
40. Consumer Confidence Report
41. Town House Renter – Friend's Boat in Slip
42. TCI
43. Dog Tags
44. Town House Lease
45. Trash Along Roads
46. Unsafe Structures – 338 Chesapeake & 221 Market St
47. LGIT – Board of Trustees Ballot
48. Eagle Scout Ceremony – 04/21/01 6 p.m.
49. Third Person
50. Budget

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/10/2001 TIME: 4:30 pm

Howard Hall

George H. Smith - MBE

Travis Young

Pat P...

Robert D. P...

Roger Clark

Patricia Clements

PAT'S MARINA

1000

4/10/01

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Baynes, Keith A.	mtg w/ Stan re: gen'l Town issues; make revisions to cemeter...	6310.1 · Legal Counsel	348.00-
Heame, Stanley W.	reimburse printing at Kinkos and sodas purchased for Town ...	6221.1 · Supplies	50.96-
Town of Port Deposit	9 reservations for MML Chapter Dinner - 04/19/01	6210.1 · General Government	319.50-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0731756-0276-9 - March tr...	6651.1 · Trash Collection	3,638.58-
Chesapeake Publishing Corp.	ad for Budget workshop meeting - 04/08/01	6215.1 · Advertising	40.75-
Charm Net, Inc.	Acct #6419 - Inv #41811 internet access 04/01/01 - 05/01/01	6440.1 · Telephone	16.95-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 02/24/01 - 03/23/01	6920.1 · Police Protection	117.62-
Sheriff's Patrol	Charlestown Patrol for period of 02/24/01 - 03/23/01	6920.1 · Police Protection	2,695.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #291533 - nails for polebarn; Inv #291607 - ...	-SPLIT-	110.90-
Lowes Home Centers Inc.	Acct #120402 - Inv #21705786147 - lumber for pole barn	6961.1 · Pole Barn	91.60-
American Home & Hardware	Acct #685600 - Inv #751843 - 78 mending plates - pole barn ...	-SPLIT-	56.91-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	74.73-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	111.69-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	14.51-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	9.33-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	40.59-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	9.44-
Total 1010.1 · Cash-General Checking			7,747.06-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Chesapeake Publishing Corp.	Acct #ELN1180 - ads for RFP water system operations contract	7142.2 · Office Supplies	105.96-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	110.67-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	63.25-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	11.94-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	166.70-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	189.86-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	455.76-
Total 1010.2 · Cash - Utility Checking			1,104.14-
Total 1000.2 · Utility Fund Cash Accounts			1,104.14-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Total 1000.3 · Special Fund Cash Accounts			1,104.14-

4/10/01

Town of Charlestown Accounts Payable Bills

Name	Memo	Split	Amount
Lowes Home Centers Inc.	Acct #0120402 - Inv #21705786152 - (2) 10' step ladders	6420.3 · General Maintenance	354.00-
American Home & Hardware	Acct #685600 - Inv #752924 - 1 can D-con & 1 pkg mouse tra...	6420.3 · General Maintenance	7.09-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	650.03-
Maryland Materials Inc.	Acct #60502 - Inv #142705 - 2.84 tons crusher run - Louisa L...	6300.3 · Streets	20.45-
Gilbert Enterprises Inc.	Inv #8116 - Mar '01 gasoline charges - Town truck	6026.3 · Gasoline - Truck	263.65-
Total 1005.3 · New-Checking-Special (Special checking County)			1,295.22-
Total 1000.3 · Special Fund Cash Accounts			1,295.22-
TOTAL			10,146.42-

MARCH 2001

CHARLESTOWN PATROL MONTHLY REPORT
(29) TOTAL / 4 HR. SHIFTS = (116 HRS)

NUMBER OF SHIFTS ACTUALLY COVERED FOR MONTH = (29) TOTAL / (116) HRS

CRIMINAL COMPLAINTS

NUMBER OF CALLS RECEIVED (HANDLED IN TOWN) = (4)
NUMBER OF CALLS (OUT OF TOWN) = (2) : 1 - ASSIST MSP/ 1 - ASSIST CCSO

PATROL / PROPERTY CHECKS

NUMBER OF PROPERTY CHECKS = (243)
NUMBER OF PATROL CHECKS = (238)

TRAFFIC ENFORCEMENT

NUMBER OF (NON - RADAR) TRAFFIC CITATIONS ISSUED = (6)
NUMBER OF (RADAR) TRAFFIC CITATIONS ISSUED = (5)
NUMBER OF TRAFFIC WARNINGS ISSUED = (20)
NUMBER OF (SERO) SAFETY REPAIR ORDERS ISSUED = (2)

CRIMINAL WARRANTS / SUMMONS

NUMBER OF (DISTRICT COURT) WARRANTS SERVED = (0)
NUMBER OF (CIRCUIT COURT) WARRANTS SERVED = (1)
NUMBER OF (CIRCUIT / DISTRICT) WARRANT ATTEMPTS = (0)
NUMBER OF CRIMINAL SUMMONS SERVED = (0)

CIVIL PROCESS SERVES

NUMBER OF (CIVIL PAPERS) SERVED = (0)
NUMBER OF (CIVIL PAPERS) ATTEMPTED = (0)

CRIMINAL / TRAFFIC / WARRANT ARRESTS

NUMBER OF (WARRANT RELATED) ARRESTS = (1)
NUMBER OF CRIMINAL (STREET) ARRESTS = (1) MALE = **DISORDERLY/TRESPASS**
NUMBER OF (TRAFFIC RELATED) ARRESTS = (1) MALE = **SUSPENDED**
* NUMBER OF (DWI / DUI RELATED) ARRESTS * = (0)

ADULT / JUVENILE ARRESTS

NUMBER OF ADULT ARRESTS = (2) MALES
NUMBER OF JUVENILE ARRESTS = (0)

CIVIL CITATIONS

NUMBER OF ADULT CIVIL CITATIONS ISSUED = (0)
NUMBER OF JUVENILE CIVIL CIT. ISSUED = (4) MALES = **POSS. OF TABACCO/ALCOHOL**
NUMBER OF FIELD CONTACT REPORTS (FCR'S) ISSUED = (6)

COMMUNITY CONTACTS

NUMBER OF COMMUNITY CONTACT FORMS = (2)

RADAR USAGE

NUMBER OF SHIFTS (OPERATING RADAR) = (14)
NUMBER OF SHIFTS (NOT- OPERATING RADAR) = (15)
NUMBER OF (SCHOOL ZONE) ASSIGNMENTS = (1)

RESPECTFULLY SUBMITTED BY :

Cpl. Ronald E. Schmidt Jr. #0196

CPL. RONALD E. SCHMIDT JR. #0196
LAW ENFORCEMENT COORDINATOR
FOR THE TOWN OF CHARLESTOWN



TOWN OF CHARLESTOWN

PUBLIC NOTICE

The Town Commissioners of Charlestown have scheduled a Fiscal Year 2002 Budget Workshop meeting. The meeting will be held from 12:00 p.m. to 2 p.m., Sunday, April 8, 2001 at the Charlestown Town Hall, 241 Market Street, Charlestown, Maryland. The public is invited to attend but public comment/input will not be taken at this meeting.

Town Commissioners of Charlestown
Joseph G. Letts, Sr.
President



Chesapeake Publishing Corporation

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

AFFIDAVIT OF PUBLICATION

STATE OF: MARYLAND

COUNTY OF: CECIL

Personally appeared **March 21, 2001** before me, Amy Bennett of the Cecil Whig, Chesapeake Publishing Corporation, a daily newspaper printed and published in the City of Elkton, County of Cecil, State of Maryland, circulated in towns of Cecilton, Charlestown, Chesapeake City, Elkton, North East, Perryville, Port Deposit and Rising Sun, who, being duly sworn states that an advertisement of **FISCAL YEAR 2002 BUDGET WORKSHOP** was published in the Cecil Whig on **3 / 2 1** 2001.

Jeffrey Mezzatesta
General Manager

"town seal"
**TOWN OF CHARLESTOWN
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Town Commissioners of Charlestown
Joseph G. Letts, Sr.
President

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

PHONE NUMBER: (410) 287-6173

FAX NUMBER: (410) 287-6620

DATE: 3/15/01

TO: Cecilia Whig
Attn: Amy Bennett - Legals

FROM: Lisa Morgan

MESSAGE: Please place the following ad in the
Wed., 3/21/01, issue of the Whig. Please
Use the Iron Deal.
Any questions, please call me.

TOTAL NUMBER OF PAGES (INCLUDING THIS PAGE): 2

ORIGINAL TO FOLLOW (IF CHECKED)

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

<u>Identification</u>	<u>Result</u>	<u>Pages</u>	<u>Type</u>	<u>Date</u>	<u>Time</u>	<u>Duration</u>	<u>Diagnostic</u>
4103984044	OK	02	Sent	Mar-15	11:24A	00:00:29	002582030022

TOWN MEETING OF FEBRUARY 27, 2001
MINUTES

The February 27, 2001 Town Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other Commissioners present were Treasurer Michael W. Doss and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Stanko made a motion to approve the minutes of the February 13, 2001 meeting, seconded by Commissioner Letts. The motion passed 2-0-1 (Commissioner Doss abstained).

Accounts Payable – Commissioner Doss made a motion to pay the bills, seconded by Commissioner Stanko. The motion passed 3-0.

Edgar McMullen – Sewerage & Riverfront – Edgar McMullen stated back when the contractor was installing the water system, they hit and broke the Town's sewer force main which feeds into the county's line. He further stated where he thinks the shut-off valve is has a lid on it but it says water. Mr. McMullen stated he was concerned because there was a stick in there so someone had opened the lid and also felt if it was the shut-off valve, it should be exercised at least once a year in case the Town needed to shut it off. After brief discussion, President Letts asked Mr. Hearne to contact David Hollenbaugh, of the County's Department of Public Works (DPW), to locate it, etc. Mr. McMullen stated there was a problem with the shoreline eroding down near Baltimore Street. He further stated if the erosion continued, the Town may have its sewer line there hanging in the air. After more discussion, President Letts asked Mr. Hearne if the Town had applied for grant monies to do a shoreline erosion project there. Mr. Hearne stated we had but there was an endangered plant species there so the monies were shifted to the shoreline erosion projects at Louisa Lane and Veterans Park. Mr. McMullen stated that something needed to be done there for the protection of the sewer system and the Town. After more discussion, Commissioner Doss asked if we could have the State look at the area again to see if a solution could be found. Mr. Hearne stated he would contact Dave Wilson, of the RC &D Council, and meet with him and Mr. McMullen.

Larry Metz/Jack Barron – Larry Metz stated Jack Barron had a paddleboat/canoe rental business at Elk Neck State Park. Mr. Barron stated he would like to move the business to Charlestown and utilize the beach area at Veterans Park. After much discussion, Commissioner Doss stated he had two concerns, the major one being the rough chop in that area. He further stated the Town was working on a project with the State to decrease the chop there by extending the one jetty at the boat ramp. President Letts stated he didn't like the idea of allowing a commercial entity to use a public park, particularly Veterans Park where the Town had restricted boats from using the area off the beach. After more discussion, Mr. Barron asked if there was another area in Charlestown that might be better. Commissioner Doss suggested he contact Howard Hall, the owner of the

trailer park in the Holloway Beach area, or Jimmy Martin, the owner of Charlestown Manor beach.

PENDING BUSINESS

Special Buffer Provisions – Mr. Hearne asked to defer this matter to the next meeting as Mary Ann Skilling, the Critical Areas circuit rider, was working on some modifications to the proposal. He further stated Mrs. Morgan requested he mentioned people needed to be aware that, even if the provisions were adopted, if they were in the floodplain, they would need to comply with floodplain regulations. Commissioner Stanko asked what modifications were being made. Mr. Hearne stated he talked to Mrs. Skilling briefly and hadn't seen the modifications yet but they were supposed to be less restrictive. Commissioner Doss asked what was happening with growth allocation. Mr. Hearne stated Mrs. Skilling would work with him on that once she had the modifications done. Commissioner Doss stated he believed there was a limit on the amount of growth allocation that could be requested. President Letts stated he was concerned if the Town had any liability for property damage because people built closer to the water because the Town adopted these provisions and moved the line. Mr. Hearne stated he would check with Keith Baynes, the Town's attorney, about that once he received the modifications from Mrs. Skilling.

Fire Boat Pier – Mr. Hearne stated he had called Crandell twice but they hadn't called back. He further stated he had talked to Bob Bender, of Lee's Marina, to see if they had been working down there but he said they hadn't. Commissioner Doss stated he would like to see this get moving because he was concerned with kids damaging the floating docks as they will be out and about more with the warmer weather.

Tasker Lane – Mr. Hearne stated Mr. Baynes would be reactivating the court case. Mr. McMullen asked if Mr. Hearne had contacted Dennis Schaefer, of Verizon. Mr. Hearne stated Mr. Baynes had called and sent letters but had gotten no response. He further stated the only time the Town got any response from Verizon was when Mr. Baynes notified them about filing in court. He stated the Town held off on the case when Verizon came and looked at the pole but they haven't done anything since that time.

I&I Loan – Mr. Hearne stated Mrs. Morgan had done a draft letter to be used to notify people of inspections of their properties which had been identified through the smoke test. After some discussion, Mr. Hearne stated Mrs. Morgan will work on getting them out.

David Hunt/North East Little League – David Hunt, vice president of North East Little League, asked the Town for permission to use the ball field for practices and some games. Mr. Hearne told Mr. Hunt he needed to provide proof of insurance. Mr. Hunt gave him a copy of the League's insurance. President Letts stated he had only one condition and that was for the Town to do the maintenance on the field. He further stated the Town would expect if any damage to the field was done by North East Little League, that they would correct it. Mr. Hunt agreed. Commissioner Stanko stated the Town

should have a copy of the schedule. Mr. Hearne asked Mr. Hunt to give a copy of the schedule to the Town as soon as he got it. Mr. Hunt stated the League would like to use the field Monday through Friday from 5:30 p.m. to dusk and on Saturday during the day. Commissioner Doss made a motion to allow the North East Little League to use the ball field, seconded by Commissioner Stanko. The motion passed 3-0. Commissioner Doss asked Mr. Hunt when the League would start using the field. Mr. Hunt stated it would be around March 12th. Commissioner Doss stated the Town was planning on paving the parking lot at the ball field and would let the League know the projected dates the paving would occur so the League could schedule around that.

President Letts mentioned the Town was considering whether the tennis or basketball courts needed to be resurfaced and Commissioner Doss stated the one tennis court net needed to be replaced. Mr. Hearne stated Mrs. Morgan had left a work order for William Algard and Hershel Armour to look at it but they were working on the pole barn.

Town Hall Renovations – Mr. Hearne stated he had talked to Rebecca Phillips, chairman of the Historic District Commission, who would bring up at their meeting next Tuesday but, she didn't believe anyone would object. He further stated he had e-mailed Michael Day, of the Maryland Historic Trust, and the Maryland Department of Housing & Community Development, to see if they would have a problem with the project and/or if there was any grant monies available for this project. He stated he hadn't received a response yet.

Handicapped Ramps – Town Hall – Mr. Hearne stated the State clearinghouse had asked for various state offices' comments on the project, which are due March 22nd, and tomorrow he was going to make the presentation in front of the Housing & Community Development review committee.

Handicapped Paving to Comfort Station – President Letts stated this was on hold until Richard's Paving corrected the problems with the paving at the stone wharf. Commissioner Stanko asked why they hadn't called since the weather was warming up. Mr. Hearne stated Commissioner Vandervort had faxed them in November on the color choice but he had to send it again because Richard's Paving couldn't locate the original fax.

Memorandum of Understanding – Urban Growth Boundary Plan – President Letts stated Commissioner Vandervort was supposed to have a draft done. Mr. Hearne stated Commissioner Vandervort had been called out on an emergency job but if he could, he would fax it but he hadn't received it yet.

Phillip Price – President Letts stated Mr. Hearne had asked about getting a private process server since the Sheriff's Office hadn't been able to serve the paperwork. After discussion, Commissioner Stanko asked how many times the server would attempt. After more discussion, President Letts stated they would attempt the papers until they served him.

Program Open Space FY2002 Funding Requests – President Letts stated Mrs. Morgan had mentioned the one net at the tennis courts. Commissioners Doss and Stanko stated they had looked at the surfaces of the tennis and basketball courts and believe they need to be resurfaced. President Letts asked Mr. Hearne if the paperwork was being done. Mr. Hearne stated it had not since we need to get prices on the work. Mr. Hearne also mentioned Mrs. Morgan was going to get additional quotes for the mats since the estimate the Town had gotten was outrageous.

President Letts stated he had sent a letter, as requested by the Board, to the renters at the town house. He stated one of the renters had called and said the boat was not theirs but was owned by someone he believed was living in Zilla Day's house and drove a chimney sweeping service truck. President Letts stated he attempted to contact the residents but there was no response. He would try to contact them again and if they tell him it was not theirs, the Town would have the boat towed and stored at one of the marinas. After some discussion, President Letts stated that was the boat which didn't have enough numbers to run the registration for ownership.

2001 Pier Rules & Regulations – Mr. Hearne stated Mrs. Morgan had provided a copy of the resolution setting the pier rules and regulations. He further stated if the Board wanted to change them, they would have to amend the resolution but, if they didn't make any changes, Mrs. Morgan would just need to retype them for 2001 and then send out the renewal applications. President Letts asked what the slip fee was now. Commissioner Stanko stated it was \$220. Mr. Hearne stated if the Town wanted to increase the fee, the increase would need to be approved by the Maryland Department of Natural Resources Boating Administration. After some discussion, Commissioner Doss stated the regulations will be enforced this year so there may be some movement on the waiting list. After more discussion, Commissioner Doss made a motion to increase the slip fee to \$250, seconded by Commissioner Stanko. The motion passed 3-0.

Dead Tree – 7 Credence Court – President Letts and Commissioner Doss stated they had looked at the tree but President Letts wasn't sure the tree was on town property. After more discussion, Mr. Hearne mentioned that the Town hadn't taken over the streets in Trinity Woods. After more discussion, Commissioner Stanko stated the Town should determine where the property line was so the property owner would know it wasn't their responsibility. After more discussion, Mr. Hearne stated he would check with Commissioner Sheets to see if she had talked to Mr. Porter about the tree.

Cecil County Arts Council – Grant Program – Mr. Hearne stated Commissioner Sheets was supposed to handle this.

Repair of International Tractor – Mr. Hearne stated he hadn't received an estimate from Mr. Algard. President Letts stated the steering mechanism needed to be repaired. Mr. McMullen stated there should be an adjustment on there. After more discussion, he stated he would talk to Mr. Algard. After further discussion, the Board decided the problem needed to be fixed so have Mr. Algard get it done.

Proposed County Curfew Ordinance – Commissioner Stanko recommended sending a letter to the County stating the Town would not adopt the ordinance because it was basically unenforceable. The Board agreed.

Ditch on Water Street – Mr. Hearne stated Mr. Algard had not gotten anything done on it yet.

Lift Station – Power Back-up – Mr. Hearne stated this was discussed at the last meeting and Commissioner Stanko had requested further information. Mr. Hearne stated he had received the information from Mr. Hollenbaugh but he hadn't read it yet. He suggested the Board defer discussion until the next meeting, giving the Board time to read the information.

Additional FY2002 Critical Areas Funding – Mr. Hearne stated the Board had decided not to seek funding for planting. He further stated Mrs. Skilling had suggested requesting grant monies for aerial photographs. After some discussion, Mr. Hearne stated the photographs would only be done if the Town received the additional grant. The Board agreed to have him submit for that project.

NEW BUSINESS

Firefighters Tax Credit – President Letts stated this was supposed to have been done last year but wasn't. He further stated he asked Mrs. Morgan to contact Mr. Baynes about this. After some discussion, Commissioner Doss stated it was supposed to be 50 points and an exact amount. He further stated it was to be a refund because the County, which was now doing the Town tax billing, wouldn't abate the amount off the assessment. Commissioner Stanko stated it was to be 50 points, \$80, one payment per household if owned real property. Mr. Hearne stated Mrs. Morgan had asked about ones who didn't own real property. Commissioner Doss stated they would not get the refund. Commissioner Stanko stated this should be made retroactive to July 1, 2000. President Letts asked if the Town had gotten the paperwork from the fire company. Commissioner Doss stated it hadn't because the Town hadn't passed the ordinance yet. After some discussion, Mr. Hearne stated he would get Mr. Baynes to work on this as he also had to do the cemetery ordinance also.

