

TOWN MEETING OF SEPTEMBER 25, 2001
MINUTES

The September 25, 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, who arrived at 7:33 p.m. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – The minutes of the July 24, 2001 meeting were tabled. Commissioner Doss made a motion to approve the minutes of the August 28, 2001 meeting, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained).

Accounts Payable – Commissioner Doss made a motion to approve the bills, seconded by Commissioner Vandervort. The motion passed 4-0-1 (Commissioner Stanko abstained).

Miller Environmental, Inc. – Monthly Report – President Letts stated the Town received the August 2001 monthly water system operations report from Miller Environmental, Inc. (MEI) but there was no MEI representative present so made the report part of the minutes.

Edgar McMullen – Change of Address for Church – Edgar McMullen asked whether the address for the church could be changed. Mrs. Morgan stated she contacted County Planning and Zoning and received a list of who to contact with an address change and would get the letters out to them. Mr. McMullen also asked if the arborvitae trees along the cemetery could be trimmed. William Algard, one of the Town's maintenance workers, stated they would take care of it.

Post Office – Bathroom – Mr. Algard stated the Board approved replacing the toilet in the post office bathroom a while ago. He further stated it was never done but they would be able to do it now. After some discussion, Mr. Algard stated it would cost approximately \$250 to replace the toilet and vanity. After brief discussion, Commissioner Sheets made a motion to approve replacing the post office bathroom's toilet and vanity, cost not to exceed \$250, seconded by Commissioner Vandervort. The motion passed 4-0-1 (Commissioner Stanko abstained). Mrs. Morgan stated she was asked about a new sign stating "U.S. Post Office" for the exterior of the building. Rosalyn Bott, a member of the audience, stated the post office usually provided that but the Town should check their contract.

PENDING BUSINESS

I&I – Mrs. Morgan stated there was nothing new on this.

Special Buffer Provisions/Other Plantings – Mrs. Morgan asked to have this tabled as Mr. Hearne was not present and Mary Ann Skilling, the Critical Areas circuit rider from the Maryland Office of Planning, was not able to attend.

Town Hall Renovations/Addition – President Letts stated there was nothing new on this.

Shoreline Erosion – Mrs. Morgan stated Delegate Rudolph has requested to meet with all the commissioners at 6:30 p.m on October 9, 2001 regarding the shoreline erosion problem as he may have located some grant money.

Widening of Conestoga Street – Mrs. Morgan stated the Town received a quote of \$270 from Cecil Tree Service to remove the tree on Conestoga Street for the paving of Conestoga Street and remove or trim the tree near the Barr property. After some discussion, Commissioner Vandervort made a motion to have 1 tree removed and 1 tree trimmed for \$270 by Cecil Tree Service, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Stanko abstained). Mrs. Bott asked what the Town was planning to do with the wood, if the Town was going to sell it. After discussion, Mrs. Sheets stated she thought the Board had talked about letting Mr. Algard have it since he had expressed interest in getting the wood. After more discussion, Commissioner Sheets made a motion that the wood be given to Mr. Algard, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Stanko abstained). Mrs. Morgan stated the Town received the scope of work from URS Corporation on the bid specs for the paving of Conestoga Street, Tasker Lane and the athletic complex parking lot. She further stated President Letts needed to sign. Commissioner Vandervort stated he thought that was already done. Mrs. Morgan stated the original scope was for Conestoga Street only but the Town had since asked for specs for Tasker Lane and the athletic complex parking lot. After some discussion, Commissioner Vandervort made a motion to approve the scope of work submitted by URS Corporation, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Stanko abstained). Mrs. Morgan stated Commissioner Doss had suggested changing the thickness of the asphalt mentioned in the specs for Tasker Lane from 2" to 3" and include the petrotape also. After some discussion, Commissioner Doss made a motion to approve the specs with the changes, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained).

Cooper Avenue – Street Sinking – Mrs. Morgan stated this was going to be an add-on to the paving depending on who the successful bidder was on the paving.

Phillip Price – President Letts stated the Town hadn't received notification of a court date yet. He further stated Karl Fockler, the attorney representing an interesting investment group, had sent a proposed lease to the Town. Mrs. Morgan stated she had made copies of the current lease and the proposed lease for each commissioner for them to read. President Letts stated he told Mr. Fockler he would not be for doing a new lease until the Town received monies owed under the current lease.

Lift Station – Mrs. Morgan stated Commissioner Vandervort was supposed to look at the lift station. Commissioner Vandervort stated he would.

Town House Trim Painting – President Letts stated Claude Thomas, who painted the Town Hall, had provided a quote of \$2600 to the Town to paint the trim on 40 windows, the dormers, soffets and gables at the town house. Commissioner Vandervort asked if anyone

knew what it would cost to permanently wrap them. Mr. Algard stated he didn't know but he would check and find out.

Handicapped Ramps – Post Office and Town Hall – Mrs. Morgan stated Mr. Hearne had mentioned there were several administrative items that needed to be done before the project could start. After some discussion, the Board asked to have Mr. Hearne proceed with the administrative side as soon as possible because they would like to see one of the ramps done this fall and the other in the spring.

Sewer Agreement – President Letts stated the scheduled meeting with the County Commissioners was cancelled because Joseph Mahoney, the attorney who had negotiated the agreement for the Town, was delayed in court that day. He further stated Mr. Mahoney's office would reschedule the meeting with the County Commissioners and contact the Town with the date and time.

Ordinance – Property Maintenance – Mrs. Morgan stated Ordinance 2001-04 on property maintenance was to change the penalty portion of the ordinance from a misdemeanor to a municipal infraction. After brief discussion, Commissioner Doss made a motion to adopt Ordinance 2001-04, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained).

Ordinance & Resolution – Building Codes – Mrs. Morgan stated Ordinance 2001-03 was to indicate the Town followed the County code for building requirements and inspections and Resolution 2001-06 was to specifically indicate the types of building codes the Town followed. She stated the codes were specifically mentioned in the resolution because the County would shortly be following the State in adopting the International Building Code and changing a resolution each time a different building code was adopted was easier than passing an ordinance. After some discussion, Commissioner Vandervort made a motion to adopt Ordinance 2001-03, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained). Commissioner Vandervort made a motion to pass Resolution 2001-06, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained).

Resolution 2001-07 – Resident Agent – Mrs. Morgan stated State law now required municipalities to design an individual as its resident agent for service of court-related documents. She further stated a form designating the Town's resident agent needed to be filed with the Maryland Department of Assessments and Taxation. Mrs. Morgan stated as the Town's Code made no mention of a resident agent, this resolution needed to be done establishing a resident agent and specifically stated who its agent was. She mentioned she contacted Keith Baynes, the Town's attorney, as requested by President Letts, and Mr. Baynes had agreed to be the Town's resident agent and signed the resident agent form. After brief discussion, Commissioner Vandervort made a motion to pass Resolution 2001-07 establishing a resident agent for the Town and specifically naming Keith A. Baynes, the Town's attorney, as the Town's resident agent, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Stanko abstained).

Cross-Connection Control Plan – Mrs. Morgan stated Mr. Hearne had been working on this and was waiting for Lewis George, Elkton's town administrator, to forward a completed copy of their ordinance, to use as a template for ours.

Damage to Water Meter – 321 Tasker Lane – Mrs. Morgan stated the Town received the cost of labor and materials for the repairs to the water meter at 321 Tasker Lane in the amount of \$243.95. She stated the Board asked for the cost for repairs to decide if the Town was going to bill the property owner for the damage. After discussion, Commissioner Vandervort stated the Town should bill the owner for the damage as it was deliberate. Commissioner Doss made a motion to bill the property owner for the cost of repairing the damage to the water meter at 321 Tasker Lane, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained).

Medical Insurance – The Board tabled this until the next meeting.

Storm Water Management Ordinance – The Board tabled this until the next meeting.

Fund Balance – Utility Billing – Mrs. Morgan stated Fund Balance, the company who developed the utility billing program the Town uses, was changing from the current DOS-based utility billing program to a Windows-based program. She further stated the new Windows-based program was available for purchase and she had provided copies of the cost for the program and a list of printers compatible with the new program. Mrs. Morgan stated Fund Balance has not announced the date after which it would no longer provide technical support for DOS-based programs. After some discussion, the Board decided to table any decision on purchasing the software until the Town received notice from Fund Balance as to when it would no longer support the current version used by the Town.

Town Directory – Commissioner Sheets stated she was waiting for another price for the directory.

Halloween Parade – Commissioner Sheets stated there would be a meeting tomorrow at 12 p.m. at the Wellwood Club on holding a Halloween parade.

Special Events Committee – Commissioner Sheets stated there would be a brief meeting tomorrow at the Wellwood Club for anyone interested.

Larry Porter – Paving in Trinity Woods – President Letts stated the Town sent a letter to Mr. Porter to pave the roads in Trinity Woods but he hasn't replied yet.

Stan Hearne – Work Plan – The Board tabled this until the next meeting.

NEW BUSINESS

Charlestown Fire Company – Training Exercise – President Letts stated the Charlestown Fire Company was asking to use the lot on Calvert Street to hold a training exercise, tentatively scheduled for October 20, 2001. After some discussion, President Letts stated

it would okay as long as the vehicles to be used were only on the lot the day before the exercise and were removed no later than the day after the exercise along with any debris. The Board agreed the Charlestown Fire Company could use the Town's lot on Calvert Street for its training exercise.