Town House Windows – President Letts stated he would like the Town to consider having Steve Lewis install the windows because of the amount of work the Town already had planned for Mr. Algard and Mr. Armour. Commissioner Stanko made a motion to have Steve Lewis install the windows, seconded by Commissioner Doss. The motion passed 3-0.

Widening of Conestoga Street – Commissioner Letts stated he believed the Town had one quote on it. Mr. Hearne stated we have but both he and Mrs. Morgan were concerned that the Town didn't receive flawed bids because one contractor was told one thing and another claimed he wasn't told the same. He further stated he believed the Town should have Tatman and Lee Associates, the Town's engineers, do up specs so when the project

was bid out, the contractors are looking at the same information to base their bids on. President Letts stated he agreed with that. He asked if the Town had voted to widen Conestoga Street already. Commissioner Doss stated that vote was done last fall. Mr. Hearne asked how much it was supposed to be widened. Commissioner Doss stated it was to match the width of what existed between Calvert and Bladen Streets. He further stated the Town may have a problem with the utility pole and the pole monitoring Aberdeen Proving Ground that are at the corner of Water and Conestoga Streets but Tatman and Lee could determine that. After more discussion, President Letts asked Mr. Hearne to contact Tatman and Lee to look at it.

Heating (Zoning/Bulk Purchase) – Mr. Hearne stated Mrs. Morgan had gotten a copy of the County's agreement with Walker Oil. He further stated the price in the agreement could fluctuate based on delivery charges but the last county bill on February 6th was based on \$0.85 per gallon whereas the Town's last bill was based on \$1.54 per gallon with an additional \$0.10 per gallon off if paid within 5 days. President Letts stated he was talking about the maintenance contracts on the furnaces and asked if the Town had one currently. Mr. Hearne stated the Town did and it was \$139. Mr. Hearne stated Mrs. Morgan wasn't sure if the agreement included maintenance contracts but she said Walker Oil had allowed other agencies to piggyback off this agreement but in order for the Town to do so, we'd have to talk to Walker Oil. Commissioner Doss stated the agreement had a cap on it so we'd have to keep that in mind. President Letts stated the Town should pursue this with Walker Oil but the price for the maintenance contract was reasonable.

Water System Operations Contract – President Letts asked if the Town needed to advertise this. Mr. Hearne stated the Town would need to and Mrs. Morgan had typed the new RFP based on the old one but it mentioned a 3-card system for maintenance records but the sample cards, as stated in the old RFP, were not attached. He stated he had talked to George Smith, of Miller Environmental, Inc., who stated they used a more detailed system than the 3-card system.

At this time, 8:58 p.m., the town meeting was recessed at the request of President Letts. At this time, 8:59 p.m., the town meeting was resumed at the return of President Letts.

Mr. Hearne stated Mr. Smith had suggested changing the wording to "should be maintained as the currently established maintenance system was". He asked if the Board thought that was a problem as MEI would be bidding for the contract. After some discussion, Commissioner Doss suggested and the Board agreed to have Mr. Smith bring the information he had with him to the next meeting so they could decide.

Leases – President Letts stated Pat's Marina lease had expired. Mr. Hearne stated Mrs. Morgan normally viewed them and he usually checked on them also. Mr. Hearne stated the lease with Lee's Marina was set up under a consent order which expires December 31, 2001 and the original lease required us to have an appraisal done 6 months in advance. He stated Mrs. Morgan looked at the order and it didn't invalidate the lease so if the Town had to go back to the original lease, an appraisal needed to be done six months before the next term of the lease started. After some discussion, President Letts

asked Mr. Hearne to check with Mr. Baynes on that. After more discussion, Mr. Hearne mentioned Charlestown Marina's lease was due to expire on February 28, 2002 but the Town needed to resolve the current problem first before considering a new lease.

Perryville High School – Yearbook Ad – Commissioner Stanko asked if the Town hadn't just considered this. Mr. Hearne stated the Town had approved an ad for the Charlestown Elementary School's yearbook. Commissioner Doss stated Perryville High School was where the high school kids went to and made a motion to purchase a \$100 ad in the Perryville High School yearbook, seconded by Commissioner Stanko. The motion passed 3-0.

Letter from SPCA – Proposed Animal Control Ordinance – Commissioner Stanko asked why the Town was considering this as it was a proposed county ordinance. President Letts stated because the Town followed the county's ordinance with the SPCA to enforce it. Mr. Hearne stated it was a very rough draft for the Board's information.

President Letts stated the Town just received the draft from Commissioner Vandervort replying to the County regarding the memorandum of understanding on the Urban Growth Boundary Plan. He further read the letter to the Board and the Board agreed to have Commissioner Vandervort sign the letter and send it to the County.

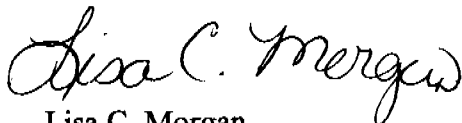
Mr. Hearne stated the town house renters asked if the Board would mind if they put in a vegetable garden. After brief discussion, the Board stated they didn't have a problem with them doing so as long as they didn't dig up the entire yard.

Mr. Hearne asked if there was any agency designated to handle complained about wildlife as the Town received a call about a squirrel in a basement. President Letts stated a deputy handled the complaint and the squirrel was released outside. He further stated there was no agency designated to handled wildlife complaints.

Mr. Hearne also mentioned Edgar Insley, the Boy Scouts scoutmaster, had said the parents of the Eagle Scout, had wanted to wait until warmer weather before holding the ceremony and Mr. Insley would notify the Town when the ceremony was to be so President Letts or another commissioner, if he was unable to be there, could be present the plaque.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Stanko. The motion passed 3-0. President Letts adjourned the meeting at 9:15 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF FEBRUARY 27, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Edgar McMullen – Sewerage & Riverfront
4. Larry Metz/Jack Barron

PENDING BUSINESS

5. Special Buffer Provisions
6. Fire Boat Pier
7. Tasker Lane
8. I&I Loan
9. Town Hall Renovations
10. Handicapped Ramps – Town Hall
11. Handicapped Paving to Comfort Station
12. Memorandum of Understanding – Urban Growth Boundary Plan
13. Phillip Price
14. Program Open Space FY2002 Funding Requests
15. 2001 Pier Rules and Regulations
16. Dead Tree- 7 Credence Court
17. Mats
18. Cecil County Arts Council – Grant Program
19. Repair of International Tractor
20. Proposed County Curfew Ordinance
21. Ditch on Water Street
22. Boat sunk at Pier
23. Lift Station – Power Backup
24. Additional FY2002 Critical Areas Funding

NEW BUSINESS

25. Firefighters tax credit
26. MML Conference
27. Town House windows
28. Widening of Conestoga Street
29. Heating (Zoning/bulk purchase)
30. Water system operations contract
31. Leases
32. Perryville High School Yearbook Ad
33. Letter from SPCA – Proposed Animal Control Ordinance

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/27/2001 TIME: 7:30 p.m.

Francis Connally

Jenny

Jack Brown

Daniel A. Hunt

Edwin M. Muller

Chip Muller-T. Lynn

Val Hahn

Rodney E. Kennedy

SHERIFF

410-996-5500

CECIL COUNTY

FEBRUARY 2001

CHARLESTOWN PATROL MONTHLY REPORT
(23) TOTAL / 4 HR. SHIFTS = (92 HRS)

NUMBER OF SHIFTS ACTUALLY COVERED FOR MONTH = (23) TOTAL / (92) HRS

CRIMINAL COMPLAINTS

NUMBER OF CALLS RECEIVED (HANDLED IN TOWN) = (9)

1. ANIMAL COMPLAINT = SQUIRREL
2. ASSAULT 2ND DEG. = UNFOUNDED
3. NOTIFICATION
4. OVERDOSE
5. NEIGHBOR DISPUTE = (x 3)
6. JUVENILE COMPLAINTS = (x 2)

NUMBER OF CALLS (OUT OF TOWN) = (0)

PATROL / PROPERTY CHECKS

NUMBER OF PROPERTY CHECKS = (194)

NUMBER OF PATROL CHECKS = (204)

TRAFFIC ENFORCEMENT

NUMBER OF (NON - RADAR) TRAFFIC CITATIONS ISSUED = (8)

NUMBER OF (RADAR) TRAFFIC CITATIONS ISSUED = (4)

NUMBER OF TRAFFIC WARNINGS ISSUED = (18)

NUMBER OF (SERO) SAFETY REPAIR ORDERS ISSUED = (2)

CRIMINAL WARRANTS / SUMMONS

NUMBER OF(DISTRICT COURT) WARRANTS SERVED = (1)

NUMBER OF (CIRCUIT COURT) WARRANTS SERVED = (1)

NUMBER OF (CIRCUIT / DISTRICT) WARRANT ATTEMPTS = (0)

NUMBER OF CRIMINAL SUMMONS SERVED = (0)

500 Landing Lane
410-996-5500

Elkton, Maryland 21921
410-658-5581 Fax: 410-996-5518

Rodney E. Kennedy

410-996-5500

SHERIFF

CECIL COUNTY

CIVIL PROCESS SERVES

NUMBER OF (CIVIL PAPERS) SERVED = (0)
NUMBER OF (CIVIL PAPERS) ATTEMPTED = (0)

CRIMINAL / TRAFFIC / WARRANT ARRESTS

NUMBER OF (WARRANT RELATED) ARRESTS = (2)
NUMBER OF CRIMINAL (STREET) ARRESTS = (0)
NUMBER OF (TRAFFIC RELATED) ARRESTS = (0)
* NUMBER OF (DWI / DUI RELATED) ARRESTS * = (0)

ADULT / JUVENILE ARRESTS

NUMBER OF ADULT ARRESTS = (2) / #2 MALES
NUMBER OF JUVENILE ARRESTS = (0)

CIVIL CITATIONS

NUMBER OF ADULT CIVIL CITATIONS ISSUED = (0)
NUMBER OF JUVENILE CIVIL CITATIONS = (4) / #2 MALES = POSS. OF TOBACCO
NUMBER OF FIELD CONTACT REPORTS (FCR'S) ISSUED = (6)

RADAR USAGE

NUMBER OF SHIFTS (OPERATING RADAR) = (12)
NUMBER OF SHIFTS (NOT- OPERATING RADAR) = (11)
NUMBER OF (SCHOOL ZONE) ASSIGNMENTS = (2)

RESPECTFULLY SUBMITTED BY :

CPL. RONALD E. SCHMIDT JR. #0196
LAW ENFORCEMENT COORDINATOR
FOR THE TOWN OF CHARLESTOWN

Town of Charlestown

Accounts Payable Bills

2/27/01

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Maryland Association of Hist...	Annual Membership Dues		
Alger Oil, Inc.	Acct #667541 - ticket #470705 - 149.3 ga x \$1.449/gal	6610.1 · Administration	50.00-
Hoopes Fire & Safety Equip...	Acct #200189 1 Inv #20350 - inspect fire extinguisher	6430.1 · Fuel	216.34-
Woodward-Clyde Consultants	Inv #52502 - Scott Gardens - water/sewer capacity; Inv #478...	6450.1 · Maintenance	28.00-
Maryland Materials Inc.	Acct #60502 - Inv #142047 - crusher run - pole bam	-SPLIT-	1,303.50-
Maryland Rural Developme...	Circuit Rider payment - 3rd qtr FY01 (01/01/01 - 03/31/01)	6960.1 · Miscellaneous	24.41-
Verizon	Acct #000017861803 96Y	6330.1 · Administration	3,133.50-
Central Printing & Office Su...	(2) box window envelopes	6440.1 · Telephone	120.40-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #288983 - washers/screws for signs at veter...	6222.2 · Printing	85.00-
Wal*Mart	Acct #2634 - Inv #1067 - napkins; storage boxes - Town Hall;...	6740.1 · P&R Miscellaneous	34.20-
		-SPLIT-	55.64-
Total 1010.1 · Cash-General Checking			5,050.99-
Total 1000.1 · General Fund Cash Accounts			5,050.99-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon Wireless	Acct #202583968-00001 - Inv #0247403273 - (2) cell phones	7760.2 · Miscellaneous	50.09-
Verizon		6534.2 · Lift Station	33.05-
Miller Environmental, Inc.	Inv #10030165 - water system ops - Mar '01	7750.2 · Repairs	1,827.90-
Total 1010.2 · Cash - Utility Checking			1,911.04-
Total 1000.2 · Utility Fund Cash Accounts			1,911.04-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #288983 - bolts, nuts washers for street signs	6410.3 · Road Signs	6.99-
Wal*Mart	Acct #2634 - Inv #1585 - black pen & 17 pc drill bit set - shop...	-SPLIT-	74.50-
El's Truck Tire & Auto Centers	Inv #2229 - repair flat on new truck	6024.3 · Truck Repair	18.00-
Newark Kubota	Acct #40769 - Inv #24990 - drag box supplies for Kubota	6022.3 · Equipment Repair	4.50-
Gilbert Enterprises Inc.	Inv #8067N - Jan '01gasoline charges - Town truck	6026.3 · Gasoline - Truck	252.74-
Total 1005.3 · New-Checking-Special (Special checking County)			356.73-
Total 1000.3 · Special Fund Cash Accounts			356.73-
TOTAL			7,318.76-

TOWN MEETING OF FEBRUARY 13, 2001
MINUTES

The February 13, 2001 Town Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other Commissioners present were Vice-President Steven W. Vandervort, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Accounts Payable – After brief discussion, Commissioner Vandervort made a motion to approve the bills, seconded by Commissioner Stanko. The motion passed 4-0.

Minutes – Commissioner Vandervort made a motion to approve the minutes of the January 23, 2001 meeting, seconded by Commissioner Stanko. The motion passed 3-0-1 (Commissioner Sheets abstained). After brief discussion, Commissioner Stanko made a motion to approve the minutes of the January 9, 2001 meeting with the correction of the date of the County Commissioners' meeting from February 20, 2000 to February 20, 2001, seconded by Commissioner Sheets. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report (I&I) – George Smith, of Miller Environmental, Inc. (MEI), presented the January 2001 monthly water system operations report to the Board. After some discussion, Commissioner Vandervort wanted to know if the meter was shut off at 726 Calvert St. Mr. Smith stated he would have to check with Beth Hamilton, MEI's operator, on it. Mr. Hearne stated Keith Baynes, the Town's attorney, reviewed the proposed I&I agreement and he had no problem with it. He further stated the Town received a reply from Walid Saffouri, of the Maryland Department of the Environment (MDE), approving the agreement. Mr. Hearne also said he talked to T.J. Huang, of MDE, and the grant monies are there but would need to go to the State Board of Public Works before it was final. Mr. Hearne stated the agreement needed to be signed and a copy sent to Mr. Huang. Commissioner Vandervort made a motion to adopt the Agreement for Inflow & Infiltration Program Management and Inspection Services with MEI, seconded by Commissioner Stanko. The motion passed 4-0.

Special Buffer Provisions – Mary Ann Skilling, the Critical Area circuit rider from the Maryland Department of Planning, stated she had discussed with the Planning and Zoning Commission about updating the Town's Critical Area program and, in particular, identifying and mapping all the areas considered buffer exempt. She further stated buffer exempt areas are defined as areas that don't typically have a normal buffer, one that is forested or vegetated in some way. She further stated most of the waterfront in town has revetments, bulkheading, and it's grass down to the water or sandy beach, which were not considered buffer. Mrs. Skilling stated however, ever since the program was adopted in 1988, the areas were never mapped and identified as buffer exempt, and therefore they had the 100 ft. setback. She stated the Planning and Zoning Commission decided to have them identified and look at setting up special buffer provisions for these properties. Mrs. Skilling mentioned the word, "exemption", was not used for the proposal because it would give the impression that these properties were totally exempt from Critical Areas but they would be required to do mitigation. Mrs. Skilling also mentioned the provisions would only apply to the grandfathered properties so identified and not to any new

development or new subdivision of a lot where the grandfathered status would be lost. She stated future annexed lands would need to be identified and mapped if the Town determined they should fall under these provisions. After more discussion, Mrs. Skilling stated the biggest concern the Planning and Zoning Commission had was what the setback should be, keeping in mind, the rear setback for any property in R-3 was 30 ft. Commissioner Vandervort stated the current setback is 100 ft. and all these properties are non-conforming at this time. Mrs. Skilling stated they could only build on the existing footprint of the structure and if they wanted to expand into the buffer, they would need to get a variance. She further stated therefore the Planning and Zoning Commission left the decision on the setback for the Town Commissioners to decide. After much discussion, Commissioner Vandervort stated the purpose of doing something like this was to provide the property owners some kind of relief so that they're conforming and why do it part way so there were still a bunch of these properties that would be non-conforming when this was done. After more discussion, Commissioner Vandervort stated setting the setback at 30 ft. would make these properties consistent with other properties with a R-3 zoning. Mrs. Stanko asked if they would have to mitigate. Mrs. Skilling stated anyone would have to mitigate, plant. She further stated if they couldn't plant on site, they'd have to plant somewhere else in the Critical Area or pay into a fund for the quantity of plants that would have been required. Mrs. Skilling stated the Town could use these funds for planting in parks or storm water management. After more discussion, Commissioner Vandervort stated there was only one lot not developed. After more discussion, Commissioner Stanko asked if the Town would have any liability for property damage if the Board decided to adopt these provisions. Mrs. Skilling stated it would be the property owner's responsibility. Mrs. Skilling stated if the property owner builds and they can get insurance, and a storm comes through, the insurance is going to cover it. Commissioner Vandervort asked why the setback was 50 ft. for the commercial properties. Mrs. Skilling stated that was the same as the zoning setback for the R-R zoning and to change that, you would have to change the zoning ordinance. After more discussion, Commissioner Stanko asked if the Board would have to hold a public hearing on this first. Mrs. Skilling stated a public hearing would be needed but, before that, a decision would need to be made on the setback. After more discussion, Mr. Upperco stated the only thing the Planning and Zoning Commission couldn't agree on was the setback. He further stated the Planning and Zoning Commission was looking at ways to aid the revitalization of these properties. Commissioner Vandervort stated the Board could not make a decision tonight but could come to a consensus on the setback and, therefore, he made a motion to set the setback at 30 ft., seconded by Commissioner Sheets. Commissioner Stanko stated she would like to read the proposal first. After more discussion, Commissioner Vandervort withdrew his motion. Valerie Hahn, a member of the audience, asked when the proposal would be available for the public to look at. President Letts stated copies would be made and anyone interested could get a copy at the Town Hall.

PENDING BUSINESS

Fire Boat Pier – Mr. Hearne stated Crandell was supposed to start work at the end of February.

Tasker Lane – Mr. Hearne stated Mr. Baynes hadn't heard anything from Dennis Schaefer, of Verizon, in response to his letter of January 16, 2001. After some

discussion, Commissioner Stanko stated she believed the Town should do something to move this forward. Commissioner Vandervort stated Mr. Baynes had filed suit against Verizon and that was what prompted their response before and perhaps the Town should have him pursue that filing. President Letts asked Mr. Hearne to contact Mr. Baynes to move forward with the suit.