Halloween – Trick or Treat Hours – Mrs. Morgan stated the County Commissioners would be following the traditional Halloween, October 31, 2001, with trick or treat hours from 6-8 p.m. Commissioner Doss made a motion to set the Town's trick or treat hours for Halloween to be October 31, 2001 from 6-8 p.m., seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained). Mrs. Morgan stated in the past the Town removed the portable toilets at Fair Green Park and the athletic complex before Halloween and asked if the Commissioners wanted them removed and when. The Board decided to have them removed by mid-October. Commissioner Sheets asked if the Town needed to order more glow sticks. Mrs. Morgan stated there were enough left over from the previous year.

Comcast – Cable Agreement – Mrs. Morgan stated Mr. Hearne would be meeting with Alan McDaniel and Tom Worley, of Comcast, regarding the cable agreement. She further stated he would mention extending cable service to everyone in town.

Old Town Truck – President Letts stated the old town truck was taken to Foster's to get it to pass emission inspection and they found it had a bad cylinder and valve and provided an estimate of \$1400 to repair. He stated he had the truck returned to the town. Mr. Algard stated he contacted VEIP and found out if the Town would spend \$200 on repairs and it still wouldn't pass emissions inspection, the Town could get a waiver for the truck. He further stated it already cost the Town \$177 for Foster's to do some minor repairs so he would spend the difference and apply for the waiver.

FY03 Annual Transportation Service Proposal – Mrs. Morgan stated the County Department of Aging was asking if the Town had any transportation needs for the aging and/or disabled the Department of Aging needed to include in its FY03 proposal. After some discussion, Commissioner Doss stated the Town could put a request for input from the Town's residents in the next utility billing. Mrs. Morgan stated the Town might not get the information back soon enough for the FY03 proposal but would have the information available for FY04.

LGIT Safety Grant – Mrs. Morgan stated each commissioner received a copy of the grant specifications and the Board needed to decide if it wanted to submit the same proposal it had originally or if it wanted to submit something else for grant monies.

MML Chapter Dinner – 10/25/01 6 & 7 p.m. RT Foard Rising Sun – Mrs. Morgan stated the next MML Chapter Dinner was scheduled for October 25, 2001 at RT Foard Banquet Hall in Rising Sun. She asked to have reservations submitted to her on or before October 19, 2001.

Mrs. Morgan mentioned the Town was notified that the Office of the Governor's Crime Control and Prevention Program had approved its request for a grant to install safety lighting for the walking track at the athletic complex. She stated this was separate from the Town's request through Program Open Space for lighting at the athletic complex.

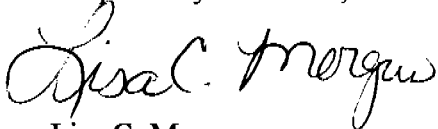
Mrs. Morgan stated the County Commissioners' office had forwarded a list of its meetings for the next year. She stated that according to the list, the Town would be hosting the February 19, 2002 meeting.

Mrs. Morgan stated the Town received a letter from the Maryland Department of Natural Resources that it had approved spending \$520.40 to place stones along the paving at the stone wharf. At Mr. Algard's suggestion and after some discussion, the Board decided to place soil and grass seed along the paving with the stones.

Commissioner Doss stated the flag at the cemetery needed to be replaced. Mr. Algard stated they had already replaced it. Commissioner Doss stated the state flag needed to be taken down each day or it needed to be lit. After some discussion, Commissioner Doss made a motion to light the flagpole in front of Town Hall. Commissioner Vandervort suggested the Town get the cost for installing a floodlight and then decide at next meeting. The Board agreed and Commissioner Doss withdrew his motion.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained). President Letts adjourned the meeting at 9:27 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

MILLER ENVIRONMENTAL, INC.

The Water and Wastewater Authority®

P.O. Box 430
Churchville, MD 21028
Telephone: (410) 734-9173
Facsimile: (410) 734-7037
E-mail: info@miller-env.com
www.miller-env.com

September 9, 2001

President and Commissioners
Town of Charlestown
241 Market Street
Charlestown, Maryland 21914

Re: Charlestown - Water Treatment Plant Operations and Maintenance Report for August, 2001.

Dear President and Commissioners:

This is to advise you on the status of operations and maintenance of the water treatment plant and distribution system for the reporting period of August, 2001.

Subsequent reports will be submitted no later than the fifteenth day of the month preceding each months activities.

WATER TREATMENT PLANT DATA

TOTAL MONTHLY WATER PRODUCTION = 2,867,000 Gallons

TOTAL COLIFORM SAMPLES POSITIVE = 0

PLANT ACTIVITIES

1. Cleaned Cl2 mixing tank
2. Ordered a new shut off valve for 321 Tasker Ln.
3. Collected monthly Bacti. sample
4. Performed four settlement readings
5. Cleaned soda ash strainer
6. Turned off the water @ 628 Louisa Ln.
7. Ordered a new valve box to replace broken box @ the corner of Fredrick St. and Ogle St.
8. Replaced the water meter at 563 Baltimore St.

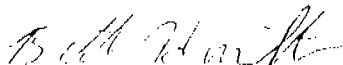
President and Commissioners
Town of Charlestown
September 9, 2001
Page 2

MISCELLANEOUS

1. Weekly house keeping of the water plant was performed
2. Weekly and monthly maintenance was performed
3. Checked well #1 and #2 output on a weekly basis

Please feel free to contact me at your earliest convenience with any questions you may have concerning this report.

Sincerely,



Beth Hamilton,
Facility Manager

cc: files

TOWN MEETING OF SEPTEMBER 25, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Edgar McMullen – Change of Address for Church
5. Post Office – Bathroom
New Sign

PENDING BUSINESS

6. I&I
7. Special Buffer Provisions/Other Plantings
8. Town Hall Renovations/Additions
9. Shoreline Erosion
10. Widening of Conestoga Street
11. Tasker Lane
12. Athletic Complex paving
13. Cooper Avenue – Street sinking
14. Phillip Price
15. Lift Station
16. Town House Trim Painting
17. Handicapped Ramps – Town Hall & Post Office
18. Sewer Agreement
19. Ordinance – Property Maintenance
20. Ordinance & Resolution – Building Codes
21. Resolution – Resident Agent
22. Cross Connection Control Plans
23. Damage to Water Meter – 321 Tasker Lane
24. Medical Insurance
25. Storm Water Management Ordinance
26. Fund Balance
27. Town Directory
28. Halloween Parade
29. Special Events Committee
30. Larry Porter – Paving in Trinity Woods
31. Stan Hearne – Work Plan

NEW BUSINESS

32. Charlestown Fire Co. – Training Exercise
33. Halloween – Trick or Treat Hours
Portable Toilets

34. Comcast – Cable Agreement
35. Old Town Truck
36. FY03 Annual Transportation Service Proposal
37. LGIT Safety Grant
38. Lease Agreement – Fockler
39. MML Chapter Dinner – 10/25/01 6 & 7 p.m. RT Foard Rising Sun

Town of Charlestown

Accounts Payable Bills

9/25/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Vandervort, Steven W.	reimburse mileage, meals & toll expenses - MML Conference	6212.1 · Conference Expenses	558.33-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	106.80-
Maryland Rural Developme...	Circuit Rider payment - 1st qtr FY02 (07/01/01 - 09/30/01)	6330.1 · Administration	3,133.50-
Mac's Shacks	Acct #110342 - Inv #18602 - (2) portable toilets - athletic com...	6730.1 · Contract Maintenance	130.00-
AT&T	Acct #8014-058-9492 - Inv #6392463768 - long distance Tow...	6440.1 · Telephone	8.93-
Sheriff's Patrol	Charlestown Patrol - period of 8/1/01 - 9/7/01	6920.1 · Police Protection	2,726.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 08/11/01 - 09/07/01	6920.1 · Police Protection	94.13-
Woodward-Clyde Consultants	Inv #90347 - review preliminary plat - Trinity Woods Section l...	-SPLIT-	1,893.00-
Radio Shack	Acct #00001903060981 - Inv #368550 - (1) 5-pk cassette tape	6220.1 · Office Supplies	13.98-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0820110-0276-1 - August t...	6651.1 · Trash Collection	3,638.58-
Chesapeake Publishing Corp.	Bd of Appeals hearing ad - Scott Gardens; reschedule notice ...	-SPLIT-	57.05-
Charm Net, Inc.	Acct #6419 - Inv #29197 - internet access 09/01/01 - 10/01/01	6440.1 · Telephone	16.95-
Baynes, Keith A.	conference w/ Mr. Letts ethics ruling and budget effects; rese...	6310.1 · Legal Counsel	270.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	186.68-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	6.94-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	16.00-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	45.82-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	6.96-
North East Florist, Inc.	Inv #124580 - fruit basket (Doss) & Inv #124663 - funeral arr...	6216.1 · Memorials	96.50-
Keystone Digital Imaging	Inv #65355A1 - (1) toner for copier	6220.1 · Office Supplies	68.07-
Lynch, Susan Schaeffer	court reporter - Bd of Appeals hearing - Scott Gardens - 08/2...	6610.1 · Administration	40.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	75.73-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21721676164 - lumber for pole barn	6961.1 · Pole Barn	93.76-
landfill	Acct #1043 - landfill charges - August 2001	6651.1 · Trash Collection	97.95-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #3301 - mounting tape; pa...	6450.1 · Maintenance	16.77-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #296489 - 1 10' 3" pvc pipe; 1 10 ft 4" pvc p...	-SPLIT-	175.23-
American Home & Hardware	Acct #685600 - Inv #783797 - masking tape - post office; inv ...	-SPLIT-	257.14-
Total 1010.1 - Cash-General Checking			13,830.80-
Total 1000.1 - General Fund Cash Accounts			13,830.80-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	33.82-
Utility Piping Systems, Inc.	Acct #202593 - Inv #2053671 - 1 3/4" angle key - repair mete...	-SPLIT-	37.50-
Atlantic Coast Laboratories	Inv #90753 - monthly coliform testing	7121.2 · Laboratory Testing	8.00-

Town of Charlestown

Accounts Payable Bills

9/25/01

Name	Memo	Split	Amount
Retro Electric Co., Inc.	inv #01-4854-01 - repair electric box - well 2	7756.2 · Other Repairs	337.50-
Miller Environmental, Inc.	Inv #10100172-B - add'l soda ash usage; Inv #10100172-A - ...	-SPLIT-	4,665.47-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	133.55-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	96.61-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	52.66-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	12.79-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	928.55-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	134.20-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	89.49-
Verizon Wireless	Acct #202583968-00001 - Inv #0301327254(2) cell phones	7760.2 · Miscellaneous	50.09-
Total 1010.2 · Cash - Utility Checking			6,580.23-
Total 1000.2 · Utility Fund Cash Accounts			6,580.23-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Mac's Shacks	Inv #18602 - (1) portable toilet @ shop - Sept	6420.3 · General Maintenance	55.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv#263 - toilet paper; tree pru...	6420.3 · General Maintenance	41.86-
Foster's Auto Service	inv #1379 - repairs to old truck - bad cylinder & bad intake va...	6024.3 · Truck Repair	177.45-
El's Truck Tire & Auto Centers	inv #13067 - rotate tires on new truck	6024.3 · Truck Repair	71.00-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	651.08-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #49190 - mower supplies	6022.3 · Equipment Repair	43.42-
Gilbert Enterprises Inc.	Inv #8356G- Jul'01 gasoline charges - town truck & mowers	-SPLIT-	283.79-
Algard, William	reimburse oil change - new truck	6024.3 · Truck Repair	33.28-
Total 1005.3 · New-Checking-Special (Special checking County)			1,356.88-
Total 1000.3 · Special Fund Cash Accounts			1,356.88-
TOTAL			21,767.91-

ROSTER

CHARLESTOWN TOWN MEETING

DATE: Sept. 25, 2001

TIME: 7:30 p.m.

~~Leslie R. Bost~~
Merrick C. Armour
William C. O'gard
Mellon T. Bost
Bob Phillips
Rebecca Phillips
Val Holm

**THE SEPTEMBER 11, 2001
MEETING OF THE
TOWN COMMISSIONERS
OF
CHARLESTOWN
HAS BEEN CANCELLED**

TOWN MEETING OF OCTOBER 23, 2001

MINUTES

The October 23, 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.

Minutes – Commissioner Doss made a motion to approve the minutes of the October 9, 2001 meeting, seconded by Commissioner Stanko. The motion passed 5-0.

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

Ardie & Norma Smith – Request for water service at 1281 W. Old Philadelphia Road – Norma Smith asked the Board if the Town would allow them to connect their residence to the Town's water system. President Letts asked if their property was within town limits. Mrs. Smith stated they were not in town but adjacent to the town limits and had even provided a right-of-way to the Town across the front of their property for the Town's water main. President Letts stated the Town had a policy to not give water service outside of town limits without annexation. Commissioner Vandervort mentioned the Smiths would need to pay the out-of-town water connection fee. Mrs. Morgan stated she believed the fee was \$1450. Mr. Hearne stated they would also be billed at the out-of-town water rate until they were annexed into town. Mrs. Morgan stated she believed the base rate was \$86.75 per quarter for 0-13,500 gallons and \$1.80 per every 1,000 gallons thereafter. After discussion, Commissioner Doss stated annexation would occur when the Town decided to do so, usually when there were several properties pending annexation. Mrs. Morgan stated the Town also required the property owner to pay for the engineering and construction costs of putting in the line. Rosalyn Bott, a member of the audience, asked if they would be required to connect to Town sewer. Commissioner Doss stated they would need to do that when they were annexed in. After more discussion, Commissioner Doss made a motion to allow the Smiths to connect their property at 1281 W. Old Philadelphia Road to Town water provided that they pay for the work and execute an annexation agreement, seconded by Commissioner Sheets. The motion passed 5-0. President Letts stated the Town would forward the annexation agreement and other paperwork to the Smiths and once done, the Smiths could move forward with the procedure for connecting to the water system.

Albert VanDyke – Tree on Conestoga Street – Albert VanDyke stated there was a tree on town property in front of his residence on Conestoga Street. He explained that, although the tree was not going to fall down tomorrow, it was rotten inside and there were several large dead limbs on it. Mr. VanDyke stated the Town would be removing trees to widen Conestoga Street and asked if they would take this one down at that time. Commissioner Doss stated it seemed the Town was taking down a lot of trees lately. Commissioner Vandervort asked if anyone had looked at the tree but nobody had. President Letts told Mr. VanDyke the Board would look at the tree and then decide. Valerie Hahn, a member of the audience, asked if the Town had to plant any trees because they had been taking down some. Commissioner Vandervort stated the trees that were taken down were dead or rotten and weren't viable trees.

PENDING BUSINESS

Tasker Lane – Mr. Hearne stated he had contacted Conectiv several times but they still haven't removed the residential drop or the street light from the old pole so it could be removed. He suggested and the Board agreed he should contact Keith Baynes, the Town's attorney, to have a letter sent to Conectiv.

Paving Bids – Mr. Hearne stated the Town received only one bid, from James Julian, for the paving projects. Commissioner Vandervort stated when a contractor, like McGuirk, who had done several jobs for the Town and the Town had been satisfied with the work, would not bid, there was something wrong with the bid package. Mr. Hearne stated Mr. McGuirk had questioned the prime coat and tack coat called for in the bid package. Commissioner Vandervort stated the Town needed to have a bid package that contractors, like McGuirk, would bid on. President Letts stated he was ready to hand the project to McGuirk but someone on the Board wanted to bid it out.

Commissioner Vandervort stated the paving needed to be bid out because of the cost but the Town needed a reasonable bid package. Mr. Hearne stated he would double check with Mr. McGuirk and make sure those were the only two items that were problems. After discussion, Commissioner Doss made a motion to reject the bid from James Julian, seconded by Commissioner Sheets. President Letts stated the bid was for \$105,493.30. Commissioner Vandervort asked what the base bid was for the athletic complex parking lot. Mr. Hearne stated it was \$33,000. Commissioner Vandervort asked what the amount of the grant the Town received. Mr. Hearne stated the grant was for \$11,000, of which \$8000 Program Open Space would reimburse to the Town. The motion to reject the bid passed 5-0. Mrs. Hahn asked what exactly was the problem, if the engineering firm was being too stringent or what? Commissioner Vandervort explained it was two parts: getting the design work right and the second issue was the legalese. He stated these small contractors wouldn't bid a project with specs thick as a phonebook. He further stated the bid packet needed to be pared down. Mrs. Bott stated the Town should be able to do the bid specs itself. Edgar McMullen, a member of the audience, stated when he was a commissioner, they used Tatman and Lee for water and sewer projects but not for road projects. After some more discussion, President Letts stated he would still like to see the Conestoga Street paving done before winter.

I&I – Mrs. Morgan stated she would have form letters ready to mail tomorrow to those property owners whose properties need to be re-inspected or those where George Smith, of Miller Environmental, Inc. (MEI), needed access to the residence itself to inspect for problems. She stated MEI had given her two dates to schedule inspection appointments on. Commissioner Stanko asked how many properties were involved. Mrs. Morgan stated there were 30-35 properties.

Commissioner Doss stated he noticed evidence that the sewer manhole at the end of Colonial Drive must be going under water and asked if the Town was sure water from the river wasn't getting in. Commissioner Vandervort stated that had been asked before when the Town was starting to look at the I&I problem and the Board was told there's a liner or something inside the manhole to prevent that. After discussion, President Letts asked William Algard, one of the Town's maintenance workers, if they would check that manhole. Mr. Algard stated they would.

Town Hall Renovations/Addition – President Letts stated he talked to Steve Lewis about this and he told him he was almost finished with his current project. He further stated Mr. Lewis would look at this project next.

Shoreline Erosion – President Letts explained to the audience members that a workshop meeting had been held prior to the Town meeting with Delegate Rudolph, Len Casanova, of the Maryland Department of Natural Resources (DNR), Walid Saffouri, of the Maryland Department of the Environment (MDE), and Richard Lindsay, District 2 engineer of the State Highway Administration (SHA) about several topics, one of which was the shoreline erosion. He further stated Mr. Saffouri

and Mr. Casanova would jointly work on possible solutions to the problem and would be returning to meet with the Board on December 11, 2001.