Town Hall Renovations – Commissioner Vandervort stated that Commissioner Stanko, himself and several attendees at the last meeting, after the meeting ended, had talked about another possible option for renovating the Town Hall. He further stated they had talked about enlarging the building, pushing the rear wall back to be even with the existing bathroom wall. President Letts stated he had gotten a response from the Historic District Commission but it was sent to his residence but they agreed renovation was needed but the commission would like the Town to retain the blackboards, cupboard, wainscoting, clock and the Colonial color scheme. Commissioner Vandervort stated he would like the Board to consider the possibility of enlarging the building. Mr. Hearne stated William Algard and Hershel Armour, the Town's maintenance workers, were concerned that it would be very tight to implement the proposed plan. Commissioner Stanko stated it was kind of tight. The Board asked Mr. Hearne to find out what permits might be needed to enlarge the building. Commissioner Vandervort stated the Town would continue to consult with the Historic District Commission and Colonial Charlestown on the renovation.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated the Town received a letter from Nancy Palmer, the Community Development Block Grant (CDBG) Program Manager of the Maryland Department of Housing and Community Development, indicating the project had met the threshold requirements and would be further reviewed. He further asked if the Town wanted him to make a presentation to the review committee on February 28, 2001. After some discussion, the Board asked him to. Mrs. Skilling stated Mr. Hearne should also ask them, while he was there, about the availability of grant monies for enlarging the Town Hall. She further suggested the Town could also ask the Maryland Historical Trust about grant monies for doing an addition on an historical structure. Mr. Hall suggested the Town consider enlarging the post office at the same time.

(At this time, the tape recorder was accidentally unplugged. The following notes were based on Mr. Hearne's notes on the town meeting.)

Handicapped Paving to Comfort Station – The Board was waiting for Richard's Paving to correct the problems with the paving at the stone wharf before moving forward with this.

Memorandum of Understanding – Urban Growth Boundary Plan – Commissioner Vandervort had done a draft reply that he needed to bring to the Board.

Phillip Price – Mr. Hearne had checked with Mr. Baynes and papers had not been served on Mr. Price at this time.

Cecil County Sheriff's Office – Monthly Report – Cpl. Ron Schmidt, of the Cecil County Sheriff's Office presented the monthly report for January 2001 to the Board.

(At this time, 8:56 p.m., the tape recorder was plugged back in and restarted).

Commissioner Sheets wanted to know if anything was happening on Chesapeake Road. Cpl. Schmidt stated they had been doing field contact reports and had made one arrest today for malicious destruction. After more discussion, Commissioner Vandervort stated the point he wanted to make before was he felt it was a conflict of interest, at least a perceived conflict of interest. He further stated seeking an opinion prior to the matter becoming an issue might be a good idea.

Program Open Space FY2002 Funding Requests – Mr. Hearne stated the Board needed to decide if there was any projects they wanted to do that needed to be submitted for Program Open Space funding. He further mentioned the County Planning and County Commissioners approved the Town's grant application for paving the parking lot at the athletic complex and had been submitted to Sandi Trent, assistant regional administrator for Program Open Space, and from there, it will go the Maryland Department of Planning clearinghouse and the State Board of Public Works. Mr. Hearne asked the Board to consider if it had anything to submit for FY2002 funding. Mr. Hearne mentioned someone had talked about resurfacing the basketball court and/or the tennis courts at the athletic complex. Commissioner Vandervort asked what happened with the wear mats for the playground. President Letts stated that was on the agenda and stated he thought Commissioner Vandervort was supposed to be working on that. Commissioner Vandervort stated the Town had approved the price per square foot from Mid-Atlantic but when their estimate was received it was outrageous. He stated they were contacted but they didn't call back. Commissioner Vandervort stated the purchase of the mats could be included in a funding request. After some discussion, Commissioner Vandervort asked if the grant money received for handicapped accessibility for the stone wharf would be sufficient to cover the expense for the additional paving for handicapped access to the comfort station. Mr. Hearne stated the Town hadn't gotten a cost estimate for the additional paving so he didn't know what the cost would be but the grant was \$15,000 and the Town was using \$7,500 on the stone wharf paving. Commissioner Vandervort stated there should be sufficient left over then as long as Ken Ropp, of Program Open Space, would approve it to be used. Mr. Hearne stated he had already talked to Mr. Ropp and he agreed it could be used for the additional paving. Mr. Hall asked if lighting would come under POS funding. After more discussion, Mr. Hall stated he would like to see lighting at the athletic complex for public safety. President Letts stated he had mentioned that several years ago and still thought it would be a good idea. Commissioner Stanko asked if seating for spectators at the ball field could be considered also. After some discussion, Mr. Hearne stated he could apply for that but the cost of running the line, etc. may take some time to get. President Letts stated William McMullen could be able to give a cost estimate. After more discussion, President Letts stated he would talk to Mr. McMullen.

2001 Pier Rules and Regulations – Mr. Hearne stated Mrs. Morgan hadn't copied this information yet. The Board tabled this until the next meeting. President Letts stated he was made aware of a bunk that was sunk at the town pier but the boat doesn't have enough numbers to run the registration. He further stated it was mentioned the renters of the town house might own it. Commissioner Vandervort stated a letter should be sent to them requesting the boat be removed or they could lose their slip. The Board agreed to send a letter.

Dead Tree – 7 Credence Court – Mr. Hearne stated the Board had decided to contact Mr. Porter to remove the tree. He further stated Kathy Salada, the resident at 7 Credence Court, was concerned about how long it takes Mr. Porter to do anything and wanted the Town to send her a letter stating if the tree fell, injuring someone, that she was not liable. Commissioner Sheets stated this tree was mentioned to Mr. Porter before and he was supposed to be taken down. After some discussion, President Letts stated he would take a look at it. Commissioner Vandervort stated he wanted the Town to keep the pressure on Mr. Porter to get the streets finished and turned over to the Town. Commissioner Sheets stated she would contact Mr. Porter about the tree and the streets. Mr. Hearne stated she should also mention to Mr. Porter he needed to contact Tatman & Lee before doing any work on the streets.

Cecil County Arts Council – Grant Program – Mr. Hearne stated it was a \$350 grant if the Town wanted to hold a musical function, etc. Mr. Hearne stated the money needed to be expended by June 30th and asked if the school would be interested for the Abraham Lincoln program. Commissioner Sheets stated they received this grant last year for it but would check with them to see if they could get it again this year. Mr. Hearne also stated the church may be interested because they hold a summer musical program. Commissioner Vandervort stated the Town had talked about holding the festival again and it might be used for part of that.

Cecil County Commissioners Meeting – 02/20/01 @ 7 p.m. (school plaque) – President Letts reminded the Board the County Commissioners meeting would be held at the Charlestown Elementary School on February 20, 2001 at 7 p.m. and the plaque for the school would be presented. Commissioner Stanko asked what happened with the plaque for the Eagle Scout. Mr. Hearne stated Edgar Insley, the scoutmaster, picked that up. Commissioner Stanko asked if a commissioner wasn't supposed to present that. Mr. Hearne stated he didn't know and would have to ask Mrs. Morgan about it. After more discussion, President Letts stated he planned to attend the meeting.

(At this time, President Letts left the meeting, turning the meeting over to Vice-President Vandervort.)

Commissioner Vandervort asked if the Town had arranged for refreshments. Commissioner Sheets stated Mrs. Morgan had made the arrangements.

Repair of International Tractor – Commissioner Vandervort asked if they had an estimate. After some discussion, Mr. Hearne stated he did not have an estimate and didn't know what repair needed to be done.

Weedeaters – Mr. Hearne stated Mr. Algard wanted to purchase 2 weedeaters. He stated there were 2 quotes but they preferred the Stihl weedeaters, similar or same to the ones they had, from Cooper's. Mr. Hearne stated there was a \$5 difference in price between the quotes. After brief discussion, Commissioner Vandervort stated they should not get rid of the old ones. Commissioner Sheets made a motion to approve the purchase of 2 Stihl weedeaters from Cooper's at a cost of \$470, seconded by Commissioner Stanko. The motion passed 3-0.

2 poles at Post Office to be removed – Commissioner Vandervort stated the poles should be removed, as they were no longer needed to protect the post box, which had been moved to another location. Commissioner Stanko made a motion to have the poles removed, seconded by Commissioner Sheets. The motion passed 3-0.

Proposed County curfew ordinance – Commissioner Vandervort stated the problem in the past with curfews was they were not enforceable. Commissioner Sheets stated Mrs. Morgan explained the County would like all the Towns to consider passing the same ordinance, as the County so there was a uniform curfew throughout the county. After reading the ordinance, Commissioner Vandervort stated he had a problem with a lot of it. Commissioner Stanko stated she believed it was not enforceable and asked how the Board should respond to this. After some discussion, Commissioner Stanko stated she would draft a reply to the County and bring it to the Board for its consideration.

Ditch on Water Street – Mr. Hearne stated Mr. Algard had indicated on a drawing where there was a drainage problem and where he believed putting a ditch would resolve it. After much discussion, Commissioner Vandervort stated he would look at it and talk to Leonard Newswanger, of Pat's Marina, regarding the run off.

Additional Critical Area Program funding for FY2002 – Mr. Hearne stated Critical Area had additional funds for special projects. Mr. Hearne stated he and Mrs. Skilling had considered the planting on Louisa Lane but he knew Commissioner Vandervort was not in agreement with the letter the Town received from the Critical Area Commission in 1998. Commissioner Vandervort stated he didn't believe they had the authority to direct how the Town maintained its parks. After some discussion, Commissioner Stanko asked if the Town had to use the funding. Mr. Hearne stated it was up to the Town to decide if it wanted to apply.

Lift Station – Power Back up – Commissioner Vandervort stated the Town received a letter from David Hollenbaugh, of the County Department of Public Works, asking the Town to consider placing power back up systems at the pump stations. After some discussion, he further stated the Town had 4 lift stations. Commissioner Stanko stated he was asking the Town to do this but doesn't provide any information about what changes in the law prompted his request. Mr. Hearne stated the only problem the Town has had was during Hurricane Floyd when the Rt. 7 lift station was under water. Commissioner Vandervort stated a back up generator wouldn't have helped in that situation. Commissioner Stanko asked if the Town could get a copy of the changes and see if the Town should be concerned about this. Mr. Hearne stated he would contact Mr. Hollenbaugh.

Commissioner Sheets asked Mr. Hearne if the Town had gotten any calls regarding junked cars, etc. He stated Mrs. Morgan had gotten one call so far regarding a sailboat.

Mr. Hall asked about the house owned by James McCall on Chesapeake Road. He stated the house is vacant, the door was open and all the windows were busted out. Commissioner Vandervort stated he wasn't sure whether the County handled this or the Town had to pursue this on its own but there had to be some kind of process to follow. After some discussion, Commissioner Stanko stated the Town needed to take some pictures and send a letter to Mr. McCall at least. Commissioner Stanko suggested

contacting Mr. Baynes as to what the next step should be. Commissioner Vandervort stated the Webb property should also be considered.

Commissioner Stanko stated Mrs. Skilling had given the Town some documents to show how to delineate between LDA & IDA in the Critical Area when seeking growth allocation. After much discussion, Commissioner Stanko stated she would contact Critical Areas about a definition of impervious surfaces and whether it would apply to gravel driveways.

Commissioner Stanko also wanted to know if the mitigation in the special buffer provisions was set in stone or were they merely suggestions. She further stated if they were suggestions, what was the minimum mitigation that would be required. She stated that due to these questions, she wanted to read the proposal carefully.

Commissioner Sheets asked about Mrs. Morgan attending the MML Conference in Ocean City. After much discussion, Commissioner Stanko stated the two commissioners she had talked to and whom seemed to support her view on the matter were not present at this time and believed strongly this matter should not be discussed until a full board was present. After much more discussion, Commissioner Vandervort stated he was willing to defer the discussion. Commissioner Vandervort stated he had asked Mrs. Morgan to get a copy of the videotape made by the Maryland Municipal League explaining the importance of having town officials and employees attend the conference but he didn't know if she had gotten it. Mr. Hearne stated he knew she hadn't received it but wasn't sure if she had requested it. After more discussion, the Board tabled this matter until the next meeting.

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

Respectfully submitted,


Lisa C. Morgan

TOWN MEETING OF FEBRUARY 13, 2001
AGENDA

7:30 P.M.

1. Special Buffer Provisions
2. Minutes
3. Accounts Payable
4. Miller Environmental, Inc. – Monthly Report (I&I)
5. Edgar McMullen
6. Dr. Gell – George Washington Day

PENDING BUSINESS

7. Fire Boat Pier
8. Tasker Lane
9. I&I Loan
10. Town Hall Renovations
11. Handicapped Ramps – Town Hall & Post Office
12. Handicapped Paving to Comfort Station
13. Memorandum of Understanding – Urban Growth Boundary Plan
14. Phillip Price

NEW BUSINESS

15. Program Open Space FY2002 Funding Requests
16. 2001 Pier Rules and Regulations
17. Dead Tree – 7 Credence Court
18. Mats
19. Cecil County Arts Council – Grant Program
20. Cecil County Commissioners Meeting – 02/20/01 @ 7p.m. (school plaque)
21. Repair of International Tractor
22. Weedeaters
23. 2 poles at Post Office to be removed
24. Proposed County curfew ordinance
25. Ditch on Water Street
26. Boat sunk at pier
27. Additional Critical Area Program funding for FY2002
28. Lift Station – Power Backup

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/13/2001

TIME: 7:30 P.M.

HOWARD HALL

LARRY + TOM ADDISON

MARY ANN WILSON

GEORGE A. SMITH

RONALD CLINE

PATRICIA CLINE

RICH HARTNETT

LESLIE M. UPPER CO.

JUDY PRICE

CAROL BAUGHMAN

VAL HALL

JANUARY 2001

CHARLESTOWN PATROL MONTHLY REPORT
(29) TOTAL / 4 HR. SHIFTS = (116 HRS)

NUMBER OF SHIFTS ACTUALLY COVERED FOR MONTH = (28) TOTAL / (112) HRS

1. JANUARY 17, 2001 = 1900 to 2300 hrs. = FTA (DFC. DAVID LEAS)
2. JANUARY 20, 2001 = 2200 to 0200 hrs. = SICK (CPL. CREEK) NO COVERAGE
3. JANUARY 22, 2001 = 1700 to 2100 hrs. = REPLACEMENT SHIFT (SNOW / ATV'S)

CRIMINAL COMPLAINTS

NUMBER OF CALLS RECEIVED (HANDLED IN TOWN) = (5)
NUMBER OF CALLS (OUT OF TOWN) = (1) / ASSIST MSP W / TRANSLATION

PATROL / PROPERTY CHECKS

NUMBER OF PROPERTY CHECKS = (259)
NUMBER OF PATROL CHECKS = (252)

TRAFFIC ENFORCEMENT

NUMBER OF (NON - RADAR) TRAFFIC CITATIONS ISSUED = (8)
NUMBER OF (RADAR) TRAFFIC CITATIONS ISSUED = (2)
NUMBER OF TRAFFIC WARNINGS ISSUED = (12)
NUMBER OF (SERO) SAFETY REPAIR ORDERS ISSUED = (3)

CRIMINAL WARRANTS / SUMMONS

NUMBER OF(DISTRICT COURT) WARRANTS SERVED = (0)
NUMBER OF (CIRCUIT COURT) WARRANTS SERVED = (0)
NUMBER OF (CIRCUIT / DISTRICT) WARRANT ATTEMPTS = (0)
NUMBER OF CRIMINAL SUMMONS SERVED = (0)

Rodney E. Kennedy

SHERIFF

410-996-5500

CECIL COUNTY

CIVIL PROCESS SERVES

NUMBER OF (CIVIL PAPERS) SERVED = (0)
NUMBER OF (CIVIL PAPERS) ATTEMPTED = (0)

CRIMINAL / TRAFFIC / WARRANT ARRESTS

NUMBER OF (WARRANT RELATED) ARRESTS = (0)
NUMBER OF CRIMINAL (STREET) ARRESTS = (1) FEMALE = **DISORDERLY CONDUCT**
NUMBER OF (TRAFFIC RELATED) ARRESTS = (1) MALE = **SUSPENDED**
* NUMBER OF (DWI / DUI RELATED) ARRESTS * = (1) FEMALE = **DWI**

ADULT / JUVENILE ARRESTS

NUMBER OF ADULT ARRESTS = (3) - (1) MALE / (2) FEMALES
NUMBER OF JUVENILE ARRESTS = (2) MALES

CIVIL CITATIONS

NUMBER OF ADULT CIVIL CITATIONS ISSUED = (0)
NUMBER OF JUVENILE CIVIL CITATIONS ISSUED = (2) MALES = **POSS. OF TOBACCO**
NUMBER OF FIELD CONTACT REPORTS (FCR'S) ISSUED = (5)

RADAR USAGE

NUMBER OF SHIFTS (OPERATING RADAR) = (16)
NUMBER OF SHIFTS (NOT- OPERATING RADAR) = (12)
NUMBER OF (SCHOOL ZONE) ASSIGNMENTS = (0)

RESPECTFULLY SUBMITTED BY :

Cpl. Ronald E. Schmidt Jr. #0196
CPL. RONALD E. SCHMIDT JR. #0196
LAW ENFORCEMENT COORDINATOR
FOR THE TOWN OF CHARLESTOWN

Town of Charlestown

Accounts Payable Bills

2/13/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Sheriff's Patrol	Charlestown Patrol - period Of 12/30/00 - 01/26/01	6920.1 · Police Protection	3,245.00-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 12/30/00 - 01/26/01	6920.1 · Police Protection	126.45-
A T & T	Acct #8014-058-9492 - Inv #6392433257 - long distance - T...	6440.1 · Telephone	18.88-
Warren Truss Co., Inc.	1/2 payment for 17-26' trusses	6960.1 · Miscellaneous	733.55-
Harvey & Harvey	Acct #275-49441 Inv #0276-0677499- January trash collection	6651.1 · Trash Collection	3,638.58-
Chesapeake Publishing Corp.	ad for block grant public hearing	6215.1 · Advertising	34.64-
Preston's Stationery, Inc.	Cust #2452 DEPT - Inv #8200-0 - (3) pks columnar sheets	6220.1 · Office Supplies	94.37-
Charm Net, Inc.	Acct #6419 - Inv #39105 internet access 02/01/01 - 03/01/01	6440.1 · Telephone	16.95-
Baynes, Keith A.	prepare & file petition - Phil Price - prepare revised Cemetery...	6310.1 · Legal Counsel	340.00-
Charlestown Fire Co.	ambulance club	6910.1 · Fire Company	25.00-
Keystone Digital Imaging	Inv #063245 1 - maint copier agreement excess copy charge	6220.1 · Office Supplies	17.82-
Keystone Digital Imaging	Inv #063245 1 - maintenance agreement	6260.1 · Office Equipment Repair	545.54-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	161.89-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	16.16-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	11.02-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	48.10-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	220.97-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	59.37-
Total 1010.1 · Cash-General Checking			9,354.29-
Total 1000.1 · General Fund Cash Accounts			9,354.29-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon Wireless	Acct #202583968-00001 - Inv #0244527645 - (2) cell phones	7760.2 · Miscellaneous	50.68-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	99.05-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	57.20-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	13.44-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	31.33-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	186.74-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	505.19-
Printing Systems	Acct #CHARL Inv #80738- utility billing forms	-SPLIT-	323.80-
Total 1010.2 · Cash - Utility Checking			1,267.43-
Total 1000.2 · Utility Fund Cash Accounts			1,267.43-

Town of Charlestown

Accounts Payable Bills

2/13/01

Name	Memo	Split	Amount
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Allstate Sign & Plaque Corp.	Acct #32470 - Inv #51914 - (2) signs Trinity Woods (2) signs ...	-SPLIT-	308.55-
York Building Products	Cust #6241 - Inv #174852 - 6.87 tons sand for streets	6500.3 · Snow Removal	51.22-
American Home & Hardware	Acct #685600 - Inv #740314 - ball valve, boiler drain, brass b...	6420.3 · General Maintenance	15.75-
Kunkle Service Co.	Acct #36904 - Inv #N239776 & N239825 - gasket shellac, pip...	6024.3 · Truck Repair	33.38-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	650.03-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #43154 - oil & bar & chain oil - chain saw	6022.3 · Equipment Repair	20.45-
Lowe's Home Centers Inc.	Acct #0120402 - Inv #21700482325 - blue chalk; chalk reel; t...	6420.3 · General Maintenance	26.94-
Gilbert Enterprises Inc.	Inv #8053NE - Dec '00 gasoline charges - Town truck	6026.3 · Gasoline - Truck	223.18-
Total 1005.3 - New-Checking-Special (Special checking County)			1,329.50-
Total 1000.3 - Special Fund Cash Accounts			1,329.50-
TOTAL			11,951.22-

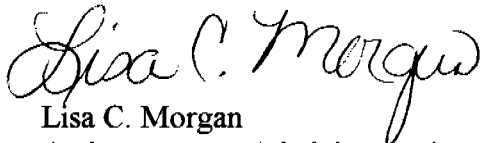
TOWN MEETING OF JANUARY 23, 2001
MINUTES

The January 23, 2001 Town Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other Commissioners present were Vice-President Steven W. Vandervort and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Public Hearing – Community Development Block Grant – President Letts stated the public hearing was required as the Town would like to apply for a community development block grant to construct handicapped access ramps to the post office and Town Hall. Mr. Hearne stated the Town was applying for the funding but was not guaranteed of getting the funding. Mrs. Morgan read Resolution No. 2001-01 that would authorize the Town to apply for the funding and also authorize President Letts to execute any paperwork necessary regarding the grant project. President Letts asked if there was any public comment. Edgar McMullen, a member of the audience, stated he was in favor of seeking the funding. President Letts stated William Smith, a resident, being in favor of the ramps had contacted him. As there was no further public comment, a motion to close the public hearing was made by Commissioner Vandervort, seconded by Commissioner Stanko. The motion passed 3-0. Commissioner Vandervort made a motion to pass Resolution No. 2001-01, seconded by Commissioner Stanko. The motion passed 3-0.

At this time, 7:35 p.m., President Letts left the meeting. As there was no longer was a quorum, the meeting was adjourned by Vice-President Steven W. Vandervort at 7:35 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JANUARY 23, 2001
AGENDA

7:30 P.M.

1. Community Development Block Grant – Public Hearing
2. Resolution #2001-01 – Block Grant
3. Special Buffer Provisions
4. Minutes
5. Accounts Payable

PENDING BUSINESS

6. Fire Boat Pier
7. Tasker Lane
8. I&I Loan
9. Town Hall
10. Handicapped Paving to Comfort Station
11. Memorandum of Understanding – Urban Growth Boundary Plan
12. Phillip Price

NEW BUSINESS

13. MML Conference – Hotel Reservations
14. POS Funding Requests – FY2002
15. Meeting concerning flooding on Rte. 7
16. Mats
17. 2001 Pier Rules and Regulations
18. Dead Tree – 7 Credence Ct.
19. Town Brochure
20. Cecil County Arts Council – Grant Program

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/23/2001 TIME: 7:30 P.M.

- Ruth Noel
- Howard Hall
- Maureen Skilling
- Val Hall
- Edna M. Miller
- Chip Muller-Thorn

Town of Charlestown

Accounts Payable Bills

1/23/01

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Merry Maids	cleaning Town Hall - 01/29/01	6450.1 · Maintenance	35.00-
Memories Made	plaques for Eagle Scout & Charlestown Elementary School	6216.1 · Memorials	154.00-
Vandervort, Steven W.	reimburse purchase of QuickBooks Pro2001 program	6221.1 · Supplies	149.95-
U. S. Postmaster	(2) rolls postage	6223.2 · Postage	68.00-
Alger Oil, Inc.	Acct #667541 - ticket #551814 - 201.3 ga. X \$1.449/gal	6430.1 · Fuel	291.68-
NEBS	Cust #961219-139077 - inv #9912507717-4 (1000 voucher c...	6220.1 · Office Supplies	128.12-
ShoreMaster	amt due 30 days after delivery	6718.1 · Fireboat pier (grant reimbursab	2,020.00-
Maryland Rural Developme...	Circuit Rider payment - 2nd qtr FY01 (10/01/00 - 12/31/00)	6330.1 · Administration	3,133.50-
Vulcan Signs	Cust #20912 Inv #27626 - (2) 10' 2 3/8" round posts for st sig...	-SPLIT-	103.80-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	115.97-
Injured Workers' Ins. Fund	Policy #2801346-RT - installment premium - Worker's Comp	6160.1 · Workmen's Compensation	299.00-
Shepherd Electric Supply	Acct #5032 - Inv #202257-52 - light globes - Fair Green park ...	6715.1 · Other	778.35-
Sheriff's Patrol	diff owed on Charles Patrol for 10/07/00 - 11/03/00 (forgot to ...	6920.1 · Police Protection	285.00-
Sheriff's Patrol	Charlestown Patrol for periods of 11/04/00 - 12/01/00 & 12/02...	-SPLIT-	5,493.13-
Sheriff's Patrol	gasoline owed for Charlestown Patrol for periods of 11/04/00 ...	-SPLIT-	269.69-
First National Bank of North ...	Safety Deposit Box Annual Fee	6219.1 · Other	48.00-
AT&T	Acct #8014-058-9492 - Inv #6392428730 - long distance - T...	6440.1 · Telephone	8.57-
Wal*Mart	Acct #2634 - Inv #2591 - sterno fuel; crackers - Christmas pa...	-SPLIT-	85.06-
Home Depot	Acct #7901 762944 9 - Inv #3142036 - triple tap Christmas li...	6219.1 · Other	16.91-
Total 1010.1 · Cash-General Checking			13,483.73-
Total 1000.1 · General Fund Cash Accounts			13,483.73-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon	Acct #000017860572 14Y	7132.2 · Telephone	34.01-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	11.64-
Miller Environmental, Inc.	Inv #10120063A - chemical pump parts & replacement heaters	7750.2 · Repairs	1,284.28-
Miller Environmental, Inc.	Inv #10020164 - water sys op agreement - Feb '01	7120.2 · Contract Operating	1,827.90-
Utility Piping Systems, Inc.	Acct #202593 - Inv #2027447 - bonnet locking screws; inner r...	7760.2 · Miscellaneous	534.29-
Total 1010.2 · Cash - Utility Checking			3,692.12-
Total 1000.2 · Utility Fund Cash Accounts			3,692.12-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			

Town of Charlestown

Accounts Payable Bills

1/23/01

Name	Memo	Split	Amount
NEBS	Cust #961219-139077 - Inv #9912507717-4 (500 voucher ch...	6400.3 · Other	93.11-
Wal*Mart	Acct #2634 - Inv #2591 - oil filter, tire sealant; ajax; 5w30 oil; ...	6420.3 · General Maintenance	28.81-
Home Depot	Acct #7901 762944 9 - Inv #3142036 - electrical tape; duct ta...	6420.3 · General Maintenance	15.46-
Algard, William	reimburse purchase of (2) mushroom shoe assemblies for Fis...	6022.3 · Equipment Repair	130.70-
Maryland Materials Inc.	Acct #60502 - Inv #141576 - 2.68 tons crusher run - install pi...	6300.3 · Streets	19.30-
Total 1005.3 · New-Checking-Special (Special checking County)			287.38-
Total 1000.3 · Special Fund Cash Accounts			287.38-
TOTAL			<u>17,463.23-</u>

TOWN MEETING OF JANUARY 9, 2001
MINUTES

The January 9, 2001 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 Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Election Results

Mrs. Morgan announced the election results as follows:

Out of 81 certified ballots:

Michael W. Doss	-	71
David A. Jarinko	-	14
Jennifer L.M. Stanko	-	67

Therefore, Michael W. Doss and Jennifer L.M. Stanko won election to the two Commissioner seats and William Brueckman, Clerk of the Circuit Court for Cecil County, administered the oath of office to Mr. Doss and Mrs. Stanko.

Election of Town Officers

The Town Commissioners proceeded to vote among themselves for the offices of President, Vice-President and Treasurer by secret ballot. The results of the secret balloting were as follows:

President	-	Joseph G. Letts, Sr.
Vice-President	-	Steven W. Vandervort
Treasurer	-	Michael W. Doss

Mr. Brueckman administered the oath of office to Commissioners Letts, Vandervort and Doss as President, Vice-President and Treasurer respectively.

Vice-President Vandervort turned the meeting over to President Joseph G. Letts, Sr.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc., presented the December 2000 water system operations report to the Board. He further reminded the Board the current contract with Miller Environmental, Inc. for operating the water system will expire at the end of July 2001.

Edgar McMullen – Mr. McMullen provided copies of a rough sketch of the cemetery property with the area he believed the church trustees may want to lease from the Town.

President Letts stated the Board had decided they would consider a long-term lease. He further asked Mr. McMullen to talk to the church trustees and then if this moved forward, the Town would contact Keith Baynes, the Town's attorney about a lease.

Jeffrey Fields – Dirt Bikes/ATV complaints & dead tree – Commissioner Vandervort stated he had talked to Mr. Fields today about these complaints.

Cecil County Sheriff's Office – Charlestown Patrol Monthly Report – Cpl. Ronald Schmidt, liaison, presented the December 2000 report to the Board (see report attached to these minutes). President Letts told Cpl. Schmidt the Town was receiving complaints of dirt bikes and ATVs being operated on the streets and sidewalks in Trinity Woods. Commissioner Stanko stated they were being operated on N. Ogle Street as well as the athletic complex. Commissioner Doss stated an area where underage drinking was occurring was under the row of pine trees at 212 Cecil St. so he asked Cpl. Schmidt to have deputies check that area. Cpl. Schmidt asked if there were any changes to the scheduling. President Letts stated any changes would be forthcoming. After more discussion, President Letts stated he would like a monthly report from the Sheriff's Office. Mrs. Morgan asked if the Sheriff's Office had responded to a complaint about dogs on Black Ave. Cpl. Schmidt stated the Sheriff's Office received a complaint but did not know the resolution. Mrs. Morgan stated she would check with the complainant. Commissioner Doss also asked Cpl. Schmidt to add Veterans Park to the property check list as the floating docks were being stored there. Mr. Hearne stated the contractor had taken most of the easily removable parts and he further said he had left a message for William Algard and Hershel Armour, the Town's maintenance workers, to move the handrail sections to the garage if possible.

OLD BUSINESS

Minutes – Commissioner Doss made a motion to approve the minutes of the December 12, 2000 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

PENDING BUSINESS

Fire Boat Pier – President Letts stated the floating docks were delivered and stored at Veterans Park. Mr. Hearne stated the Town received reimbursement from the State in the amount of \$17,320.50. He said this was the remaining due to be reimbursed by the State for payment made to Crandell. Mr. Hearne stated the Town should be receiving a further \$6,060 from the State which was the amount already paid toward the floating docks from Shore Master. Mr. Hearne also stated the Town received a letter from David Harris, project manager of Crandell, who was very pleased with Shore Master's work and was satisfied with the docks except a little concerned with the bumpers which were crushed a little during shipping but believed they would be okay.

Tasker Lane – Mr. Hearne stated he hadn't heard from Bell Atlantic. President Letts asked Mr. Hearne to have Mr. Baynes contact Bell Atlantic. Commissioner Vandervort

stated it would hurt to contact them just to get an update on where they are in coordinating all the utilities to get the pole moved.

I&I Loan – Mr. Hearne stated the proposed agreement with Miller Environmental, Inc. had been sent to T.J. Huang, of the Maryland Department of the Environment (MDE), but he hadn't responded yet. Commissioner Vandervort stated the Town needed to start sending out letters to those properties that have been identified through the smoke testing and get the property owners to make the repairs needed. President Letts asked for a letter to be drafted and get it sent out to the property owners.

Town Hall – Commissioner Stanko stated she had talked to her father and he told her the Town may be able to construct these walls better and cheaper than using cubicle walls ordered through a catalogue. President Letts asked Commissioner Stanko to talk to Mr. Algard and Mr. Armour about doing this work and to give them a copy of the plan. Commissioner Vandervort stated that before the Town did anything, the Town should contact the Historic District Commission for their input about the changes the Town was considering. President Letts asked for a letter be drafted to go to the Historic District Commission.

President Letts told Mr. Hearne he thought the drawings for the handicapped ramps for the post office and Town Hall were done. Mr. Hearne stated no but he had talked to Mr. Algard several times about getting them done. He further said the Town would need to hold a public hearing at the next meeting because the Town was applying for Block Grant monies and a public hearing was one of their requirements. President Letts asked Mr. Hearne how much grant monies would the Town receive. Mr. Hearne stated he didn't know as he hadn't received the estimate from Mr. Algard yet. Mr. Hearne stated there were several things needed to be done in order to complete the application. President Letts asked what needed to be done in the next 10 days. Mr. Hearne stated he needed the detailed drawings, detailed list of materials and breakdown of costs, including labor. He also said he needed to provide information regarding income levels in Charlestown and the number of handicapped people. He said he didn't know where he could get some of this information. Mrs. Morgan stated she would check with the library on 1990 Census data. Mrs. Morgan stated slide pictures also needed to be taken. After some discussion, Mr. McMullen stated he would purchase the film and get reimbursement from the Town. Mr. Hearne stated the ad for the public hearing was done and Mrs. Morgan stated she would send it to the Cecil Whig tomorrow to be in the Friday paper.

Handicapped Paving to Comfort Station – Commissioner Vandervort stated Richard's Paving was probably waiting for warmer weather before correcting the problems at the stone wharf.

Memorandum of Understanding – Urban Growth Boundary Plan – Commissioner Vandervort stated he needed to do this and asked for a copy of the letter originally sent to the County regarding the proposed Urban Growth Boundary Plan and he would do another letter similar to that one.

Retrofit Sidewalk Program – President Vandervort stated Michael McGuirk, of McGuirk Construction, had been out several weeks ago to mark off the area of work but, due to the cold weather, the work couldn't proceed. Commissioner Doss stated the Town received a letter from Don Yingling, of the State Highway Administration (SHA), stating the monies would be held for the Town until June 30, 2001. President Letts stated the work would definitely be done by then.

Phillip Price – President Letts stated the Town received a copy of the letter Mr. Baynes had sent to Mr. Price for being delinquent on his lease payments. Mr. Hearne stated Mr. Baynes has had no response from Mr. Price. After some discussion, Commissioner Vandervort made a motion to have Mr. Baynes proceed with filing in the Circuit Court for appraisal and judgment for the amount owed, the same as was done the last time, seconded by Commissioner Stanko. The motion passed 5-0.

Cemetery Ordinance – The Board reviewed the suggestions made during a previous meeting by Mr. McMullen regarding the cemetery. After some consideration, a motion was made by Commissioner Vandervort to have Mr. Baynes incorporate the suggestions in an ordinance to amend the Town code excluding limiting the number of cremations allowed to be interred on one lot, seconded by Commissioner Stanko. The motion passed 5-0. Mr. Hearne asked if Mr. Baynes was to incorporate this into an ordinance to amend the code. President Letts stated yes.

NEW BUSINESS

Co. Commissioners Meeting – 2/20/01 7 p.m. Charlestown Elementary – President Letts stated the County Commissioners would be holding one of their meetings in Charlestown at the elementary school on February 20, 2000 at 7 p.m. Mr. Hearne stated the Town usually provided punch and cookies. Mrs. Morgan stated the Town had the ingredients for the punch but would need to order cookie trays. She also asked Commissioner Sheets to see if the Charlestown P.T.A. would loan their coffee urn again for that night. Commissioner Sheets stated she would check.

Charlestown Elementary School – Yearbook Ad – Mrs. Morgan stated the Town usually took a business card ad for \$25 in the yearbook. A motion was made by Commissioner Vandervort to do so, seconded by Commissioner Stanko. The motion passed 4-0-1 (Commissioner Sheets abstained).

George Washington Re-Enactment Tour of Cecil County – Mrs. Morgan stated a meeting was held on January 5, 2001 at Cecil Community College regarding a reenactment of George Washington coming through Cecil County being held on July 7, 2001. She stated there were several agencies involved including the Maryland Humanities Council, Cecil County Tourism Office and the individual towns. Mrs. Morgan stated the next meeting was scheduled for January 29, 2001 at 8:30 a.m. at the college and she felt a commissioner should attend because the re-enactor would be in Charlestown on July 7th from 12 noon to 1:30 p.m. and one thing they were asking was if the Town would provide lunch and then talked about tickets, which Mrs. Morgan took to mean there

would be several people. Mrs. Morgan stated they also talked about the Town arranging to have the individual taken by boat across the Northeast River to the North East Town Park and opening 3-4 homes for tours with people in period costume. After some discussion, Commissioner Sheets stated she would attend the next meeting. President Letts stated he would make the arrangements for the boat. Mrs. Morgan stated she would talk to Vernon Bryant about the militia taking part and perhaps shooting off the cannon.

Commissioner Sheets stated the Abraham Lincoln re-enactor would be at Charlestown Elementary School on April 6, 2001 between 12 noon and 3 p.m. She further stated this event was open to the public and she was trying to arrange for a horse and carriage.

Wellhead Protection Project – Mr. Hearne stated there will be a wrap-up meeting on the Wellhead Protection Project on January 20, 2001 from 9 a.m. to noon at the Cecil Community College. He further stated one of the purposes for the meeting was to discuss the adopting of the model ordinance. Mr. Hearne stated the problem was when Tatman and Lee Associates prepared the Town's comprehensive plan they didn't identify sensitive areas and the comprehensive plan would need to be updated before adopting the model ordinance. President Letts asked Mr. Hearne to attend the meeting since he had been involved in this process from the beginning and to report back to the Board.

Building Permits – Commissioner Stanko stated people are moving into the houses built in Charlestown Manor without an occupancy permit. She further stated those people are being told they had a temporary occupancy permit. Commissioner Doss stated the Town needed to get street signs out there also due to the problem that caused during an emergency call a few days ago. He further stated a revised map needed to be sent to Frank Muller, the director of County Emergency Management and Civil Defense because the map they had was incorrect. Commissioner Stanko stated she would check with the one property owner to see if they had been verbally told they had a temporary occupancy permit or if they had it in writing from the developer. President Letts asked Mr. Hearne or Mrs. Morgan to inform Tiffin Developers of this situation and that if the Town finds that they have been misinforming people, the Town will stop issuing permits. Mr. Hearne mentioned the one home was built by Gemcraft so the Town should also inform them. After some discussion, President Letts asked to have Patrick Conway, of County Permits and Inspection, called regarding this situation and the situation of house numbers not being required before issuing occupancy permits and inform him the Town wanted to be the last agency to sign off on the occupancy permit forms. After more discussion, Mr. Hearne stated he would talk to John Magness, the chairman of the Charlestown Planning and Zoning Commission, about the situation also.

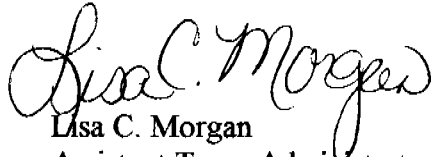
Commissioner Sheets stated she had contacted several towing companies regarding the removal of junked cars and found that George Mars would be willing to tow junked cars on Wednesdays and Thursdays. She stated Commissioner Vandervort could include that in the insert for the utility bills. Commissioner Vandervort stated he had a rough draft of the insert but didn't submit it yet because he wanted to include the election results and any change in town officers and he asked if he should continue with the insert or if

President Letts wanted to draft his own. President Letts stated Commissioner Vandervort should do it.

Accounts Payable – Commissioner Doss asked if the Town had a bulk purchase agreement for heating oil. Mrs. Morgan stated the Town did not but it could be something the Town Commissioners should consider. She further stated she would check on the average amount of heating oil used and give that information to Commissioner Doss. Mrs. Morgan asked Commissioner Vandervort if he had checked on the cost for an update for the Quick Books program but she included the cost to purchase the tax table service from Intuit for the existing version. Commissioner Vandervort asked her to hold off purchasing the service until he checked on the price for an updated program. After brief discussion, Commissioner Sheets made a motion to approve the bills, seconded by Commissioner Doss. The motion passed 5-0.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn, seconded by Commissioner Stanko. The motion passed 5-0. President Letts adjourned the meeting at 9:26 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF JANUARY 9, 2001
AGENDA

7:30 P.M.