Phillip Price – Mr. Hearne stated the hearing was set for October 26, 2001 at 9:30 a.m. He further stated a commissioner needed to attend to represent the Town. After some discussion, Commissioner Vandervort stated he would attend the hearing as he had done so in the past. President Letts stated the hearing was to appoint an appraiser.

Town House – Trim Painting – President Letts stated Mr. Lewis told him it would cost approximately \$100 per window to permanently wrap. Commissioner Stanko stated if they were wrapped with vinyl, the Town wouldn't need to paint ever again. Commissioner Doss stated the gables, soffets and doorframes would still need to be painted. Commissioner Vandervort stated they usually wrapped them in aluminum as it could be fitted tighter. President Letts stated Mr. Lewis wouldn't be able to start this until he was done with his current project. Commissioner Vandervort stated the Town needed to get one more price on the wrapping since Mr. Lewis was estimating \$4000. Mr. Algard stated he would contact Armstrong or Grove Brothers for another estimate. Commissioner Doss stated the windows should be wrapped but Claude Thomas, the contractor who painted the Town Hall, should paint the soffets, gables and doorframes. Mr. Hearne stated he would contact Mr. Thomas.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated he was working on the letters he was required to send out.

Sewer Agreement – Mr. Hearne stated the meeting with the County Commissioners has been scheduled for November 8, 2001 at 4 p.m. at the County Commissioners' Office.

Cross-Connection Control Plan – Mr. Hearne stated Lewis George, the Town Administrator for the Town of Elkton, was working on one for his town and Mr. Hearne would modify that one, when it was finished, to the needs of Charlestown.

Medical Insurance – After brief discussion, the Board tabled this matter.

Town Directory – Commissioner Sheets stated Paint 'N Place had the map but they hadn't sent her the concept drawing yet.

Halloween Parade & Party – Commissioner Sheets stated there would not be a hayride because the trailer's owner didn't have his own insurance. After some discussion, Commissioner Sheets stated the Events Committee had discussed this and had an opportunity to arrange for a magic act for \$250. After more discussion, Commissioner Sheets stated Larry Metz, the owner of the Wellwood Club and a member of the Events Committee, had offered to pay half the cost. She further stated the cost was reasonable compared to the cost of some cultural arts events held at the school. Commissioner Stanko stated she was concerned about equaling or exceeding what's done this year next year. She also stated she wasn't sure young children would have the energy to go from 2 p.m. through 8 p.m., the end of trick-or-treat time in town. After more discussion, the Board decided to see how well the event went this year and if it goes well, more activities, like the magic show, could be looked at next year.

Larry Porter – Paving in Trinity Woods – Commissioner Sheets stated she talked to Larry Porter, the developer of Trinity Woods, on Monday and he indicated he was going to start paving the end of this week or beginning of next week. Mr. Hearne stated Mr. Porter needed to let the Town know

prior to paving so URS Corporation, the Town's engineers, could inspect. Commissioner Sheets said she told Mr. Porter that also.

Comcast – Cable Agreement – Mr. Hearne stated he met with Tom Worley, of Comcast, about a new agreement. He stated Mr. Worley would develop a proposal and submit it to the Board. Commissioner Stanko asked if Comcast was willing to connect those properties in town that have been told they were unable to be connected unless they pay for the cost of extending the service. Mr. Hearne stated Mr. Worley indicated Comcast would connect some but not all because they would base on it on the distance to run the service and the cost associated with doing that. He further stated Mrs. Morgan had asked property owners to contact the Town Hall if they had attempted to get cable service but were told they couldn't get service unless they paid part or all of the cost for extending service to their properties. After more discussion, Mrs. Bott stated the Town needed to insist they connect these properties now as part of the agreement. Commissioner Vandervort stated now would be the time to insist because Comcast's not going to risk losing service to the entire Town because of this issue. Mr. Hearne stated Comcast would be forwarding a proposal to the Town.

Police Protection – Commissioner Doss stated many residents had approached him with complaints about the current coverage provided by the Sheriff's Office or who wish the Town had its own police department. President Letts stated Mr. Hall had told him he wanted a town police department. He further stated two or three years ago, the Town had looked at the costs involved in having a resident deputy or trooper or its own department. President Letts stated at that time, the cost for a resident deputy was \$89,000 and for a resident trooper, it was \$123,000. Commissioner Stanko asked if the Town decided the work hours if they went with a resident deputy or trooper. President Letts stated he wasn't sure and asked Mrs. Bott, who was a former town commissioner at the time the Town had a resident trooper. Mrs. Bott stated the Town set the work hours. She asked what the police budget was this year. President Letts stated it was between \$37,000-\$42,000 this year. After some discussion, Hershel Armour, a member of the audience and one of the Town's maintenance workers, asked if there was any kind of job description a deputy was to follow when patrolling the town. President Letts stated he didn't remember the Town ever doing so. Mrs. Bott asked if the police budget increased so much, would the property tax rate go up. President Letts stated the Town would look at alternate revenue sources to try to offset the cost. He further stated one source, a boat slip tax, had been discussed several years ago. He stated the Town could impose a boat slip tax, up to 5%, on the slip fees charged by the marinas. President Letts stated if that were done, he would recommend phasing in the tax rate in increments rather than 5% right at the beginning. Commissioner Doss stated he wanted to discuss this with the Board because of the complaints he had received. Commissioner Vandervort stated he disagreed that the people in town were dissatisfied with the current policing because the Board doesn't hear from people who are satisfied, only from the few dissatisfied. Commissioner Doss suggested the Town make this a ballot question at the next election and make sure residents are aware this will be on the ballot. Mr. Armour asked how the Town informed the Sheriff's Office about complaints or problems. Commissioner Stanko stated Cpl. Schmidt, the liaison from the Sheriff's Office attended town meetings once a month and, at that time the Board discussed the matters with him. Mr. Hall asked if there wasn't any grant money or funding for police the Town could apply for. President Letts stated the Town didn't qualify for most of the programs. He stated the Town could apply for Hot Spots Program funding but that would require designating the Town as a high crime area. President Letts stated he didn't believe the Town was a high crime area and being designated such affected property values. President Letts stated he would put this as a questionnaire in with the next utility billing for residents' input. Mr. McMullen asked if the Board was dissatisfied with what they had now. Commissioners Vandervort and Sheets stated they were satisfied. Commissioner Vandervort explained if the Town went to a resident deputy or trooper, the advantage would be to have

someone who would know the Town and its residents well but what if you have one the Board just couldn't work with. He further stated the way the policing was done now, the Board can increase or decrease the number of patrols needed based on the time of year and the number and types of complaints the Town was receiving and to him, this was the most cost effective way. Robert Phillips, a member of the audience, asked if the residents were dissatisfied. Commissioner Sheets stated the Board didn't know. President Letts stated the Board needed to survey the Town. Mrs. Hahn stated the Board needed to make the residents aware of the costs of what the policing budget was now and the costs of the proposed options. Mr. McMullen stated he believed the Town had pretty good policing. William McMullen, another audience member, stated he was always picking up empty beer bottles and cans, etc. off his lawn. After more discussion, the Board agreed to survey the residents.

East Coast Greenway – Mr. Hearne stated each commissioner had a copy of the letter from WILMAPCO regarding participating in the East Coast Greenway. Commissioner Stanko stated that when the Board discussed this a while ago, there were services the Town was being asked to provide but nothing regarding that was mentioned in this letter. After discussion, Mr. Hearne stated he would contact WILMAPCO to get more information.

Lee's Marina lease – Mr. Hearne stated the Town had considering paying the appraisal cost and billing J.P. Lee Corporation for half but Mr. Brittingham, the president of J.P. Lee Corporation, had wanted to be billed for half the cost directly by Ulrich & Ulrich, the appraisers. He further stated Betty, of Ulrich and Ulrich, contacted the Town because, even though she had mailed an invoice and faxed a copy of it when Mr. Brittingham claimed he hadn't received the invoice, he still hadn't paid the invoice. Mr. Hearne asked what the Board wanted to do. After some discussion, the Board asked Mr. Hearne to get a copy of the invoice, contact Mr. Brittingham and have him bring a check for the amount to the Town Hall.

Retrofit Sidewalk Program – Mr. Hearne stated Don Yingling, of the State Highway Administration, had looked at the area of Bladen Street the Board had wanted to put new sidewalk in. He stated Mr. Yingling recommended using the grant monies to make repairs to the existing sidewalks because it was a small amount of money. Mr. Hearne stated Mr. Yingling suggested the Town do the new sidewalk as part of the Streetscape project because there were drainage issues, etc. and would require a lot more money. Commissioner Doss mentioned the sidewalk on the curve at the 107 House was always underwater when it rained. Mrs. Morgan mentioned she had gotten complaints about the sidewalk in front of the Spangler residence being an ice pond in the winter causing people to walk in the road to avoid it. She further stated the sidewalk on the one side of the bridge over the creek also went underwater when it rained. After brief discussion, President Letts asked Mr. Algard and Mr. Armour to look at these areas and the rest of the sidewalks to identify places needing repair.