1. Election Results
2. Oath of Office
3. Election of Town Officers
4. Miller Environmental – Monthly Report
5. Edgar McMullen
6. Jeff Fields – Dirt Bikes/ATV complaint & dead tree

OLD BUSINESS

7. Minutes

PENDING BUSINESS

8. Fire Boat Pier
9. Tasker Lane
10. I&I Loan
11. Town Hall
12. Handicapped Paving to Comfort Station
13. Memorandum of Understanding – Urban Growth Boundary Plan
14. Retrofit Sidewalk Program
15. Phillip Price
16. Cemetery Ordinance

NEW BUSINESS

17. Co. Commissioners Meeting – 2/20/00 7 p.m. Charlestown Elementary
18. Charlestown Elementary School – Yearbook Ad
19. George Washington Re-Enactment Tour of Cecil County
20. Wellhead Protection Project – Wrap-up Meeting
21. Building Permits
22. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/9/2001 TIME: 7:30 p.m.

- Gene Letts
- Bill Brockman, Clerk
- Gary A. Smith
- Val Hahn
- Edgar M. Miller

Town of Charlestown

Accounts Payable Bills

1/09/01

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Radio Shack	Acct #00001903060981 - Inv #341812 - (2) 5-pk cassette tapes	6220.1 · Office Supplies	25.98-
North East Florist, Inc.	Inv #120269 - table arrangement - Christmas party	6218.1 · Promotionals	40.00-
Charm Net, Inc.	Acct #6419 - Inv #37654 internet access 01/01/01 - 02/01/01	6440.1 · Telephone	16.95-
Alger Oil, Inc.	Acct #667541 - Inv #7319 - 164.7 gal x \$1.549/gal	6430.1 · Fuel	255.12-
Baynes, Keith A.	reivew file & sent ltr to P. Price re: delinquent lease payments	6310.1 · Legal Counsel	80.00-
Crothers-Littles Ins.	Acct #A CHAT50-4 C1 Inv #3041- bond - Morgan, Lisa C.	6520.1 · Fidelity Bonds	100.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	117.73-
Garage electric	Garage electric - Acct # 2096 5479 9995	8420.1 · Electric	17.50-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	8420.1 · Electric	9.55-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	8420.1 · Electric	44.66-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	13.08-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	109.50-
Central Printing & Office Su...	(1) bx letterhead; (608) election ballots	-SPLIT-	114.00-
Woodward-Clyde Consultants	Inv #41357 - inspect paving replacement & repair - Trinity W...	2055.1 · Security Dep-Trinity	950.00-
Woodward-Clyde Consultants	Inv #41356 - inspection of water & sewer lines - Duck Hollow ...	6616.1 · Duck Hollow II	918.00-
Century Engineering Inc.	Inv #13502 - review floating pier drawings	6718.1 · Fireboat pier (grant reimbursab	341.25-
AT&T	Acct #8014-058-9492 - Inv #6392424264 - long distance - To...	6440.1 · Telephone	11.01-
Harford Alarm System	Inv #46803 - install 2 heat detectors & 1 smoke detector in p...	6460.1 · Alarms	330.00-
Wal*Mart Community BRC	Acct #6032 2020 0054 7977	-SPLIT-	428.06-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21734680851 - lumber & washers, nuts ...	6715.1 · Other	120.22-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #286933 - plastic to cover trashcans; Inv #2...	-SPLIT-	120.89-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	155.59-
American Home & Hardware	Acct #685600 - Inv #728155 - couplings for water line to gara...	-SPLIT-	155.30-
ShoreMaster	amt due at time of delivery of floating dock	6718.1 · Fireboat pier (grant reimbursab	12,120.00-
Shepherd Electric Supply	Acct #5032 - Inv #202257-51 & Inv #202257-50 - light pole & ...	6715.1 · Other	1,089.65-
Intuit	Quick Books Tax Table Update	6250.1 · Office Equipment	138.95-
Harvey & Harvey	Acct #275-49441 Inv #0276-0640012 - December trash colle...	6651.1 · Trash Collection	3,638.58-
Maryland Municipal League	(1) MML 2001 Directory of MD Municipal Officials	6221.1 · Supplies	20.00-
Total 1010.1 · Cash-General Checking			21,481.57-
Total 1000.1 · General Fund Cash Accounts			21,481.57-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon	Acct #000017860572 14Y	7132.2 · Telephone	32.81-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	110.67-

Town of Charlestown

Accounts Payable Bills

1/09/01

Name	Memo	Split	Amount
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	57.75-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	26.95-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	203.48-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	27.85-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	434.57-
Verizon Wireless	Acct #202583968-00001 - Inv #0236935284 - (2) cell phones ...	7760.2 · Miscellaneous	101.82-
Total 1010.2 · Cash - Utility Checking			995.90-
Total 1000.2 · Utility Fund Cash Accounts			995.90-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Keen Compressed Gas Co.	Acct #106222 - Inv #570355 - welding rods & brush - shop	6420.3 · General Maintenance	44.57-
Wal*Mart Community BRC	Acct #6032 2020 0054 7977 - Inv #6590; Inv #8254	-SPLIT-	63.74-
York Building Products	Cust #6241 - Inv #171098 & Inv #172270 - sand to mix w/ sal...	-SPLIT-	103.01-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#287978 & Inv #288027	-SPLIT-	52.48-
U.S. Filter/Waterpro	Acct #94258 - Inv #7030385 - 20 ft pe solid corr be pipe - Fre...	6300.3 · Streets	283.20-
Gilbert Enterprises Inc.	Inv #8009NE - Nov '00 gasoline charges for mowers & Town...	6026.3 · Gasoline - Truck	155.15-
Maryland Materials Inc.	Acct #60502 - Inv #141081 - ticket #7981 - 2.39 tons crusher ...	-SPLIT-	69.77-
Home Depot	Acct #7901 762944 9 - Inv #10545 - nozzles for shop	6420.3 · General Maintenance	9.94-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	650.03-
Total 1005.3 · New-Checking-Special (Special checking County)			1,431.89-
Total 1000.3 · Special Fund Cash Accounts			1,431.89-
TOTAL			23,909.36-

MEETING OF JUNE 12, 2001
MINUTES

The June 12, 2001 Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other commissioners present were Vice-President Steven W. Vandervort, Treasurer Michael W. Doss, and Commissioner Donna M. Sheets. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes

Commissioner Doss made a motion to approve the minutes of the May 8, 2001 meeting, seconded by Commissioner Vandervort. The motion passed 4-0. Commissioner Vandervort made a motion to approve the minutes of the May 22, 2001 meeting, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Doss abstained). Commissioner Doss made a motion to approve the minutes of the June 1, 2001 public hearing and special town meeting, seconded by Commissioner Sheets. The motion passed 4-0.

Accounts Payable

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

Miller Environmental, Inc. – Monthly Report

Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the May '01 water system operations report to the Board. She further stated MEI did the hydrostatic pressure testing for Scott Gardens. Mr. Hearne stated the cost of the testing would be paid for by Northern Bay, the engineers of the development. Mrs. Morgan stated she received a copy of the inspection report from Mr. Smith.

PENDING BUSINESS

Water System Operations Contract – Mr. Hearne asked Mrs. Hamilton when Mr. Smith would have the contract to the Town. Mrs. Hamilton stated he would have it to them by the end of next week.

Special Buffer Provisions/Other Plantings – The Board discussed the revisions made to the document. After much discussion, the Board wanted to strike out “whichever is greater” in (b)1 on page 4 under single family residential, change 3(b) on page 4 from 50 feet to 30 feet and remove “and 1000 square feet total within the 100 foot Buffer” from 3(b) on page 4. The Board asked Mr. Hearne to revise the document as requested and forward it to Mary Ann Skilling, the Critical Area circuit rider.

Fire Boat Pier – Mr. Hearne stated the Town received two reimbursement checks for a total of \$16,160.60. He further stated the Town had just paid Crandell \$42,887. Mr. Hearne stated the reimbursement request form for that payment was done and Mrs. Morgan was to mail it to Ken Ropp, of the Maryland Department of Natural Resources (DNR), tomorrow. Commissioner Vandervort stated he talked to Crandell and the result of the conversation was Crandell should be adjusting the hoops and had requested the Town send a copy of the floater plans. Mr. Hearne stated the plans were mailed and he would call Crandell to see when the wear plate and other work would be done. Mr. Hearne mentioned the retainage amount due to Crandell had not been paid.

Town Hall Renovations - President Letts stated there was nothing new.

Ditch on Water Street – President Letts stated he asked William Algard and Hershel Armour, the Town's maintenance workers, to get in contact with Commissioner Vandervort on this.

Shoreline Erosion – Mr. Hearne stated David Wilson, of the RC&D Council, had not returned our calls yet.

Widening of Conestoga Street – Mr. Hearne stated he needed to contact Larry Walker of Tatman & Lee Associates and discuss with him how to insert the grading verbiage into the specs.

Tasker Lane – Mr. Hearne stated he had not gotten any action through Mr. Shaefer, of Verizon, and asked the Board if he should contact Mr. Baynes. The Board agreed he should.

Commissioner Doss mentioned the grass at 335 Tasker Lane was extremely high. Mrs. Morgan stated she talked to John Zartler, the property owner, today and told him he needed to have it mowed or the Town would be sending him a letter. Commissioner Vandervort stated someone needed to mention to Mr. Armour and Mr. Algard to keep the Webb property mowed.

Phillip Price – Mr. Hearne stated the legal papers were served last Friday on Mr. Price's son. President Letts stated the Town received a letter from Mr. Fockler, who was interested in purchasing the marina, about a new lease. After brief discussion, the Board agreed the Town needed to collect what was owed before talking to anyone.

Buddy Jones – President Letts stated there was nothing new.

Lift Station – Springs – Mrs. Morgan stated Mr. Algard had talked to Benjamins and they referred him to another representative in Delaware. She further stated she would check with Mr. Algard to see if he had called the Delaware representative.

Travels with George – Commissioner Sheets stated she attended the meeting at Cecil Community College and she said they were concerned about the boat. President Letts

stated they should contact him and he would take care of the boat. After some discussion, Commissioner Sheets stated they would like the rowers in costume, if possible, at least from the waist up.

Hazard Evaluation Survey – Mr. Hearne stated the commissioners each had a copy to review. Mrs. Morgan stated a child had wedged her knee between two pipes on the new play structure today. She further stated the fire department came and released a quick-release bolt and released the girl's knee. Commissioner Vandervort suggested contacting Tim Hamilton, of Recreative, the playground developer, to see if they had a solution.

Budget – President Letts stated he would meet with Commissioner Vandervort to get the budget done.

Sheriff's Office Agreement – Commissioner Vandervort stated he had talked to Sheriff Kennedy who said he would contact the Town when they were ready to get the agreement done.

Auditor – Mr. Hearne stated bids for auditing service were due Friday, June 15, 2001 at 2 p.m.

NEW BUSINESS

June 26th Meeting – Mr. Hearne stated the next meeting conflicts with the Maryland Municipal League convention. After some discussion, a motion was made by Commissioner Doss to cancel the June 26, 2001 meeting, seconded by Commissioner Sheets. The motion passed 4-0.

Trees on Barr property – Mrs. Morgan stated Mr. Barr was complaining the trees between his and the Town property had dead limbs falling off of them. She further stated he believed they were on Town property. After some discussion, President Letts stated he would look at them.

Road Sign List – Mrs. Morgan stated Mr. Armour and Mr. Algard were requesting 8 round posts and 2 stop signs. She stated the 2 stop signs were for Manor and Delaware Avenues and the cost would be taken from the escrow monies Tiffin posted for the development. Commissioner Doss made a motion to purchase the signs, subject to checking the budget for roads signs to see if there were sufficient funds to purchase the signs, seconded by Commissioner Vandervort. The motion passed 4-0.

National Small City Day proclamation – Mr. Hearne stated the National League of Cities (NLC) was requesting municipalities pass a proclamation declaring June 22nd "National Small City "Investing in Communities Day". After some discussion, the Board noted that the participation form had been due on June 8, 2001.

Middletown High School Band – Donation Request – Mr. Hearne stated the Middletown High School Band would be representing the state of Maryland in Hawaii on Pearl Harbor

Day. He further stated municipalities were being solicited to donation toward their expenses. After discussion, the Board agreed not to donate.

Maryland Portable Concrete – Mr. Hearne stated he had written a letter and received a reply from Maryland Portable Concrete regarding the damage allegedly done to the Klines' driveway by their truck(s). He further stated they were not admitting they did the damage but were going to have McGuirk Construction repair it.

Corrosion Control – Mr. Hearne stated Corrosion Control was supposed to start on the water tower no later than June 25th according to the letter he received.

Athletic Complex paving – Mr. Hearne stated this needed to be bid out unless the Board decided not to. Mrs. Morgan mentioned that with the grant money the Town might not to anyway. President Letts stated someone had pointed out that the Town might not want to pave the parking lot because it would encourage kids to skateboard there. After discussion, the Board decided to bid it out.

Growth Through Fence along Footbridge – Mrs. Morgan stated Mr. Algard and Mr. Armour were concerned about the growth over the fence of Mrs. Hahn's property by the footbridge. She stated they had been cutting it back but each time it has gotten thicker and harder to keep away from foot traffic. President Letts asked Mrs. Morgan to have Mr. Algard and Mr. Armour to cut it and he would talk to Mrs. Hahn, the property owner.

Boat Trailer Parking Violation – Request to Void – Mr. Hearne stated George Krapf was issued a parking violation for parking a boat trailer in Lot B. He further stated Mr. Krapf's letter was requesting the Board to void the ticket as this was his first offense. Mrs. Morgan stated she had checked the violation book and this was his first ticket. After some discussion, the Board agreed to void the ticket.

Comcast – Mr. Hearne stated he was met with Allen McDaniel, Tom Worley and Bill Malone of Comcast, which bought out TCI. He stated they indicated their company was interested in continued community involvement. Mr. Hearne also stated the fact that some town residents couldn't get cable service would be discussed during negotiation of the franchise agreement last summer.

Town House – President Letts stated the replacement windows are in. Mr. Hearne stated Steve Lewis, the contractor, had mentioned the wood trim needed to be painted, particularly on the upper level. President Letts asked if the town house renters were supposed to have done that. After discussion, Commissioner Vandervort stated he would talk to the renters before the next meeting.

Cooper Avenue – Street sinking – President Letts stated Mr. Algard had mentioned an area on Cooper Avenue that was sinking in and causing a hazard to vehicles trying to pass over. President Letts stated he had looked at it and it does need to be repaired. After discussion, the Board decided to have this done as an add-on when the Town bid out the paving of the athletic complex parking lot.

Cathodic Protection Agreement – Commissioner Vandervort made a motion to approve the agreement per the quote, seconded by Commissioner Doss. The motion passed 4-0.

President Letts stated Rod Good, of Edgewater Avenue, called the other day and stated he had heard that the postmaster was trying to close the post office. He asked if the other commissioners had heard anything. The Board stated they hadn't. President Letts stated the Town did receive a letter from the postmaster asking if the Town would buy paint and painting supplies so she could have the interior of the lobby area repainted. After some discussion, the Board agreed to buy the paint. Commissioner Vandervort stated he was not sure he liked the color selection.

Department of Housing and Community Development Block Grant – FY2002 – Mr. Hearne stated if the Board had any projects that would qualify for a block grant he would need to submit it by July 2nd.

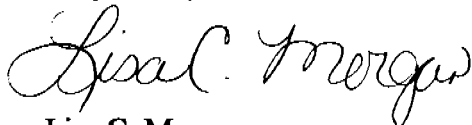
Cecil's Most Beautiful Person – Mr. Hearne stated each commissioner had a copy of the nomination form and the forms needed to be returned by August 10, 2001.

Mr. Hearne stated Ken Ropp, of the Maryland Department of Natural Resources, would like to have the debris removed from the water around the fire boat pier. He stated Mr. Ropp also asked to have the working dock moved into the marina. President Letts stated there was also a problem with cars parking at the pier area because of a party at Lee's Marina this past weekend. Mr. Hearne stated Mr. Ropp said the Town needed to take care of this or he would hold off on further reimbursement.

Commissioner Doss stated the Town put up "no dogs allowed" signs in Veterans and Fair Green Parks but over the weekend, he personally shoveled more than 14 piles of dog crap up in the park. He stated the Town needed to send a letter to the SPCA telling them that they will enforce the animal control laws in the town. He stated if the SPCA did not, the Town should then take it up with the County Commissioners. The Board agreed a letter should be sent and asked Mrs. Morgan to draft a letter with a copy going to the County Commissioners.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 4-0. President Letts adjourned the meeting at 9:22 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JUNE 12, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Cecil County Sheriff's Office – Monthly Report

PENDING BUSINESS

5. Water System Operations Contract
6. I&I
7. Special Buffer Provisions/Other Plantings
8. Fire Boat Pier
9. Town Hall Renovations/Additions
10. Ditch on Water Street
11. Shoreline Erosion
12. Widening of Conestoga Street
13. Tasker Lane
14. Phillip Price
15. Buddy Jones
16. Lift Station – Springs
17. Travels with George
18. Hazard Evaluation Survey
19. Budget
20. Sheriff's Office agreement (expires 06/30/01)
21. Auditor

NEW BUSINESS

22. June 26th meeting
23. Trees on Barr property
24. Road Sign list
25. National Small City Day proclamation
26. Middletown High School Band – Donation Request
27. Maryland Portable Concrete
28. Corrosion Control
29. Athletic Complex paving
30. Growth thru Fence along Footbridge
31. Boat trailer parking violation – Request to void
32. Comcast
33. Town House
34. Cooper Ave – Street sinking
35. Cathodic Protection agreement

Town of Charlestown

Accounts Payable Bills

6/12/01

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Lewis, Steven L.	replace 37 windows (33 @ \$50/ea; 4 @ \$100/ea) & add'l mat...	6701.1 · Town House Windows	2,233.41-
Lee's Marina	Inv #4886 - tow boat from town pier & lift onto trailer	6983.1 · Maintenance, Repairs, Impro...	75.00-
Paint 'N Place Signs	Inv #2339 - funding acknowledgment sign - fire boat pier	6718.1 · Fireboat pier (grant reimbursab	185.00-
REC-creative, Inc.	Inv #1250 - 2 tennis nets inc. freight	6740.1 · P&R Miscellaneous	289.00-
Central Printing & Office Su...	(10) proclamations	6222.2 · Printing	36.40-
Vulcan Signs	Inv #33597 - (4) restricted area signs; (1) emergency vehicle ...	6718.1 · Fireboat pier (grant reimbursab	147.46-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	123.51-
Alger Oil, Inc.	Acct #667541-18 - Inv #940042 & Inv #939923 - furnace mai...	-SPLIT-	298.00-
Zeager Bros., Inc.	Cust #2116300 Inv #217062 - 14 c.y. woodcarpet	6740.1 · P&R Miscellaneous	442.75-
Rising Sun Herald	1 yr subscription to Herald	6210.1 · General Government	16.00-
Home Depot	Acct #7901 762944 9 - Inv #9120334 & 6120335 - items for p...	6961.1 · Pole Barn	77.49-
American Home & Hardware	Acct #685600 - Inv #765322 - construction tube - pole barn	6961.1 · Pole Barn	7.99-
Wal-Mart	Acct #6032 2020 0054 7977 - Inv #7451 - caulk & twine - pol...	-SPLIT-	54.06-
U.S. Postmaster	yearly post box rent	6219.1 · Other	20.00-
Mac's Shacks	Acct #110342 - Inv #18276 - (2) portable toilets for Fair Gree...	6730.1 · Contract Maintenance	130.00-
Radio Shack	Acct #00001903060981 - Inv #356915- (3) 3-pk cassette tapes	6220.1 · Office Supplies	21.57-
AT&T	Acct #8014-058-9492 - Inv #6392450441 - long distance Tow...	6440.1 · Telephone	13.91-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0764878-0276-1 - May tras...	6651.1 · Trash Collection	3,638.58-
Chesapeake Publishing Corp.	ad for cemetery ord; ad for firefighters tax credit; workshop m...	6215.1 · Advertising	489.01-
Charm Net, Inc.	Acct #6419 - Inv #44714 - internet access 06/01/01 - 07/01/01	6440.1 · Telephone	16.95-
Baynes, Keith A.	prepare & file Lis pendens complaint - Price; correspondence ...	6310.1 · Legal Counsel	260.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #294444 - metal sheeting & nails - pole barn...	-SPLIT-	3,179.14-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	157.90-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	101.05-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	9.55-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	51.03-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	16.44-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	20.22-
Total 1010.1 · Cash-General Checking			12,111.42-
Total 1000.1 · General Fund Cash Accounts			12,111.42-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Corrosion Control Corporation	Cust ID #CHARLS Inv #7335 - reimburse bond for painting w...	7755.2 · Paint Tower	516.00-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	33.77-