Tiffin Builders – Mr. Hearne stated Francis Carnes, of Insurance, Inc. (the bond insurer for Tiffin Builders), notified the Town that Tiffin Builders had not paid the required premiums to keep the bonds in effect. Mr. Hearne stated he talked to Mr. Baynes and he agreed the Town could put a stop work order on any construction Tiffin was doing and withhold stamping off on deeds transferring property. Mr. Hearne stated at that time, Sherrard Title Company was trying to transfer two deeds and, when told the Town wouldn't stamp off, Mr. Sherrard issued a check in the amount of the premiums due on the bonds but he made it payable to the Town. He stated the Town, once it deposited Mr. Sherrard's check, would need to issue a check to Insurance, Inc. The Board agreed but cautioned that the check from Mr. Sherrard needed to clear first before the Town would send its check.

Lighting of Pole – Commissioner Doss stated the Town wanted an estimate for installing a floodlight to illuminate the pole the State flag was on. Mrs. Morgan stated Bradley Electric had forgotten about the estimate but Mr. Bradley was supposed to submit one by Friday.

NEW BUSINESS

Commission Appointments – President Letts stated all the current commission members (see agenda for list) whose appointments were due to expire between October and January, with the exception of Charles Murphy, had contacted Mr. Hearne and had indicated they were willing to be reappointed. Mrs. Morgan stated Rebecca Phillips, the chairman of the Historic District Commission, asked that the Board reappoint Mr. Murphy at this time, and if later he told her he didn't want to be reappointed, she would inform the Board. Commissioner Vandervort made a motion to reappoint John Magness to another five-year term on the Planning and Zoning Commission, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Doss made a motion to reappoint Elizabeth Henry and Charles Murphy to new three-year terms on the Historic District Commission, seconded by Commissioner Vandervort. The motion passed 5-0. Commissioner Doss made a motion to reappoint Edgar McMullen, Jr. to another 3-year term on the Board of Appeals. Commissioner Stanko asked what the Board of Appeals was for. Mr. Hearne stated if someone disagreed with a decision made by the Planning and Zoning Commission, they could appeal it to the Board of Appeals. Commissioner Sheets seconded the motion and the motion passed 5-0. Commissioner Vandervort made a motion to reappoint Edgar McMullen, Sr. to another 3-year term on the Ethics Commission, seconded by Commissioner Sheets. The motion passed 3-0-2 (Commissioner Stanko and Commissioner Doss abstained).

Christmas Party – After some discussion, Commissioner Doss made a motion to hold the party on December 21, 2001 from 2 – 7 p.m., seconded by Commissioner Vandervort. The motion passed 5-0. Mrs. Morgan asked the Board what the budget would be. After some discussion, Commissioner Doss made a motion to budget \$800 for the party, seconded by Commissioner Sheets. The motion passed 5-0.

Drain Pipe Repair – 216 Caroline Street – Millard Bott, owner of 216 Caroline Street, stated there were two big pipes there with deep ditches. He stated the ditches were dangerous. After some discussion, President Letts asked if the maintenance workers could do this. Mr. Algard stated they could and estimated it would cost \$400 and take half a day. After discussion, Commissioner Stanko made a motion to repair the pipe so it's no longer a hazard. Commissioner Vandervort asked who would pay for the pipe. President Letts stated the Town should because it's a problem with our ditches. Commissioner Stanko amended her motion to include the estimated cost of \$400 for the pipe. Commissioner Sheets seconded the motion and the motion passed 5-0.

Maryland Municipal League – Information Request – Mr. Hearne stated the Maryland Municipal League (MML) was trying to gather information on costs for implementing plans to prevent terrorism acts on Town services. He stated this information was to be requested by the Governor and Congressman Wynn from the MML by Thursday. Commissioner Stanko suggested funding for lights at the athletic complex to illuminate the well area at the ball field. She stated this was the only suggestion Mr. Smith, of MEI, made to the Board when they asked him at the last meeting. Mr. Hearne suggested including the cost of fencing the two well areas not already fenced. Mr. Hearne asked anyone with a suggestion to contact Mrs. Morgan as soon as possible as she needed to forward the information to Jim Peck, president of the MML.

Commissioner Doss mentioned Beth Hamilton, of MEI, informed the Town there had been a significant drop in the water level at the water tower Friday night. He stated he wasn't aware of any

open hydrant complaints except for people who had seen MEI flushing the hydrants and were concerned. Commissioner Vandervort stated he closed an open hydrant at the corner of Calvert and Caroline Street in the very early morning hours on Saturday. Commissioner Doss stated that problem's solved. Mrs. Morgan stated she would let Mrs. Hamilton know.

MDE – Water System Protection – Mr. Hearne stated MDE wanted the Town to develop a plan to protect our water system from terrorism. He further stated he would be attending a workshop on this to find out what they're looking for in a plan. The Board asked him to report back to them.

Hot Spots Program – Mr. Hearne stated applications were being sought for the Hot Spots Program. President Letts stated as discussed before, he didn't believe the Town was a high crime area and there are definite drawbacks being designated as one.

Display Case – Mr. Hearne stated Mr. Phillips had asked if the Town would get some of the trim paint from Mr. Thomas, he would paint the display case. He further stated he talked to Mr. Thomas and he suggested sanding the case and putting a marine varnish on it. Mr. Phillips stated the varnish wouldn't stay on it. Mr. Hearne stated he would contact Mr. Thomas about the paint.

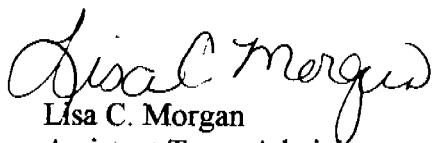
Public Hearing – 11/13/01 – Special Buffer Area & Recreational Vehicle Definition – President Letts stated the Town would hold a public hearing on November 13, 2001 at 7:30 p.m. at the Charlestown Elementary School on amending the Code to create a special buffer area and changing the definition of a recreational vehicle.

MD Statewide Bicycle & Pedestrian Master Plan – Mr. Hearne stated Sandra Edwards, County Planner, was asking for information about an existing or proposed plan. After discussion, Mr. Hearne stated he would contact Ms. Edwards to let her they didn't have a plan but was looking at getting additional information on the East Coast Greenway and that may incorporate all or part of this.

Mrs. Hahn stated she thought the flag on top of the water tower was nice. She further stated she understood that plowing through a thick informational packet was difficult and time consuming but the Board needed to seriously look at the medical insurance at the next meeting because to keep delaying this matter was a disservice to the dedicated Town employees we had.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 5-0. President Letts adjourned the meeting at 9:23 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF OCTOBER 23, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Ardie & Norma Smith – Request for Water Service @1281 W. Old Phila Rd.
4. Albert VanDyke – Tree on Conestoga St.

PENDING BUSINESS

5. Tasker Lane
6. Paving Bids
7. I&I
8. Town Hall Renovations/Additions
9. Shoreline Erosion
10. Phillip Price
11. Town House Trim Painting
12. Handicapped Ramps – Town Hall & Post Office
13. Sewer Agreement
14. Cross Connection Control Plans
15. Medical Insurance
16. Town Directory
17. Halloween Parade & Party
18. Larry Porter – Paving in Trinity Woods
19. Comcast – Cable Agreement
20. Police Protection
21. East Coast Greenways
22. Lee's Marina lease
23. Retrofit Sidewalk Program
24. Tiffin Builders
25. Lighting of Pole

NEW BUSINESS

26. Commission Appointments
P&Z Commission – John Magness (11/01 – 5 yr)
Historic District Commission – Elizabeth Henry (12/01 – 3 yr)
Charles Murphy (12/01 – 3 yr)
Board of Appeals – Edgar McMullen, Jr. (10/01 – 3 yr)
Ethics Commission – Edgar McMullen, Sr. (01/02 – 3 yr)
27. Christmas Party
28. Drain Pipe Repair – 216 Caroline St.
29. MDE – Water System Protection
30. Hot Spots Program
31. Display Case
32. Public Hearing – 11/13/01 – Special Buffer Area & Recreational vehicle
Definition
33. Maryland Statewide Bicycle & Pedestrian Master Plan

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10 | 23 | 2001

TIME: 7:30 p.m.

Bob Phillips
William C. Algard
Norman W. Ross
Rosalyn Bott
Mick M. Miller
~~Frank Miller~~
Val Halm
Albert Van Dyke
Mellott T. Bee
Harold E. Wemow

Town of Charlestown

Accounts Payable Bills

0/23/01

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Milburn Orchards	apples & pumpkins - Halloween party	6963.1 · Halloween Party	120.00-
Injured Workers' Ins. Fund	Policy #2801346-RT - installment paym't- Workmen's Comp	6160.1 · Workmen's Compensation	298.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 09/08/01 - 10/05/01	6920.1 · Police Protection	120.48-
Sheriff's Patrol	Charlestown Patrol - period of 09/08/01 - 10/05/01	6920.1 · Police Protection	2,784.00-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	115.54-
AT&T	Acct #8014-058-9492 - Inv #6392468147 - long distance Tow...	6440.1 · Telephone	8.35-
Central Printing & Office Su...	(1) bx window envelopes; (1) box #11 window envelopes	-SPLIT-	95.00-
Radio Shack	Acct #00001903060981 - Inv #372166 - (4) 3-pk cassette tape	6220.1 · Office Supplies	23.96-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4346 - paper towels; toilet...	6221.1 · Supplies	18.03-
Bradley Electric Service	Inv #239 - replaced (6) two lamp ballasts - Town Hall & Post ...	6410.1 · Repairs	360.00-
Doss, Michael W.	reimburse meal expenses - MML Conference	6212.1 · Conference Expenses	93.83-
Ace Hardware	Acct #220358 - Inv #87050 - (1) power trowel - pole barn	6961.1 · Pole Barn	60.00-
Chesapeake Rent All	Inv #9038 - 36" concrete trowel - pole barn	6961.1 · Pole Barn	60.48-
Maryland Portable Concrete...	Acct #2265 - Inv #88655 - 33.5 yds concrete delivered for pol...	6961.1 · Pole Barn	2,462.25-
Total 1010.1 · Cash-General Checking			6,619.92-
Total 1000.1 · General Fund Cash Accounts			6,619.92-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Cecil County Treasurer's Off...	County sewer user fees - 3rd qtr CY01 (Jul-Sep '01)	6550.2 · County Regional System Use...	20,595.12-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	34.26-
Joseph G. Pollard Co., Inc.	Acct #A16670 - Inv #1062668-IN - (1) pk meter book forms	-SPLIT-	17.73-
Allfirst Bank, Trustee for CDA	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 · Original Construction Loan	21,723.43-
Atlantic Coast Laboratories	Inv #91315 - monthly coliform testing	7121.2 · Laboratory Testing	8.00-
Miller Environmental, Inc.	Inv #10110173 - monthly water sys ops contract	7120.2 · Contract Operating	1,901.00-
Total 1010.2 · Cash - Utility Checking			44,279.54-
Total 1000.2 · Utility Fund Cash Accounts			44,279.54-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4564 - trash bags; paper t...	-SPLIT-	47.11-
Maryland Materials Inc.	Acct #60502 - Inv #147116 - crusher run - Louisa Ln Ext	6300.3 · Streets	25.92-
Home Depot	Acct #7901 762944 9 - Inv #6140882 - finish trowel; mag floa...	6420.3 · General Maintenance	115.89-
McGovern, William P. Inc.	Site #1579 Inv #12540 - (1) portable toilet @ shop - period of...	6420.3 · General Maintenance	55.00-

Town of Charlestown
Accounts Payable Bills

0/23/01

Name	Memo	Split	Amount
Gilbert Enterprises Inc.	Inv #8422G- Sep '01 gasoline charges - town truck & mowers	-SPLIT-	215.00-
Total 1005.3 · New-Checking-Special (Special checking County)			458.92-
Total 1000.3 · Special Fund Cash Accounts			458.92-
TOTAL			51,358.38-

TOWN WORKSHOP MEETING OF OCTOBER 23, 2001
MINUTES

The October 23, 2001 Workshop Meeting of the Town Commissioners of Charlestown was called to order at 6:30 p.m. by President Joseph G. Letts, Sr. Other commissioners present were Vice President Steven W. Vandervort (who arrived a little late to the meeting), Treasurer Michael W. Doss, Commissioner Donna M. Sheets and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Town Administrator, the Honorable David Rudolph, Maryland delegate, Len Casanova, of Maryland Department of Natural Resources, Walid Saffouri, of the Maryland Department of the Environment Water Quality Infrastructure Program, and Richard Lindsay, District 2 engineer of the State Highway Administration. Audience attendance sheet is attached hereto.

President Letts asked Delegate Rudolph to proceed. Mr. Hearne suggested dealing with the shore erosion problem first. Delegate Rudolph stated he had been contacted by constituents about the problem but wanted to know what the Town's concerns were. President Letts stated Edgar McMullen, a member of the audience, had mentioned the problem to the Board several times over the past few years. He further stated what had brought the problem to his attention was when he was launching his boat to use in the George Washington re-enactment the Town participated in several months ago. President Letts stated he then realized the shoreline in that area had lost 10 feet and was really eroding fast. He also stated the creek was almost stopped up again. Valerie Hahn, a member of the audience, stated she was present today at 4:30 p.m. when Mr. Saffouri and Mr. Casanova looked at the area. She further stated she was on the other side of the creek and had been gaining beach area in front of her property and was concerned that whatever was decided it would not stop the flow of sand on her side of the creek. At this time, Commissioner Vandervort arrived. Mr. McMullen stated there had been a 20x50 spit of land out into the river, parallel to the land, that had helped maintain things but a storm came and took that. He further explained the shoreline had eroded 100 ft. since he was a child. Mr. McMullen stated he was a former commissioner when the sewer system was installed and the sewer manhole at the end of Colonial Drive was now high above the sand. After some discussion, William McMullen, a member of the audience, stated he could fix his own property but that might adversely affect neighbors' property down the beach. He stated he felt it would be better to have a coordinated effort to fix the entire area. Delegate Rudolph asked Mr. Casanova and Mr. Saffouri to explain their program and how they would relate to the problem to the Board and the audience. Mr. Casanova stated the area had been looked at several years. He further stated his program would be for state financial assistance for structural and non-structural projects through interest-free loans. He further stated they had been able to get federal 75%-25% split grants to match with state or local monies. Mr. Saffouri explained his program dealt with storm water and stream restoration. He further stated the funding was a 75%-25% split grant with the 25% remaining being other state or local funding. Delegate Rudolph asked if they had any ideas for solutions to the problem. Mr. Casanova stated he looked at shoreline comparison maps and estimated the shoreline was losing 3.7 ft. each year and that would equate to Mr. McMullen's statement of having lost 100 ft. He further stated each solution would have

benefits and drawbacks. Mr. Casanova stated one solution was a breakwater system 75-100 ft. offshore, a system recommended by the Army Corps. of Engineers but was expensive. He further stated another solution was a system of perpendicular groins or jetties that would be less expensive but more difficult to predict the effects. Commissioner Vandervort stated these would be perpendicular. Mr. Casanova stated they would. Commissioner Vandervort asked if the parallel breakwater would be less risky. Mr. Casanova stated there are risks with it also but there's a little more leeway. Commissioner Vandervort asked what about the mudwort? President Letts asked if it was still there. Mr. Casanova stated it was probably still there and would need to be considered. He further stated the third option would be a stone revetment along the shoreline to keep what's there now but the drawback would be the stoppage of sediment and sand movement. Mr. Casanova stated that would be the least expensive and least risk. He stated the option chosen would need to fit the use of the area. Delegate Rudolph asked Mr. Saffouri his ideas. Mr. Saffouri stated he was most familiar with the last option. He stated the funding split would not be effected by which option was chosen by the Town. Delegate Rudolph asked Mr. Casanova and Mr. Saffouri if they could analyze all three options and do a cost analysis on all three. Mr. McMullen stated David Wilson, of the RC&D Council, seemed to think groins 30 ft. out angling downstream would tend to collect buildup and work better. Mr. Casanova stated the problem with groins was to determine how high they should be, how long, and what angle they should be set at. Commissioner Doss asked what about the creek. Mr. Casanova stated the creek needed to be channeled on the other end to keep the sand away, putting groins or jetties of the same elevation to direct sand and sediment out into deep water. Commissioner Doss stated during the site walk he had discussed with them the natural points already there. Mr. Casanova stated those would be features they would want to look at. Delegate Rudolph asked both Mr. Casanova and Mr. Saffouri to work together on the options, costs and funding sources available. Mr. Casanova stated they would. Commissioner Doss stated they were discussing the project ending at Colonial Drive but he felt they would need to go as far as Tasker Lane because the erosion was effecting property there also. Mr. McMullen stated if the project didn't go to Tasker Lane, erosion would still affect the sewer mains there and eventually they would be exposed above ground. After more discussion, Delegate Rudolph asked Mr. Casanova and Mr. Saffouri to attend the December 11, 2001 town meeting. He further stated he would also attend unless he found he already had a scheduling conflict. Delegate Rudolph also asked them to contact and discuss this with Mr. Wilson. Mr. Casanova stated they would do so. At this time, the Board thanked Mr. Casanova and Mr. Saffouri for attending the meeting and they left. Delegate Rudolph then began to discuss the two issues Mr. Lindsay was present for. He asked Mr. Lindsay if he had meet with the Board about Streetscape before. Mr. Lindsay stated there had been one meeting a while ago. He further described the problem to the Board and the audience. Mr. Lindsay stated a task force, comprised of community members, determined the project to improve this road to meet the transportation needs of the community. He stated they would develop the concept of the project and, once approved by the Board, SHA would design the project and then, once funding was available, go into construction. Mr. Lindsay stated the key was getting these projects ready, the concept developed and approved, the design done and approved, any permits or agreements, the paperwork all done so when construction funding becomes available, construction starts. He asked if the Board had formed a task force. Mr. Hearne