Town of Charlestown

Accounts Payable Bills

6/12/01

Name	Memo	Split	Amount
Verizon Wireless	Acct #202583968-00001 - Inv #278335654 - (2) cell phones	7760.2 · Miscellaneous	50.09-
Miller Environmental, Inc.	Inv #10070169 - water system ops - Jul '01	7120.2 · Contract Operating	1,827.90-
Utility Piping Systems, Inc.	Acct #202593 - Inv #2042923 - (2) 5-1/4" main valve for fire ...	-SPLIT-	268.20-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	99.98-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	102.89-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	12.24-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	49.17-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	278.33-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	159.02-
Total 1010.2 · Cash - Utility Checking			3,397.59-
Total 1000.2 · Utility Fund Cash Accounts			3,397.59-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Cecil Tree Service	removal of 2 trees - Cecil St.	6300.3 · Streets	325.00-
Wal-Mart	Acct #6032 2020 0054 7977 - Inv #7250 - trashbags - shop; l...	-SPLIT-	33.24-
Mac's Shacks	Inv #18276 - (1) portable toilet @ shop - 06/01/01 - 07/01/01	6420.3 · General Maintenance	65.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#293436 - snips - shop; Inv #293436 - 2 bale...	-SPLIT-	28.41-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	1,319.71-
Total 1005.3 · New-Checking-Special (Special checking County)			1,771.36-
Total 1000.3 · Special Fund Cash Accounts			1,771.36-
TOTAL			17,280.37-

**TOWN COMMISSIONERS OF CHARLESTOWN
PUBLIC HEARING & SPECIAL TOWN MEETING
JUNE 1, 2001**

On June 1, 2001 at 7:30 p.m., President Joseph G. Letts, Sr. called the public hearing to order. Other commissioners present were Vice President Steven W. Vandervort, Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Letts stated the purpose of the public hearing was to discuss changing the Charlestown Volunteer Fire Company lot's Critical Area designation from LDA to IDA. He further stated it was a mapping mistake when the Critical Area map was done. Mr. Hearne stated as close as he could determine it was in 1985 or 1986 as the Critical Area program was established in 1988 for the town as well as for most of the other municipalities in the county. President Letts stated there was a mistake made on the map, the parcel was designated LDA and it should have been IDA. He further stated this public hearing and the special town meeting to be held afterwards were advertised in the Cecil Whig on May 14, 2001 and May 21, 2001. President Letts stated the Planning and Zoning Commission had a public hearing last night on this issue and they had sent a letter to the Town Commissioners. President Letts read the letter dated May 31, 2001 and addressed to Joseph Letts, President, Town Commissioners of Charlestown into the minutes:

“re: Charlestown Fire Co. lot – Parcel No. 110

Dear President Letts:

The Charlestown Planning and Zoning Commission held a special meeting on May 31, 2001 to consider a request by the Town Commissioners. The Town is asking to have the above parcel correctly shown on the Critical Area map according to the proper land use designation. When the original mapping was done, the parcel was designated as being limited development area (LDA). However, the Maryland Department of Planning Critical Area circuit rider has determined that this parcel of land should have been considered as an intensely developed area (IDA). At this same meeting, the Charlestown Planning and Zoning Commission held a public hearing to receive comments from the citizens of the town. After closing the public hearing, the Planning and Zoning Commission discussed the change among themselves. They decided to recommend to the Town Commissioners that the map amendment should be made to correctly show the parcel as IDA instead of LDA.”

President Letts stated Stanley Hearne, the Zoning Administrator, signed the letter. At this time, President Letts stated there was nobody from the general public in attendance. He asked if any commissioners had comments. Having no comments, Commissioner Doss made a motion to close the public hearing, seconded by Commissioner Vandervort. The motion passed 5-0.

President Letts then called the special town meeting scheduled for June 1, 2001 to order. Other Commissioners present were Vice-President Steven W. Vandervort, Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Letts stated the purpose of the special meeting was being held to recommend to the Chesapeake Bay Critical Area Commission that the mapping error be corrected. He further asked if there were any comments, questions, or discussion. Commissioner Sheets made a motion to approve correcting the mapping error from LDA to IDA. Commissioner Vandervort stated the Board needed to make a motion to approve subject to the Critical Area Commission's approval. President Letts asked and Commissioner Sheets so amended her motion. Commissioner Vandervort seconded the amended motion. President Letts stated there was a motion, which had been seconded, to recommend to the Chesapeake Bay Critical Area Commission that the Charlestown Volunteer Fire Company parcel no. 110 be changed from LDA to IDA. The motion passed 3-0-2 (Commissioners Doss and Stanko abstained). Mr. Hearne stated he had a draft letter for the Board to approve addressed to Ren Serey, Executive Director of the Chesapeake Bay Critical Area Commission. After reviewing, the Board agreed to have Mr. Hearne sign the letter.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 5-0.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

THE
MARCH 27, 2001
TOWN MEETING
WAS CANCELLED
DUE TO
LACK OF QUORUM

TOWN MEETING OF MARCH 13, 2001

MINUTES

The March 13, 2001 Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other Commissioners present were Vice-President Steven W. Vandervort, Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. 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 February 2001 monthly water system operations report to the Board. Mr. Hearne stated the Town did not set a start date for the agreement for MEI's services on the I&I project. After brief discussion, the Board agreed to put March 14, 2001 as the start date. Mrs. Morgan asked Mr. Smith to call her about arranging inspection for properties identified through the smoke test. Mr. Hearne stated the RFP called for a 3-card equipment maintenance record system but MEI used a more sophisticated system with the Town's approval. After much discussion, the Board agreed to change the language in the RFP to indicate the current system was to be used but if the successful bidder had a different system they thought was better to use, the Town would consider that idea. Mr. Hearne stated the Maryland Department of the Environment (MDE) had sent a Conditions of Financial Assistance Award form to be signed by President Letts so they can present the project at the next State Board of Public Works meeting and get the \$10,000 grant toward MEI's contract with the Town and, also if the Board later decided to do so, but does not bind the Town to do so, the loan. He further stated since the language in the form stated the Town resolved that President Letts had the Board's authority to file on their behalf, he prepared Resolution #2001-02 for the Board to authorize him to sign the Award form. Commissioner Vandervort stated this resolution would be to sign the award form, not obligating the Town to take the loan, and a loan would not be taken without further discussion. Commissioner Vandervort made a motion to pass Resolution #2001-02 authorizing President Letts to sign the Award form, seconded by Commissioner Stanko. The motion passed 5-0. Mr. Hearne stated he also had a letter for President Letts to sign, with the Board's approval, to go to MDE summarizing the benefits of reducing the I&I would have on the town. Commissioner Stanko made a motion to have President Letts sign the letter, seconded by Commissioner Doss. The motion passed 5-0.

Eric Wilson/Cecil Soccer League – Eric Wilson, a resident of Charlestown, stated he was coach for a Cecil Soccer League under-8 team. He further stated he would like to use the ball field at the athletic complex for soccer practice but that North East Little League had already received permission to use it. After much discussion, at President Letts' suggestion, Commissioner Doss made a motion to allow Mr. Wilson's team to use the portion of the ball field toward the lower part of the walking track, seconded by Commissioner Sheets. The motion passed 5-0. Mr. Wilson supplied the Town with a copy of the League's insurance.

Rogers Clements, a member of the audience, asked the Board if they would be doing anything with the special buffer provisions at this meeting. Mr. Hearne stated Mary Ann Skilling, the Critical Areas circuit rider, had not forwarded the modifications to the proposal yet. Mr. Clements mentioned how restrictive the combination of the zoning set backs and the 100 foot buffer line, or even a 50 foot line, was on a standard R-3 100 x

100 ft. lot. Commissioner Vandervort stated he felt the planting requirements were excessive. Commissioner Stanko stated the Board needed to wait until the modifications were received from Mrs. Skilling. Mr. Clements also asked if the Town was going to widen Conestoga Street. Mr. Hearne stated the Town had scheduled a meeting with Larry Walker, of Tatman and Lee Associates, the Town's engineers, about it. Commissioner Vandervort stated the Town needed to get an estimate from them on the engineering before moving forward. Mrs. Morgan stated the meeting was scheduled for Tuesday, March 20, 2001 at 10 a.m. Both President Letts and Commissioner Vandervort asked to be reminded of the meeting. Mr. Clements stated they had just bought a property on Tasker Lane and wanted to know what the Town was proposing there. Commissioner Vandervort stated that when Tasker lane was paved, it was not put in the street right-of-way and the Town needed to move it. Commissioner Doss stated Verizon had put up a new pole. Mr. Hearne stated they have put in a new one but still needed to move the wires and take out the old pole.

Debbie Miklas/Charlestown Elementary School – Request for MSPAP Incentive Contribution – Debbie Miklas stated MSPAP testing was done every year and was one of the reasons why the school received the State's Blue Ribbon of Excellence Award. She further stated, and Mrs. Morgan confirmed, the Town contributed \$500 last year toward incentives for the students during MSPAP testing. Mrs. Miklas stated incentives could be stickers, T-shirts, snacks or a celebratory party at the end of testing. After some discussion, Commissioner Stanko made a motion to contribute \$500 for student incentives during MSPAP testing, seconded by Commissioner Vandervort. The motion passed 4-0-1 (Commissioner Sheets abstained).

Minutes – Commissioner Doss made a motion to approve the minutes of the February 27, 2001 meeting, seconded by Commissioner Stanko. The motion passed 3-0-2 (Commissioners Vandervort and Sheets abstained).

Accounts Payable – President Letts stated the payment wasn't on the list but the check for the remainder due on the trusses for the pole barn had been signed so the delivery could be made tomorrow morning. The Board agreed that was okay. Commissioner Vandervort asked Mr. Hearne if the Town had already received the grant money on the sidewalk work or would the Town need to apply for reimbursement. Mr. Hearne stated the Town needed to get reimbursed by sending an invoice to the State. Mr. Hearne thanked the Board for the flowers sent because of the death of his father-in-law. After brief discussion, Commissioner Doss made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 5-0.

PENDING BUSINESS

Fire Boat Pier – President Letts stated Crandell had been installing pilings. Mr. Hearne stated they might be starting to install the floating pier tomorrow. Commissioner Vandervort suggested the Town talk to Crandell's while they were here about the boat ramp. Mr. Hearne stated he had mentioned that to Charles Crandell some time ago and will talk to him again.

Town Hall Renovations – Mr. Hearne stated Rebecca Phillips, chairman of the Historic District Commission, had taken the Town's idea off moving the rear wall of the Town Hall out to be even with the existing bathroom wall and her commission didn't have a

problem with that. He stated the commission would like to be kept informed as the Town moved forward on this. Mr. Hearne stated that although he had sent an e-mail to Michael Day, of the Maryland Historical Trust, and MDE, he hadn't gotten responses yet. Commissioner Doss asked if the Town needed to get a permit. Mr. Hearne stated a county permit would be necessary as it was structural. Commissioner Stanko asked if Mr. Hearne had checked to see if grant money was available. Mr. Hearne stated he had but Mr. Day hadn't responded yet. Commissioner Doss suggested Mr. Hearne contact Delegate Rudolph about funding. Mr. Hearne stated he would contact him.

Handicapped Ramps – Town Hall and Post Office – Mr. Hearne stated he made a presentation to the Maryland Housing and Community Development review committee on February 28th and later supplied the committee with additional information they had requested. He stated the committee would have liked to have an outside contractor's quote on the project to compare it against the Town's in-house estimate.

Handicapped Paving to Comfort Station – Commissioner Stanko asked if Richard's Paving had called as the weather was getting warmer. President Letts stated they hadn't. Mr. Hearne stated he would contact them. After discussion, Commissioner Vandervort suggested if Richard's Paving didn't respond, Mr. Hearne should contact the Street Print representative and get him to pressure Richard's Paving. He further stated the representative had said if Richard's Paving didn't correct the problem, he had another contractor who could. Commissioner Vandervort cautioned the Board that if the matter reached that point, the Town would need to send a letter to Richard's Paving about not fulfilling their contract necessitating the Town to seek a contractor who would. Commissioner Stanko stated the Board should have Keith Baynes, the Town's attorney, do the letter if it got to that point.

Program Open Space FY2002 Funding Requests – Mr. Hearne stated Mrs. Morgan needed to get a couple of quotes on the mats for the playground. After discussion, Commissioner Stanko made a motion to submit for the cost of replacing one tennis court net, seconded by Commissioner Sheets. After more discussion, Commissioner Stanko amended her motion to include the purchase of 4 basketball nets, either nylon or chain after checking with Ed Slicer, of County Parks and Recreation on what they use, seconded by Commissioner Sheets. The motion passed 5-0. President Letts stated there was a crack in the basketball court, which may be able to be patched. President Letts stated the Town had the light and pole to install at the playground and wanted William Algard and Hershel Algard, the Town's maintenance workers, to start on that after the pole barn was done. He further stated they would need to coordinate the work with Bradley Electric to get it installed. Mrs. Morgan mentioned that President Letts was supposed to check with William McMullen, of Conectiv, about the lighting along the walking track. President Letts stated he would contact him.

Dead Tree – 7 Credence Court – Commissioner Sheets stated she had made repeated attempts to get in contact with Larry Porter, developer of Trinity Woods, but had not been able to talk to him. President Letts stated he might be able to get a hold of Mr. Porter in the next few days. Commissioner Doss suggested the Board consider an alternate plan if he couldn't get Mr. Porter. After some discussion, the Board agreed to send a letter, both certified mail and certificate of mailing, if President Letts didn't talk to Mr. Porter. After much discussion, Larry Porter called at this time during the meeting and talked to President Letts about the tree and the paving. After his conversation with

Mr. Porter, President Letts stated he told Mr. Porter about removing the tree and the paving needed to be done before cold weather comes again. Mr. Hearne stated Mr. Porter needed to call the Town before he started paving so Tatman & Lee could inspect. Commissioner Doss asked if Mr. Porter needed a permit for the tree. Mr. Hearne stated he would. After brief discussion, the Board asked Mr. Hearne to fill out a permit for Mr. Porter to sign and Commissioner Vandervort made a motion to waive the fee, seconded by Commissioner Doss. The motion passed 5-0. The Board also asked Mr. Hearne to contact Mrs. Salada, the resident, and update her on this.

Cecil County Arts Council – Grant Program – Commissioner Sheets stated she hadn't gotten anything back yet.

Ditch on Water Street – President Letts stated he wanted to wait until the pole barn was up before looking into this problem. After Commissioner Vandervort asked, Mr. Armour stated it was the boat yard complaining about the run off. President Letts stated the problem would be looked into after the pole barn and the Board would discuss it.

Cecil County Sheriff's Office – Monthly Report – Corporal Ronald Schmidt, the Cecil County Sheriff's Office liaison with Charlestown, presented the February 2001 monthly statistics. Commissioner Stanko stated people are hanging out in the woods in back of the athletic complex because there was a lot of huffing material being found. After more discussion, Commissioner Doss stated he had been scheduling 2 to 4 school zone patrols per month and asked if the Sheriff's Office had a portable speed posting sign that would show people their car's speed through that area. After discussion, Cpl. Schmidt stated he would try to get the sign scheduled for Charlestown.

Lift Station – Power Backup – After brief discussion, Commissioner Vandervort stated under the contract, the county doesn't provide the equipment and would only be required to do standard maintenance. Commissioner Stanko stated the Town needed to get some documentation that maintenance and inspections were being done. After more discussion, Commissioner Stanko suggested sending a letter thanking David Hollenbaugh, of the County Department of Public Works (DPW), for bringing to the Town's attention the fact that the Town should be keeping copies of maintenance and inspections and asking him whether the lift stations had constantly monitored electrical power failure alarms. Commissioner Vandervort stated he would work on a draft letter for the next meeting. Commissioner Stanko stated Local Government Insurance Trust (LGIT) and Anna Moore, the Risk management person for Cecil County government, would be at the Seneca Point Wastewater Treatment plant on Thursday at 7:30 p.m. and a commissioner could attend and ask these questions. After more discussion, the Board tabled this until the next meeting.

Shoreline Erosion – Mr. Hearne stated David Wilson, of the RC&D Council, would contact Edgar McMullen to set up a meeting and he would also attend that meeting. Valerie Hahn, a member of the audience, asked to attend that meeting. Mr. Hearne stated he would let her know when the meeting was.

Heating (Zoning/Bulk Purchase) – At Commissioner Doss' suggestion, the Board tabled this matter until the county put in its blanket purchase orders after July 1.

Phillip Price – Mr. Hearne stated Phillip Price had not been served yet. Commissioner Vandervort asked if anyone could serve him. President Letts stated he couldn't but a friend of his could if he saw him. After discussion, President Letts asked Mr. Hearne to contact Mr. Baynes for a duplicate set of court papers and give them to Commissioner Vandervort.

Firefighters Tax Credit – Mr. Hearne stated Mr. Baynes was working on the ordinance.

Leases – Mr. Hearne stated Pat's Marina's lease was expired. Commissioner Vandervort stated if the Board agreed, a new lease with the same terms would probably be acceptable to Pat's Marina. The Board agreed to have the new lease done with the same terms. Mr. Hearne stated with Lee's Marina, both parties needed to agree on an appraiser and have an appraisal done. He further stated the rent was based on a percentage of the appraisal. Mr. Hearne had drafted a letter but Commissioner Vandervort stated the letter didn't ask the marina to pick an appraiser. Mr. Hearne stated he would revise it. Commissioner Stanko asked Mr. Hearne about the notice from the U.S. Postal Service. Mr. Hearne stated it was to notify the Town the Postal Service was exercising its 5-year option on the lease and that contract would expire in 2008.

Commissioner Doss mentioned he and Commissioner Stanko would not be at the next town meeting, as they would be attending different training seminars for the Sheriff's Office.

At this time, 9:27 p.m., President Letts turned the meeting over to Vice-President Vandervort and left the meeting.

Cemetery Ordinance – Mr. Hearne stated Mr. Baynes was making minor changes to it and it should be ready for the next meeting.

MML Conference – Mrs. Morgan stated each commissioner had an additional meal ticket form to complete if they needed tickets for a spouse and/or children attending the conference. She further stated the registration form was in the March MML magazine and asked the commissioners to have both forms returned to her by April 2nd so a check could be sent to the MML. Vice-President Vandervort stated he had the videotape of the MML Convention and he wanted each commissioner to watch it.

NEW BUSINESS

Parade of Flags – Vice-President Vandervort stated President Letts usually carried the town flag. After discussion, Mrs. Morgan stated she would ask President Letts and if he agreed, she would send that information to Kevin Best, of the MML.

Municipal Government Week – Mr. Hearne stated Municipal Government Week was April 23rd – 27th. The Board decided to defer discussion of anything the Town would plan. Mrs. Morgan stated she forwarded the information on the MML-sponsored essay contest for 4th graders to Mrs. Ballard at the Charlestown Elementary School but hadn't heard back. Commissioner Sheets stated she would check with Mrs. Ballard.

Buddy Jones – Mr. Hearne stated Mr. Baynes can get a judgment but wasn't sure if the Town could attach Mr. Jones' tax return and was still checking on that. After discussion,

Vice-President Vandervort stated Mr. Jones would probably be back in the area so the Board asked Mr. Hearne to have Mr. Baynes to get the judgment if he hadn't already.

Town Administrator – Mr. Hearne stated President Letts was not sure how and if the \$600 raise given to him was tied to the additional 4 hours the Town had requested. Mr. Hearne stated the \$600 was given as a raise for what he was doing now. He further stated the Town agreed to apply for an additional 4 hours with the Town paying part of the cost. Mr. Hearne suggested doing two resolutions, one continuing the Town's participation in the circuit rider program and another for the additional 4 hours with the Town agreeing to pay part of the cost.

Lift Station – Springs – Mrs. Morgan stated Robert Rowe, who had done the welding repairs, had recommended replacing the springs because they were beyond repair. She further stated the original manufacturer was Billco Industries and she should be able to find them through the internet for a price.

Blood Borne Pathogens – Mr. Hearne had provided information about blood-borne pathogens policies from LGIT. Commissioner Stanko stated the town maintenance workers would only need puncture-resistant gloves. After more discussion, Commissioner Stanko stated she would bring a copy of the criteria, since she was dealing with this for the Sheriff's Office.

Property Cleanup – Commissioner Stanko stated Lee's Marina had been cleaning up their north lot. After discussion, Mrs. Morgan asked when the Board wanted to end the grace period. After some discussion, the Board agreed to end the grace period on April 30th. Commissioner Stanko stated there was a lot of trash along the roads and asked if the Board would consider doing a Community Cleanup Day. After much discussion, Commissioner Doss stated the Town could get inmates from the CARC unit to do this. He stated the Town would need to send a letter to the Sheriff's Office about it. Mr. Armour stating people were cutting down whole trees, keeping the wood and putting the limbs out for the Town to collect. After some discussion, the Board wanted to continue removing the brush. Mr. Armour also stated people were leaving out a lot of bulk items. Commissioner Doss stated in the past, people had to call the Town Hall to get it picked up. After some discussion, Vice-President Vandervort stated the newsletter should let people know they have to call Town Hall to pick up and, if large number of bulk items are set out, the Town may charge back the tipping fee to the property owner.

Mr. Hearne stated Ken Ropp, of the Maryland Department of Natural Resources (DNR), had approved the Town's request to increase the boat slip fee from \$220 to \$250. Mrs. Morgan stated renewal applications would be mailed by the end of the week.

Mr. Hearne stated the Town received a letter from Congressman Gilchrest asking if the Town had any water/sewer infrastructure needs. Commissioner Vandervort stated the Town should respond letting him know about the I&I problem.

After Mrs. Morgan pointed out a Cecil Whig article about the county approving a contract for a storage building, Commissioner Sheets stated she had met with Dr. Gell regarding the Travels with George event scheduled for July 7th and updated the Board on what was being planned for Charlestown. She stated there would be another meeting at the Town Hall on Friday at 9 a.m. if anyone was interested in attending.

Commissioner Sheets asked if the Town was working on the municipal infraction book. Commissioner Doss stated the Town wanted to do this but many of the ordinances, having misdemeanor penalties, would need to be redone.

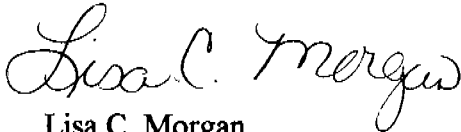
Commissioner Stanko asked if the welcome brochure was ready. Mrs. Morgan stated the information had been updated and she was waiting for Vice-President Vandervort to convert it into brochure form so it could be printed.

Mr. Armour asked if the Town had called the State Highway Administration (SHA) regarding the ditches on Baltimore and Cecil Streets. Mrs. Morgan stated she had talked to Michael Lewis, of the SHA in Elkton, and told him a backhoe or other equipment was needed because shoveling the ditch was not adequate. After some discussion, the Board asked Mrs. Morgan to contact Mr. Lewis again and schedule a meeting with Vice-President Vandervort, Mr. Algard, and Mr. Armour.

Mrs. Morgan stated she still did not have a final copy of the FY01 budget. Vice-President Vandervort stated he would get it to her. Commissioner Doss asked if the Board wanted to schedule a budget workshop meeting for the FY02 budget. After discussion, the Board scheduled it for Sunday, April 8, 2001 from 12 p.m. to 2 p.m.

As there was no further business to be discussed, Commissioner Stanko made a motion to adjourn, seconded by Commissioner Doss. The motion passed 4-0. Vice-President Vandervort adjourned the meeting at 10:26 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 13, 2001
AGENDA

7:30 P.M.

1. Miller Environmental, Inc. – Monthly Report
2. Sheriff's Office – Monthly Report
3. Minutes
4. Accounts Payable

PENDING BUSINESS

5. Water System Operations Contract
6. I&I
7. Special Buffer Provisions
8. Fire Boat Pier
9. Town Hall Renovations
10. Handicapped Ramps – Town Hall & Post Office
11. Handicapped Paving to Comfort Station
12. Program Open Space FY2002 Funding Requests
13. Mats
14. Dead Tree – 7 Credence Court
15. Cecil County Arts Council – Grant Program
16. Ditch on Water Street
17. Lift Station – Power Backup
18. Shoreline Erosion
19. Widening of Conestoga Street
20. Heating (Zoning/Bulk Purchase)
21. Tasker Lane
22. Phillip Price
23. Firefighters Tax Credit
24. Leases
25. Cemetery Ordinance
26. MML Conference

NEW BUSINESS

27. Parade of Flags
28. Municipal Government Week
29. Buddy Jones
30. Town Administrator
31. Lift Station – Springs
32. Blood Borne Pathogens
33. Charlestown Elementary School – MSPAP Contribution
34. Property Cleanup

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/13/2001

TIME: 9:30 PM

George A. Smith

Hershel C. Armour

Roger P. Clement

Ed White

Val Fahn

3/13/01

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
AT&T	Acct #8014-058-9492 - Inv #6392436968 - long distance - T...	6440.1 · Telephone	12.19-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 01/27/01 - 02/23/01	6920.1 · Police Protection	128.28-
Sheriff's Patrol	Charlestown Patrol - period of 01/27/01 - 02/23/01	6920.1 · Police Protection	2,640.00-
Harvey & Harvey	Acct #275-49441 Inv #0276-0695542 - February trash collecti...	6651.1 · Trash Collection	3,638.58-
Chesapeake Rent All	Inv #5680 - 1 man ground hog to dig post holes for pole barn	6961.1 · Pole Barn	25.92-
Charm Net, Inc.	Acct #6419 - Inv #SVC #99 internet access 03/01/01 - 04/01/...	6440.1 · Telephone	16.95-
North East Florist, Inc.	Inv #121144 - funeral arrangement - Hearne's father-in-law	6216.1 · Memorials	58.00-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21704585154 - lumber for pole barn; Inv...	6961.1 · Pole Barn	1,611.18-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	53.00-
Radio Shack	Acct #00001903060981 - Inv #346291 - (3) 5-pk cassette tapes	6220.1 · Office Supplies	21.57-
Ace Hardware	Acct #220358 - Inv #160574 - 1man auger to bore holes for p...	6961.1 · Pole Barn	50.00-
American Home & Hardware	Acct #885600 - Inv #745171 - weatherstripping for town hall d...	-SPLIT-	107.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #290920 - nails for pole barn; Inv #290843 -...	-SPLIT-	112.84-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	117.07-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	17.60-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	9.44-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	45.42-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	31.91-
Total 1010.1 · Cash-General Checking			8,696.95-
Total 1000.1 · General Fund Cash Accounts			8,696.95-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	106.29-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	73.16-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	86.03-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	173.37-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	462.50-
Total 1010.2 · Cash - Utility Checking			901.35-
Total 1000.2 · Utility Fund Cash Accounts			901.35-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #8105N - Feb '01gasoline charges - Town truck	6026.3 · Gasoline - Truck	187.31-

Town of Charlestown

Accounts Payable Bills

3/13/01

Name	Memo	Split	Amount
McGuirk Construction	Inv #99886 - new sidewalk from existing sidewalk on Bladen S...	6300.3 · Streets	3,800.00-
Total 1005.3 · New-Checking-Special (Special checking County)			3,987.31-
Total 1000.3 · Special Fund Cash Accounts			3,987.31-
TOTAL			13,585.61-

TOWN MEETING OF MAY 22, 2001
MINUTES

The May 22, 2001 Town Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other commissioners present were Vice President Steven W. Vandervort, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – President Letts stated Mrs. Morgan hadn't finished them yet and will have them by the next meeting.

Accounts Payable – President Letts stated Mrs. Morgan hadn't done the list but would like permission to pay the bills once a list was done. Commissioner Vandervort asked to review the list also. The Board agreed.

Commissioner Vandervort stated he received a call from Richard's Paving regarding the repair work and asking when they would get paid. He stated he tried to contact the Street Print representative but hadn't gotten a response. After some discussion, Commissioner Vandervort stated he wasn't satisfied with the repair work. The Board decided to wait until the Street Print representative reviewed the work before discussing payment of the Richard's Paving bill.

PENDING BUSINESS

Water System Operations Contract – President Letts stated the Town was waiting for George Smith, of Miller Environmental, Inc., to forward the contract to be signed.

I&I – President Letts stated Mr. Smith was doing the inspections. Mr. Hearne stated Mr. Smith had been working on the inspections but there were some properties he would need access to the residence and he would work with the Town to get appointments scheduled on those. Mr. Hearne further stated Mr. Smith hadn't submitted his report to the Town yet.

Special Buffer Provisions/Other Plantings – Mary Ann Skilling, the Critical Area circuit rider with the Maryland Department of Planning, stated she had discussed the concerns the Town had with the provisions. She further stated she hadn't emphasized before that the provisions had two sections, one for commercial and the other for single family residential. Mrs. Skilling stated the other planting provisions that was a major concern for the Town was under the commercial section of the provisions and she wasn't sure the Town was aware of that. After some discussion, Mrs. Skilling stated the marinas had almost entirely impervious surface. She also reminded the Board that although the provisions stated 30 ft., it was "or local setback, whichever is greater" and the local setback was 50 ft., so the 50 ft. setback would be used. Mrs. Skilling stated that, under the single family residential, 3b should read 50 ft. instead of 30 ft. After more discussion, Commissioner Stanko stated the table was not included under this section and believed it should be. After much discussion, Mrs. Stanko stated she was okay with the other planting section since it was under commercial. Mrs. Skilling stated the table could be added and reference the Native Plants for Wildlife Habitat guide. Commissioner Vandervort stated he had a problem on page 4 with the sentence "shall not be located closer to the water than principal structures on adjacent properties, whichever is greater". After discussion, Commissioner Vandervort stated "principal structures on adjacent properties or" and "whichever is greater" need to be taken out. Mrs. Skilling stated she would take it out and see what CAC said.

Commissioner Vandervort stated he would like the 30 ft. in 3b to stay, not 50 ft. Mrs. Skilling stated she would ask for clarification on that. Commissioner Vandervort stated he also had a problem on page 5 for the guarantee for planting but after discussion, he stated it should be left as it was. He also stated in 8d that any required mitigation or offset areas should be documented, not protected. After much discussion, Mrs. Skilling stated she would make revisions and send the revised copies to the Board. President Letts asked the Board to move along on the agenda.

Mrs. Skilling stated she had meet with the fire company and they were going to do stormwater management by utilizing underground retention. She stated the county was requiring this and it would meet the 10% reduction CAC required.

President Letts asked Mrs. Skilling about the correction of the mapping error. Mrs. Skilling stated she was working on the statement she would be sending to the Town on the problem. President Letts stated the Planning and Zoning Commission was scheduled to meet on May 31st and the Town Commissioners would meet on June 1st. Mrs. Skilling stated the fire company was trying to get it done to have the ground breaking on June 9th.

Mrs. Skilling stated she, Ren Serey, Executive Director of the Critical Area Commission, and Len Casanova, of the Maryland Department of Natural Resources, met with Karl Knapp, the owner of Avalon Yacht Basin, regarding his complaints about the clearing the Town did at Lot B Louisa Lane. She stated she told Mr. Serey the Town would be doing the planting. Commissioner Vandervort stated he believed Mrs. Skilling said the Town could plant somewhere else in the Critical Area. Mrs. Skilling stated it could but the preference would be to replant there. Commissioner Stanko stated she noted some poison ivy killing a tree there, can the poison ivy be removed. Mrs. Skilling stated anything killing a tree could be removed. After discussion, Mrs. Skilling stated Mr. Casanova told her he was willing to work with the Town, if it was interested, on a shoreline erosion project for the left side of the point. After much discussion, Mrs. Skilling stated she was only informing the Board that Mr. Casanova was willing to work with the Town if it was interested in doing a shoreline erosion project there.

Fire Boat Pier – President Letts stated the pier was done and the dedication was held. Mr. Hearne stated there was a punch list of items that had to be done and the last bill, approximately \$42,000, wouldn't be paid until the list was done. Commissioner Stanko asked when the items would be done. Mr. Hearne stated he didn't know but the bill would not be paid until they were done. He further stated he had asked for a quote on moving the hoops and installing the strips but hadn't received anything from Crandell yet. After discussion, Commissioner Vandervort stated Crandell should move the hoops without charging the Town.

Town Hall Renovations/Addition – President Letts stated he had tried to contact Steve Lewis but hadn't been able to meet with him yet.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated he was waiting for the agreement from the Maryland Department of Housing & Community Development that needed to be signed.

Handicapped Paving – Comfort Station – Commissioner Stanko stated the Town needed to get somebody else to do this paving. Mr. Hearne stated he hadn't contacted anyone yet. He also stated he noted some areas along the paving at the stone wharf where the asphalt was crumbling away and stated stone was to have been put down along the paving. The Board agreed but wanted to wait until the Street Print representative had an opportunity to look at the paving.

Ditch on Water Street – Commissioner Vandervort stated it was raining hard on his way to the meeting and he didn't see there was a problem there.

Shoreline Erosion – Mr. Hearne stated he had contacted David Wilson's office several times but Mr. Wilson hadn't called back yet. President Letts stated Edgar McMullen had indicated he was available to meet Mr. Wilson any time.

Widening of Conestoga Street – Commissioner Vandervort stated he needed to get small blurb written about the grading and tapering so Tatman & Lee Associates, the Town's engineers, could include that with the specifications.

Tasker Lane – Mr. Hearne stated he called Dennis Schaefer, of Verizon, and was told Verizon had moved their lines but were waiting for Conectiv to move theirs before the old pole could be taken down. Commissioner Vandervort stated Mike McGuirk, of McGuirk Construction, had looked at the area. He stated Verizon hadn't done what they had said they were going to do but there should be enough room for the paving.

Phillip Price – Mr. Hearne stated the Town received a copy of the letter Keith Baynes, the Town's attorney, had received from Harry Walsh, Mr. Price's attorney, and a copy of Mr. Baynes' reply to Mr. Walsh. He further stated a new set of legal papers were waiting to be signed by a judge which would allow service on any employee of the marina.

Leases – Mr. Hearne asked Commissioner Vandervort if he had made the changes to the Town house lease. Commissioner Vandervort stated he had it on disk and needed to print it out.

Buddy Jones – President Letts stated he had originally heard Mr. Jones had returned from Florida and had been arrested. He further stated he had checked but it wasn't Mr. Jones. President Letts stated he had, since then, heard Mr. Jones was still in Florida.

Lift Station – Springs – Mr. Hearne stated Mrs. Morgan was supposed to contact Bilco Industries, the original manufacturer. President Letts stated he believed they were called yesterday.

Travels with George – Mrs. Sheets stated the drum and fife corps. would have 12 members. President Letts stated he was almost done painting the boat. Commissioner Stanko asked if the Town had gotten the parade permit. President Letts stated the Sheriff's Office and State Police had signed the paperwork and Mrs. Morgan was to forward it to State Highway.

Hazard Evaluation Survey – Mr. Hearne stated he had given a copy of the survey to each commissioner at the last meeting. He further stated there was a letter to be signed acknowledging the Town had received its copy. Mr. Hearne mentioned LGIT had included a liability disclaimer in the letter. After brief discussion, the Board agreed to have Mr. Hearne sign the letter.

Budget – President Letts asked to meet with Commissioner Vandervort for a couple of hours to finish the proposed budget. Commissioner Vandervort agreed to meet.

Sheriff's Office Agreement – President Letts stated there would probably be a 5% increase. Commissioner Vandervort stated when he talked to Sheriff Kennedy, the Sheriff had said 3%.

President Letts stated that was changed, the Sheriff's Office was probably getting 5% raises. Commissioner Vandervort stated the Sheriff did say it would depend on the raise given. After more discussion, Commissioner Vandervort stated he believe there had been sufficient in the budget to cover that. President Letts stated he wasn't going to discuss that tonight.

Auditor – Mr. Hearne stated James Brandon had called Mrs. Morgan and his firm doesn't do municipal auditing. He stated the Town would need to get someone else and that Mr. Brandon had suggested the Town use Green and Baxter, the auditors previous to him. After some discussion, Commissioner Vandervort stated it should be put out to bid. Mr. Hearne mentioned the accountant who does the Town of Millington's audit, although they have fewer accounts, charged \$2200. Commissioner Vandervort asked Mr. Hearne to make sure they're asked to bid.

Directory – The Board asked to have this taken off the agenda.

NEW BUSINESS

September celebration – Mr. Hearne stated Mrs. Morgan had put this on because people had discussed holding another celebration like the Millennium celebration the Town had. After some discussion, the Board decided there wasn't enough time to plan an event for this September but later on would consider doing something in September 2002.

Larry Porter – Commissioner Sheets asked if anyone had contacted Mr. Porter recently about getting the roads done. President Letts stated the last time he talked to him Mr. Porter had indicated he was getting ready to move forward with further development.

Girl Scouts – Silver Award – Mr. Hearne stated Geraldine Barr, a town resident, had stated 3 girls from the local Girl Scout troop, including her daughter, had received their Silver Award, which was one step below what would be the Girl Scouts' equivalent of the Boy Scouts' Eagle Scout.

Miscellaneous (Rod Good – Memorial Day) – Mr. Hearne stated Rod Good, a town resident, had mentioned that the Perryville American Legion would be here on Memorial Day at 9:30 a.m. for the ceremony at the cemetery. He further stated they had donated a new flag for the cemetery. Commissioner Sheets stated the Town had just put a new one up. Mr. Hearne mentioned the flag needed to be raised on the point. The Board stated it would sent that it was taken care of.

MML Convention – Lisa – President Letts stated he was not in favor of Mrs. Morgan attending all 3 days of the convention but 1 day was okay with him. Commissioner Stanko stated she didn't feel there was enough training to justify sending Mrs. Morgan for 1 day. After much discussion, Commissioner Vandervort stated that the bottom line was the President ran the office but he was glad President Letts asked the Board for its opinion but it was really the President's call. President Letts stated he had already pretty much decided on the issue and had discussed this with Mrs. Morgan.

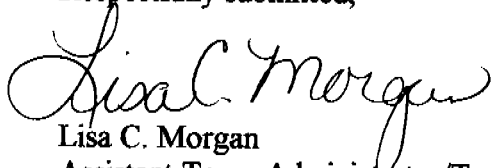
MML Action Request – 2002 Session General Assembly – Mr. Hearne stated the Maryland Municipal League was asking if the municipalities if they had any legislative issues to be worked on. He further stated they would need to send the form back by Friday, June 29th.

Commissioner Stanko stated the Town put the crusher run at the intersection of Caroline and Ogle Streets but now the homeowner had put the large boulders back on the crusher run so cars

still can't pass each other. President Letts asked if the property owner of the other corner property ever come back. Mr. Hearne stated he didn't believe he had. President Letts asked if the street right-of-way was all on the one side of the street. After more discussion, Commissioner Stanko asked if she should contact the property owner about moving the boulders or would the Town send a letter. President Letts stated the Town should send a letter.

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

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF MAY 22, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. Water System Operations Contract
4. I&I
5. Special Buffer Provisions/Other Plantings
6. Fire Boat Pier
7. Town Hall Renovations/Addition
8. Handicapped Ramps – Town Hall & Post Office
9. Handicapped Paving – Comfort Station
10. Ditch on Water Street
11. Shoreline Erosion
12. Widening of Conestoga Street
13. Tasker Lane
14. Phillip Price
15. Leases
16. Buddy Jones
17. Lift Station – Springs
18. Travels with George
19. Hazard Evaluation Survey
20. Budget
21. Sheriff's Office agreement (expires 06/30/01)
22. Auditor
23. Directory

NEW BUSINESS

24. September Celebration
25. Larry Porter
26. Girl Scouts – Silver Award
27. Miscellaneous (Rod Goode – Memorial Day)
28. MML Convention – Lisa
29. MML Action Request – 2002 Session General Assembly

TOWN MEETING OF MAY 8, 2001
MINUTES

The May 8, 2001 Town meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:30 p.m. Other commissioners present were Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Vice President Steven W. Vandervort arrived shortly after the meeting started. Also present was Stanley W. Hearne, Town Administrator. Audience attendance is attached hereto.