stated it hadn't and asked who would normally serve on one. Mr. Lindsay stated SHA doesn't dictate who because the Board would know better the people who would be aware of the various issues needing to be addressed. He stated he and his staff would be there to facilitate and answer questions. Mr. Hearne asked if a SHA staff member would be attending the meetings. Mr. Lindsay stated they would if at all possible. He further stated on average the concept phase takes about 7-8 months to do and get approval from the Board and then SHA looks for design funding. Commissioner Sheets asked when the meetings should be held. Mr. Lindsay stated that would be up to the members of the task force. Delegate Rudolph asked Mr. Lindsay what the next step should be. Mr. Lindsay stated the Board should form the task force and the task force should hold its first public meeting so its members could be introduced to the public. Mr. Hearne stated at some time during that phase, the Board would need to do an ordinance allowing the Town or its representative entry onto private property. Mr. Lindsay stated right of entry would need to be gotten from each of the property owners. Delegate Rudolph asked if a commissioner usually was a member of the task force. Mr. Lindsay stated yes. Delegate Rudolph stated the second issue Mr. Lindsay was to discuss was the possibility of installing sidewalk in front and around the corner of the firehouse. Mr. Lindsay stated they were working on a design, although they hadn't discussed this with the Town, of installing sidewalk with curb and gutter around all the entrances but was not confident drainage might not become an issue. He asked the Board if they wanted SHA to continue on the design. Mr. Lindsay stated this design could tie in with the Streetscape project. After discussion, the Board agreed they should continue. Commissioner Doss stated the sidewalk with the curb should slow traffic down. After some discussion, Mr. Lindsay stated he was hesitant to give a time frame for a completed design because a storm drain may have to be installed. Commissioner Doss asked where that would be. Mr. Lindsay stated he was not sure at this time. Commissioner Doss said the fire company had just put in a storm water management system as part of their permit. Commissioner Stanko stated that might solve the issue. Commissioner Doss stated or it might be something they could tie into. Mr. Lindsay stated he had met the site manager for the fire company project and he would keep in contact with him. At this time, Delegate Rudolph stated those were the issues he wanted to discuss at the meeting. The Board thanked Delegate Rudolph for arranging for the three gentlemen to be present and thanked Mr. Lindsay for coming also. President Letts adjourned the meeting at 7:20 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

Work Shop Mtg

DATE: 10/23/2001

TIME: 6:30 P.M.

Val Hahn

Norman W. Doss

William C. Elgard

**TOWN MEETING OF OCTOBER 9, 2001
MINUTES**

The October 9, 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 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.

Minutes – Commissioner Doss made a motion to approve the minutes of the September 25, 2001 minutes, seconded by Commissioner Stanko. The motion passed 5-0.

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

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the September 2001 monthly water system operations report. Mr. Hearne stated the Maryland Department of the Environment (MDE) would be holding an informational meeting on total daily maximum loads (TDMLs) on October 24, 2001 and Mr. Smith would be attending that meeting on behalf of Charlestown as well as several other towns. Mr. Smith stated he would report back to the Board about the meeting.

Bruce Criscuolo – Stone Wharf – Bruce Criscuolo, a resident, requested permission to fish off the wharf in the evening hours after dark. He further stated there have been problems with people swimming off the wharf, people walking their dogs there and not cleaning up after them. He asked if the Board would consider signage to prohibit dogs, bicycles, swimming and children unsupervised on the wharf. After some discussion, the Board decided to look at the signage already at the wharf and do a combined sign of rules for the wharf.

Karl Fockler stated he had forwarded a proposed lease agreement based on the current Lee's Marina lease. He stated his investors would like to have a long-term lease with the Town. Commissioner Vandervort stated he believed the Board had stated at the last meeting it would not discuss a lease until the monies owed the Town were paid. Mr. Fockler stated he believed the Town, at the last meeting, was concerned that any discussion might affect current litigation against Mr. Price. He further stated they were not looking to signing a binding agreement but working toward what would be acceptable terms to both. Mr. Fockler stated they were close to settling on the marina. Commissioner Vandervort stated if Mr. Price was interested in selling the marina one would think he would be willing to settle his debts. After more discussion, Commissioner Stanko stated she would like to have Keith Baynes, the Town's attorney, present for any discussion of the lease because the Board, not being attorneys, were at a disadvantage without legal representation regarding lease terms. After more discussion, Commissioner Vandervort asked if a court date had been set against Mr. Price. President Letts stated it was set for October 26, 2001. Commissioner Vandervort stated Mr. Price paid very quickly once the Town was awarded judgment. Commissioner Doss stated the Board decided not to discuss

this until the current problem was resolved and believed the Board needed to stick with that decision. Mr. Fockler asked if he could get payment from Mr. Price, could he then schedule a meeting with Mr. Baynes. Commissioner Vandervort stated the commissioners would want to have that meeting, even if the Board had to reserve time during a regular meeting so the public could also comment.

PENDING BUSINESS

I&I – Mrs. Morgan stated there were several properties she needed to send letters to that need to be re-inspected to ensure the problem was taken care of or where Mr. Smith needed access to the residence to do a better inspection. She stated she would talk to Mr. Smith about specific dates and times appointments could be scheduled for these.

Special Buffer Provisions/Other Plantings – Mary Ann Skilling, the Critical Area circuit rider with the Maryland Office of Planning, stated she had sought comment from several Critical Area Commission members and made changes based on those. She further stated Mrs. Morgan had forwarded some comments to her and she will also address those. After some discussion, Mrs. Skilling stated the purpose was to create a viable buffer to increase water quality and prevent everything washing directly into the water. Commissioner Doss stated this would have us going to the marinas, the biggest business and the major taxpayers in the town and tell them they're going to lose space, costing them money, to plant trees. After more discussion, Commissioner Stanko asked if they couldn't plant on their own property, where are they going to plant. She further stated the only open space is town-owned. After more discussion, Commissioner Stanko stated there's still no buffer if you allowed people to pay into a fund. Mrs. Skilling stated those funds could be used to create a buffer or used for storm water management. Commissioner Vandervort asked what amount of mitigation a person would have to do to put a 12x12 addition onto an existing home. Mrs. Skilling stated they would need to mitigate with planting an area two times the footprint of the addition. Commissioner Doss asked Mrs. Skilling what she was asking the Board to do with it tonight. Mr. Hearne stated this change and the change of the definition of recreational vehicle requested by Howard Hall would need a public hearing because both would be amending the Code regarding zoning. Commissioner Doss stated the Board needed to hold a public hearing so people can comment on it. Commissioner Stanko stated the marinas do not know about this. Mr. Hall stated if this was not passed, the Town would have the same thing but at 100 ft. President Letts asked how many properties will this affect? Rosalyn Bott, a member of the audience, stated it would affect the waterfront properties. After some discussion, Mr. Hearne stated the public hearing would need to be advertised so it could be held at the November 13, 2001 meeting. Mrs. Skilling stated she would get a Critical Area Commission member to attend the public hearing. Commissioner Doss stated the Town should hold the hearing at the school because there may be a large audience.

Mr. Hearne asked if the Board wanted to consider Mr. Hall's request for a change in the definition of recreational vehicle now. After some discussion, Commissioner Doss stated this should also be up for comment at the public hearing. President Letts asked if the commissioners were agreeable with that. The Board agreed.

President Letts stated Delegate Rudolph would be here at 6:30 p.m. at the next meeting to discuss the shoreline erosion with the Board. Mr. Hearne stated that would be advertised as a workshop meeting. He further stated Richard Lindsay, of the State Highway Administration (SHA) and Len Casanova, of MDE, would probably be attending also.

Phillip Price – President Letts stated the October 26th hearing was to have an appraiser appointed to do an appraisal. Commissioner Vandervort asked why the same appraiser couldn't be used or even the same appraisal. Mr. Hearne stated he would need to check with Mr. Ulrich about the appraisal on Lee's Marina, as he hasn't gotten it yet.

Lift Station – Commissioner Vandervort stated he looked at it and it seemed to be all right. He further stated if the opening was changed to the other side, it wouldn't increase safety. President Letts asked who had mentioned this as being a problem. Hershel Armour, one of the Town's maintenance workers, stated the County workers had. The Board decided not to pursue this issue.

Town House – Trim Painting – Mr. Hearne stated William Algard, one of the Town's maintenance workers, was supposed to get a cost on permanently wrapping the trim. President Letts asked to have Mr. Algard to get that as soon as possible.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated he needed to have an environmental assessment done and also needed to contact MDE, the Maryland Department of Natural Resources and one other agency. He further stated the Town needed to advertise the project and the Environmental Protection Agency needed to be notified. Mr. Hearne stated he had obtained sample letters from another Town who had received similar funding to base his letters on but it would be easier if he had a scanner so he could scan these documents into his computer and then manipulate them. Commissioner Vandervort stated the fax machine was also a scanner but it would probably need a different type of cord than the way it was connected now. President Letts asked Commissioner Vandervort to look to hooking it up so documents could be scanned. Commissioner Stanko asked if the Town would approve the purchase of a scanner up to \$100 so one can be purchased in case the machine the Town had couldn't be connected. President Letts stated he would have like the project to have started this fall but will be in the spring. Mrs. Bott stated the Town should check with the post office because 5-7 years ago, the post office had planned to do a ramp but were unable to get the funding for it.

Ron Schmidt/Cecil County Sheriff's Office – Monthly Report – Cpl. Schmidt, of the Cecil County Sheriff's Office, presented the June, July and September 2001 monthly Charlestown Patrol report to the Board. President Letts asked to have them attached to the minutes. Cpl. Schmidt stated he didn't have August's report because he couldn't get it to print.