Minutes – Commissioner Doss made a motion to approve the minutes of the April 24, 2001 meeting, seconded by Commissioner Sheets. The motion passed 4-0.

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

At this time, Commissioner Vandervort arrived at the meeting.

Miller Environmental, Inc. – Beth Hamilton, of Miller Environmental, Inc., presented the April 2001 monthly water system operations report. She further reported the fire hydrant at 34 Carpenters Point Road was taken out of service due to a faulty main valve. She stated Mrs. Morgan had notified fire headquarters and the fire company.

At this time, Mrs. Morgan arrived at the meeting.

Mrs. Morgan stated Ms. Hamilton had given her a list of parts needed for the water system. Commissioner Doss stated the Town should purchase two main valves instead of one and the Board agreed. After some discussion, Commissioner Doss made a motion to purchase the items listed, seconded by Commissioner Vandervort. The motion passed 5-0.

PENDING BUSINESS

Water System Operations Contract – Mr. Hearne stated he had not received the contract yet from MEI.

I&I – Mr. Hearne stated George Smith, of MEI, was in the process of inspecting properties identified through the smoke testing.

Special Buffer Provisions/Other Plantings – Mary Ann Skilling, circuit rider for the Critical Area Commission, discussed changes made to clarify the amount of on-site mitigation and elimination of off-site mitigation. After much discussion, Mrs. Skilling stated she would incorporate the changes into the proposed provisions and send it back to the Town for everyone to review. Mrs. Skilling also mentioned the planting that was to be done at Lot B. Commissioner Vandervort asked why mitigation was needed. Mrs. Skilling stated clearing was done. Commissioner Vandervort stated the town maintenance workers cut the grass and trimmed the trees; they didn't take any trees down. Mrs. Skilling stated clearing was done down to the dirt. She further stated the Town could avoid this problem in the future if it would adopt a buffer management plan.

Commissioner Vandervort stated it was not old growth; it was new growth that needed to be maintained and was not until that time. After much discussion, President Letts stated it was a decision made by the maintenance workers to clean that area up and it looked great. He further stated that if doing so was a violation of the Critical Area buffer, then the Town will correct that but if it was a violation, he wanted something in writing and then the Town would deal with it. Mrs. Skilling also discussed the mapping error involving the fire company. She stated if the Town would correct that and the Critical Area Commission approved the mapping correction, it would make it easier for the fire company. After discussion, Mrs. Skilling stated the county would not issue a permit for the fire company renovations until this was changed. The Board agreed to start the procedure for correcting the error.

Cecil County Sheriff's Office – Monthly Report – Cpl. Ronald Schmidt, of the Cecil County Sheriff's Office, presented the April 2001 monthly Charlestown patrol report to the Board. President Letts stated the rumor circulating that someone on the Town Board had said to stop writing tickets was untrue and that deputies are to take the appropriate action in their judgment and discretion.

Kevin Rhodes – 419 Chesapeake Road – Kevin Rhodes stated he was planning to renovate the house at 419 Chesapeake Road and asked if he could place a mobile home on the property until the renovations were completed. After some discussion, President Letts and Commissioner Vandervort both stated and the Board agreed that Mr. Rhodes would need to take this matter to the next Planning and Zoning Commission meeting.

Fire Boat Pier – Mr. Hearne stated he talked to Dave Harris, of Edwin A. & John O. Crandell, Inc., the contractor for the pier project, about the rubbing problem on the pilings. He stated Mr. Harris told him the pilings were within tolerance under the contract. Mr. Hearne stated Mr. Harris had suggested the Town install rub strips or arrange to have the metal rings adjusted. Mr. Hearne stated a punch list of items still be done was made at the final inspection and final payment would not be sent to Crandell until the list was taken care of. Commissioner Vandervort stated Shore Master did not send the weir plate for the floating pier and Mr. Hearne needed to contact them about it. He further stated the Town should get a price from Crandell to do the lateral adjustment since they've installed it. The Board agreed to have Mr. Hearne contact them about getting this done.

Fire Boat Pier Dedication – 05/19/01 4 p.m. – Mrs. Morgan stated the invitations had been sent. She further stated arrangements were made for the food, PA system, podium, and the minister. Mrs. Morgan stated temporary signs have been ordered and should be delivered by May 17th but the permanent signs needed to be custom made and was working on getting pricing and delivery time on those. She further stated a sign acknowledging the funding by the Waterway Improvement Program was ordered from Paint N' Place Signs, similar to the one at Fair Green Park, and Mr. Crouch, of Crouch Funeral Homes, was donating the plaque dedicating the pier to the fire company. Mrs. Morgan stated both the plaque and the sign should be ready by May 17th.

Town Hall Renovations/Addition – President Letts stated he had left a message for Steve Lewis to call him but he hadn't contacted him yet.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated the \$23000+ Community Development Block Grant was approved for the ramps. He stated he was waiting for the formal letter from the State.

Handicapped Paving – Comfort Station – Commissioner Vandervort stated Richard's Paving had come back but he was not satisfied on how they were correcting the problem. He stated the Town needed to contact Dave Martin, the Street Print Representative, so he would be present when Richard's Paving comes back again. Commissioner Doss stated Richard's Paving needed to do it the right way or the Town needed to get somebody who could.

Cecil County Arts Council – Grant Program – Commissioner Sheets stated the \$125 grant was approved for the fife and drum corps for the Travels with George event. Mrs. Morgan stated the Town received the check today. President Letts stated the Sheriff had signed the parade permit but he still needed to get it approved by Lt. Barker, of the Maryland State Police, before sending it back to the State Highway Administration.

Ditch on Water Street – Commissioner Vandervort stated he talked to William Algard, one of the Town's maintenance workers, and they would both look at the problem when the pole barn was done.

Shoreline Erosion – Mr. Hearne stated he had contacted Dave Wilson again and asked him to call Mr. McMullen and schedule a meeting with him.

Widening of Conestoga Street – Commissioner Vandervort stated he wanted to meet with Mike McGuirk about the grading and swale before doing the specs. Mrs. Morgan stated she had called Mr. McGuirk and left message for him to call back.

Tasker Lane – Mr. Hearne stated he hadn't checked lately but believed the work had not been completed yet. He stated he would call Denis Schaefer, of Verizon, and ask him for copies of his correspondence to the other utilities in getting this work done.

President Letts asked if the Town had received approval of the grant for paving the parking lot at the athletic complex. Mr. Hearne stated the grant was approved and Mrs. Skilling was to send a letter to the Town stating the question the Critical Area Commission had about water run-off had been satisfied by the Town.

Phil Price – Mr. Hearne stated Mr. Baynes had sent the Town copies of the letter he received from Harry Walsh, Mr. Price's attorney, and his letter in reply. He further stated Mr. Baynes' office had received new court documents to serve any employee of the marina but needed to get Mr. Baynes to sign them first.

Leases – Mrs. Morgan stated Christian Stromberg, one of the renters of the town house, had called with some concerns about the proposed lease. After some discussion, Commissioner Vandervort stated he would revise the lease and give the revision to Mrs. Morgan to forward to Mr. Stromberg.

Buddy Jones – President Letts stated Buddy Jones was not back in the area yet but he should be by mid-May.

Lift Station – Springs – Mrs. Morgan stated she contacted Billco Industries, the original manufacturer, and they gave her two area representatives, one was for commercial and the other for residential applications. She further stated she would call Benjamin Lumber, as they were the residential dealer and see if they handled this type of work.

Travels with George – Commissioner Sheets stated she had nothing new to report except the children at the elementary school would be making the American flags to distribute.

Paula Tyson – 210 Louisa Lane – Mr. Hearne stated Mr. Baynes had sent a letter to Elmer Justice, the building contractor but he hadn't gotten a response back. President Letts stated he felt that was as far as the Town could go with the problem. Commissioner Vandervort stated the Town should be able to go further as the house was not built in accordance with the submitted and approved site plan.

Hazard Evaluation Survey – Mr. Hearne stated the survey was available for the Board to review.

TCI – Mr. Hearne asked this item to remain on the agenda but at this time, he was not sure what name TCI would be operating under.

Unsafe Structures – 338 Chesapeake Road & 221 Market Street – Mr. Hearne stated Mr. Baynes was working on an ordinance and resolution so the Town would have a procedure to follow regarding unsafe structures. He further stated the county and state were changing their codes to adopt the International Building Code and, once they had adopted it, the Town would need to follow suit. Mr. Hearne stated the resolution and ordinance on unsafe structures should be ready by the next meeting. Mr. Hearne mentioned he had attended a meeting with the State's Attorney's Office regarding prosecution of municipal infractions. He stated the Town's ordinance needed to be changed from a misdemeanor penalty to a municipal infraction so the State's Attorney would prosecute. The Board asked Mr. Hearne to work with Mr. Baynes on getting the ordinance amended.

Crime Control & Prevention Grant – Mr. Hearne stated he would submit for grant monies for the safety lighting along the walking track and had talked to Sheriff Kennedy today as the Town needed a letter of support from the Sheriff's Office for the grant. He further stated Sheriff Kennedy stated if the Town would draft a letter, he would have it typed on his letterhead and send it back to the Town.

Sheriff's Office Agreement – Commissioner Vandervort stated he had talked to Sheriff Kennedy today and the Sheriff would likely submit the same agreement as the current one but making adjustment for any salary increase the County Commissioners approved for the next fiscal year.

NEW BUSINESS

Auditor – Mr. Hearne stated James Brandon, the auditor who did last year's audit, had left the firm and the firm did not have another auditor qualified to do municipal auditing. He further stated he had attempted to contact Mr. Brandon at his new firm but hadn't gotten a response yet. Mrs. Morgan stated that was not unusual and she would keep trying to get a hold of him.

Trees on former Young/Carpenter properties – Mrs. Morgan stated she had received a complaint from Mrs. Doss on Cecil Street about two trees, one on the former Young property and the other on the Carpenter property along Cecil Street. She stated Mrs. Doss complained the trees are dying and have bagworms that are killing her trees. Mrs. Morgan stated these were the same two trees she had asked the Board about removing several years ago because the trees were dying and limbs and large branches were falling into the road. After some discussion, Commissioner Stanko made a motion to remove the two trees, seconded by Commissioner Sheets. The motion passed 5-0. After some discussion, the Board agreed to have Cecil Tree Service remove the trees, as that firm has been the consistent low bidder on tree removal for the Town.

Old Town Truck – President Letts stated the old town truck failed its emissions testing. After some discussion, President Letts suggested Mr. Algard contact John Yedinak at the County garage about the problem. After more discussion, a motion was made by Commissioner Doss to approve repairs up to \$500 on the old town truck to pass emissions testing if what was suggested did not work, seconded by Commissioner Vandervort. The motion passed 5-0.

Directory – Mrs. Morgan stated several people, mainly business owners, had asked if the Town would consider a town directory board similar to the one the Town of North East had put up. She further stated the owners were interested because the zoning ordinance doesn't allow off-premises signs to direct customers to their business. After much discussion, the Board tabled the matter.

Town property at Pat's Marina – Mrs. Morgan stated Mr. Algard and Hershel Armour, the Town's maintenance workers, were complaining about boat trailers and cars being parked on the town property adjacent to Pat's Marina. She stated they couldn't mow the area. Commissioner Vandervort stated the area was posted "no parking". The Board agreed to send a letter to Pat's Marina advising them cars or boat trailers parked in the area will be ticketed by the Sheriff's Office.

Low lines At Bayview Avenue/Baltimore & Cecil Streets – Mrs. Morgan stated the trash truck driver complained about low utility lines, one on Bayview Avenue and the other at the intersection of Baltimore and Cecil Streets. She stated she contacted Verizon and their representative has looked at both locations. She further stated the Verizon representative said the line on Bayview Avenue was cable TV and Mrs. Morgan has contacted AT&T Cable. Mrs. Morgan stated the Verizon representative stated the line at the intersection of Baltimore and Cecil Streets was higher than the twelve foot clearance required by the Utility Commission for a service line to a residence. She stated Verizon would bury the line if the Town or the property owner agreed to pay the cost to do so. The Board asked Mrs. Morgan to check with AT&T Cable to make sure the line on Bayview Avenue was taken care of.

Memorial Day Parade – Mr. Hearne stated the Town of Elkton was hosting a Memorial Day Parade on May 26th at 10 a.m. He further stated any commissioner wishing to be attend should rsvp by May 18th and would need to arrive at the grandstand by 9:30 a.m. on May 26th.

Cecil County Chamber of Commerce Rockfish Tournament – Mr. Hearne stated the Chamber of Commerce was sponsoring a rockfish tournament and requested contributions and asked if anyone from the Town wanted to participate. Mr. Hearne further stated the deadline was April 20th so this was a moot point.

Hurricane Floyd Repairs at Rt. 7 lift station – Mr. Hearne stated he had been working with the Local Government Insurance Trust and MEMA on reimbursement for the cost of repairs done by the county. He stated LGIT had issued checks for \$305.83 and \$4477. Mr. Hearne stated he had one more bill to pass along to LGIT and then MEMA will reimburse the Town for what it would cover, in particular the regular time billed by the county that LGIT wouldn't cover. After more discussion, Mr. Hearne stated he would continue working on this and then seek final reimbursement from MEMA.

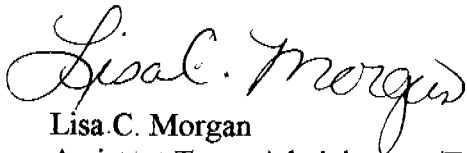
Commissioner Doss asked Mr. Hearne when Corrosion Control was supposed to start painting the water tower. Mr. Hearne stated they were to start in 2 weeks.

Commissioner Sheets asked if anyone had talked to Larry Porter about getting the roads paved in Trinity Woods. President Letts stated he had tried to but Mr. Porter hadn't called back yet.

Commissioner Doss asked when the park light would be installed. President Letts stated it would be done after the pole barn. After some discussion, Commissioner Doss suggested getting the light in now, concurrent with the pole barn, as they had a problem with older teens in the area after dark. The Board agreed to do so. Commissioner Doss also stated the water for the water/sand table needed to be turn on and he would have the fire company hose the tables out beforehand. Commissioner Sheets also reminded the Board Mr. Algard and Mr. Armour still needed to remove the old metal posts from in front of the post office where the old post box used to be. The Board asked Mr. Hearne to remind Mr. Algard about it.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 5-0. President Letts adjourned the meeting at 10:07 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MAY 8, 2001

AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Cecil County Sheriff's Office – Monthly Report

PENDING BUSINESS

5. Water System Operations Contract
6. I&I
7. Special Buffer Provisions/Other Plantings
8. Fire Boat Pier
9. Dedication Ceremony – Fire Boat Pier
10. Town Hall Renovations/Addition
11. Handicapped Ramps – Town Hall & Post Office
12. Handicapped Paving – Comfort Station
13. Cecil County Arts Council – Grant Program
14. Ditch on Water Street
15. Shoreline Erosion
16. Widening of Conestoga Street
17. Tasker Lane
18. Phillip Price
19. Leases
20. Buddy Jones
21. Lift Station – Springs
22. Travels with George
23. Paula Tyson – 210 Louisa Lane
24. Hazard Evaluation Survey
25. TCI
26. Unsafe Structures – 338 Chesapeake Road & 221 Market Street
27. Budget
28. Crime Control & Prevention Program (due 05/17/01 3 p.m.)
29. Sheriff's Office agreement (expires 06/30/01)

NEW BUSINESS

30. Auditor
31. Water Supplies
32. Trees on former Young/Carpenter properties
33. Old Town truck
34. Directory
35. Town property @ Pat's Marina
36. Low Lines @ Bayview Ave/Baltimore St. & Cather Ave.
37. Memorial Day Parade – Elkton
38. Chamber of Commerce Rockfish Tournament
39. Hurricane Floyd Repairs to Rt. 7 Lift Station

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/8/2001

TIME: 7:30 P.M.

Beth Hamilton

Ed Bonsoff

Val Hahn

Edna M. Miller

Mary Anne Shelling

Eric Cross

Karen Voady

Ken Hoke

Kathy Rhodes

John M. M.

Peterson A. Clement

Bob Phillips

Town of Charlestown

Accounts Payable Bills

5/08/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Chesapeake Publishing Corp.	ad for Budget workshop meeting - 05/6/01		
Miller's Office Products	Cust #115618 Inv #205395 - (1) wordsmith typewriter	6215.1 · Advertising	40.75-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0747665-0276-4 - April tra...	6250.1 · Office Equipment	110.75-
Baynes, Keith A.	prepare & file motion for alternative service for P Price; corre...	6651.1 · Trash Collection	3,638.58-
Charm Net, Inc.	Acct #6419 - Inv #43220 internet access 05/01/01 - 06/01/01	6310.1 · Legal Counsel	120.00-
Mac's Shacks	Acct #110342 - Inv #18008 - (2) portable toilets for Fair Gree...	6440.1 · Telephone	16.95-
Lowe's Home Centers Inc.	Acct #120402 - Inv #2170969055 - sheeting for pole barn; In...	6730.1 · Contract Maintenance	130.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #0627 - trashbags; paper to...	-SPLIT-	194.17-
American Home & Hardware	Acct #685600 - Inv #754823 - water sealant for pole barn	-SPLIT-	69.76-
Staples	Acct #7972 3200 0002 7426 - office supplies	6961.1 · Pole Barn	10.99-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6221.1 · Supplies	190.00-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	102.98-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	16.59-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	9.55-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6420.1 · Electric	40.47-
Total 1010.1 · Cash-General Checking			4,701.09-
Total 1000.1 · General Fund Cash Accounts			4,701.09-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Cecil County Treasurer's Off...	Inv #041101 - labor & equipment for repairs to RT 7 lift statio...	6510.2 · Operating expenses-repairs	6,101.48-
Verizon Wireless	Acct #202583968-00001 - Inv #0274570489 - (2) cell phones	7760.2 · Miscellaneous	50.09-
Woodward-Clyde Consultants	Inv #64278 - preproposal mtg water system operations contract	7760.2 · Miscellaneous	315.00-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	110.67-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	79.88-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	12.85-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	402.10-
Total 1010.2 · Cash - Utility Checking			7,072.07-
Total 1000.2 · Utility Fund Cash Accounts			7,072.07-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Lowe's Home Centers Inc.	Acct #0120402 - Inv #21709490226 - manure fork; hand truc...	6420.3 · General Maintenance	71.94-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9918 - oil treatment; oil fo...	-SPLIT-	50.28-

Town of Charlestown

Accounts Payable Bills

5/08/01

Name	Memo	Split	Amount
Keen Compressed Gas Co.	Acct #106222 - Inv #572793 - 10 # easy arc 6011c 5/32" x 5#...	6420.3 · General Maintenance	21.90-
Mac's Shacks	Inv #17990 & 17991 - (1) portable toilet - 03/05/01 - 05/05/01	6420.3 · General Maintenance	110.00-
Maryland Materials Inc.	Acct #60502 - Inv #143160 - 3.24 tons crusher run - streets	6300.3 · Streets	23.65-
Kunkle Service Co.	Acct #36904 - Inv #N247442 - 4 way repair tool; cores caps - ...	6024.3 · Truck Repair	6.98-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #45313 - credit on fuel filter 6 pk 2/6 - tract...	6022.3 · Equipment Repair	138.75-
Treasurer of Cecil County	Salt/Sand/Mix 12/08/01; 1/22/01	6500.3 · Snow Removal	199.08-
Total 1005.3 · New-Checking-Special (Special checking County)			622.58-
Total 1000.3 · Special Fund Cash Accounts			622.58-
TOTAL			12,395.74-