Sewer Agreement – President Letts stated Joseph Mahoney, the attorney who had represented the Town when the agreement was negotiated with the County, was supposed

to contact the County regarding a new meeting date but the Town hadn't heard from him. He asked to have Mr. Mahoney contacted about a new meeting date and time.

Cross-Connection Control Plan – Mr. Hearne asked to have the matter deferred to another meeting, as the subject was complicated. The Board deferred this matter.

Medical Insurance – The Board deferred this matter.

Storm Water Management Ordinance – Mr. Hearne stated the County had adopted a new ordinance mandated by MDE. He further stated since the Town does not have the manpower or expertise, the Town had the County administer a storm water management issues in the town. After brief discussion, Commissioner Vandervort made a motion to renew the agreement to have the County administer the storm water management program within the town, seconded by Commissioner Doss. The motion passed 5-0.

Town Directory – Commissioner Sheets stated she had contacted two other companies. She stated one was definitely higher than Paint 'N Place but has had no answer from the other. Commissioner Sheets stated if she had a response before the next meeting, she would be able to come back to the Board with some general idea for the directory. She further stated the cost would be about \$500-600 for an unlit sign or \$1400-1500 for a lit sign. Commissioner Stanko asked where the sign would be placed and the approximate size. Commissioner Sheets stated it would be a 4x4 sign and the Board would need to decide where to place it, perhaps near the post office or the cemetery. President Letts asked if she could have them do sketches so the Board could see what it might look like. Larry Metz, a member of the audience, suggested the Town consider asking to use the church's old sign. Commissioner Stanko stated that would be adding one eyesore to another eyesore.

Halloween Parade – Commissioner Sheets stated each commissioner had a copy of the tentative schedule. Commissioner Stanko asked how they knew how many kids there would be. Commissioner Sheets stated they were basing it on the number of students at the elementary school and also having some middle school aged kids also so approximating 200. Commissioner Stanko asked what about insurance coverage for the hayride and will the school allow the nurse to do this. Commissioner Sheets stated the nurse would be doing this on her own time but she was sure about insurance for the hayride. Mr. Hearne stated he would contact LGIT about the insurance issue. Commissioner Doss stated if the town was insuring this, the town should have the Kubota pulling the trailer. After some discussion, President Letts stated the budget of \$374 for the parade and party was very reasonable for the number of kids. Commissioner Vandervort made a motion to approve the budget of \$374 for the Halloween parade and party, including the hayride as long as LGIT would cover the Town, seconded by Commissioner Doss. The motion passed 5-0.

Larry Porter – Mr. Hearne stated Larry Porter called the Town Hall last Wednesday but he wasn't in that day and Mr. Porter stated he would call back on Thursday but hasn't yet.

Stan Hearne – Work Plan – Mr. Hearne stated President Letts already reviewed and signed it but he would provide a copy to Commissioner Doss.

Comcast – Cable Agreement – President Letts stated the Town wanted to see everybody already in town be able to get cable service if they wanted it. Dr. Robert Gell, a member of the audience, asked the Town to consider having the language regarding a public access channel included in the agreement. Dr. Gell stated if the language was included now a public TV studio might become a reality. Commissioner Doss stated the Town would also want to keep the free cable service to the town hall, fire company and the school.

LGIT Safety Grant – After some discussion, the Board agreed to submit the original proposal for the grant.

NEW BUSINESS

Tiffin Builders – Mr. Hearne stated the Town received notice from the bond insurer that Tiffin Builders was not paying on the bond. He stated he would check with Mr. Baynes to find out what the Town could do because the roads are not done. Commissioner Stanko stated she heard they were having a lot of papers served on them. Mrs. Morgan stated building permits have been issued for all the lots. Commissioner Doss asked if the Town could place a stop work order. Mr. Hearne stated he would check with Mr. Baynes.

Police Protection – Commissioner Doss asked and the Board agreed to table this.

P&Z Commission – Notice of Budget Expenditure – Mr. Hall stated the Planning and Zoning Commission would be asking an opinion from Mr. Baynes regarding non-conforming lots. Commissioner Vandervort asked for a copy of the letter being sent to Mr. Baynes. Mrs. Morgan stated she would give him one.

East Coast Greenway – Dr. Gell stated the map of the East Coast Greenway was being done now. He further stated he had heard that the Town didn't want to participate but he didn't know if this was official or unofficial. Commissioner Doss stated this had come up for discussion once before and the Town didn't meet the criteria they were asking for. After more discussion, Dr. Gell stated he could try to have a WILMAPCO representative come to a meeting. President Letts asked Mr. Hearne to get the number from Dr. Gell and see if a representative would meet with the Town on it.

LEPC Mtg – 10/17/01 1 p.m. Co. Admin. Bldg – President Letts stated the annual meeting of the Local Emergency Planning Commission on October 17, 2001 at 1 p.m. at the County Administration Building.

Council of Governments Meeting – 10/24/01 7 p.m. Co Admin Bldg – President Letts stated the next Council of Governments Meeting was scheduled for October 24, 2001 at 7 p.m. at the County Administration building.

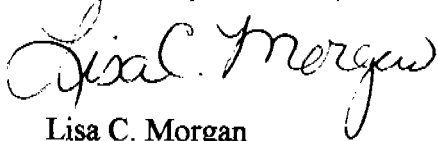
Howard Hall stated what the Town had now was a 100 ft. buffer and they can't do anything. Commissioner Vandervort stated he understood but looking at this document, it was so bad the Town may not want to pass this. After some discussion, Commissioner Vandervort stated he had asked to have it written clearly but it's not and the way it's written is the way it would be enforced. Commissioner Doss stated a public hearing was needed so all these questions could be addressed. Commissioner Vandervort stated they hadn't given the Town anything.

Mr. Hearne stated there were problems with the contract documents URS Corporation, the Town's engineers, prepared for the paving projects. He then enumerated the various problems pointed out by a potential bidder on the project. Commissioner Vandervort stated he had complained about engineering a project to death before. Mr. Hearne stated the way the bid package was written, the bidder he talked to might not submit a bid. Commissioner Vandervort stated he would call URS about this. Commissioner Stanko stated at this rate it would be a spring project.

Larry Metz stated there was a drainage problem causing flooding into his parking lot. Commissioner Vandervort stated he had looked at it during the last hard rain. He further stated two of the pipes that drain the parking lot were higher than the parking lot level. Commissioner Vandervort also stated there were two drains and, instead of carrying water away, they were adding water to the parking lot. President Letts asked to have Mr. Algard and Mr. Armour clean them out.

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 10:08 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF OCTOBER 9, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Bruce Criscuolo – Stone Wharf
5. Karl Fockler

PENDING BUSINESS

6. I&I
7. Special Buffer Provisions/Other Plantings
8. Town Hall Renovations/Additions
9. Shoreline Erosion
10. Phillip Price
11. Lift Station
12. Town House Trim Painting
13. Handicapped Ramps – Town Hall & Post Office
14. Sewer Agreement
15. Cross Connection Control Plans
16. Medical Insurance
17. Storm Water Management Ordinance
18. Town Directory
19. Halloween Parade
20. Larry Porter – Paving in Trinity Woods
21. Stan Hearne – Work Plan
22. Comcast – Cable Agreement
23. LGIT Safety Grant

NEW BUSINESS

24. Scanner
25. Tiffin Builders
26. Police Protection
27. P&Z Commission – Notice of Budget Expenditure
28. Howard Hall – Zoning Change
29. East Coast Greenways
30. MDE Informational Mtg on TMDLs – 10/24/01 2 p.m. Co Admin Bldg
31. LEPC Mtg – 10/17/01 1 p.m. Co. Admin Bldg
32. Council of Governments Mtg – 10/24/01 7 p.m. Co Admin Bldg
33. Workshop Mtg with Delegate Rudolph 10/23/01 6:30 p.m.

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/9/2001

TIME: 7:30 P.M.

Val Hahn

Bruce Criscuolo

George Smith

Muscle Armour

Russell R. Bott

H. Hall

Ed Tomlin

Brian G. Trespie +SSI

Steve Yalton

Matthew J. Gillman

Michael Chesnik

Joey Doch

Larry Pate

Tom Spencer

Alvin Long

Je. Fickler

Norman Willett

Norman Willett

Town of Charlestown

Accounts Payable Bills

0/09/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Town of Rising Sun	4 reservations - MML Chap Dinner 10./25/01	6210.1 · General Government	140.00-
Algard, William	reimburse meal expenses on 10/6/01 - pouring concrete floor...	6961.1 · Pole Barn	73.43-
Charm Net, Inc.	Acct #6419 - Inv #49197 - internet access 10/01/01 - 11/01/01	6440.1 · Telephone	16.95-
Baynes, Keith A.	prepare & file hearing request & conversation with S. Hearne ...	6310.1 · Legal Counsel	67.50-
Harford Alarm System	Inv #50204 - yearly monitoring	6460.1 · Alarms	252.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	149.06-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	15.47-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	6.94-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	51.54-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	6.94-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #297937 - all thread, nuts, washers - pier, in...	-SPLIT-	702.62-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #084-5462-0276-7 - Septem...	6651.1 · Trash Collection	3,638.58-
landfill	Acct #1043 - landfill charges - September 2001	6651.1 · Trash Collection	38.30-
Merry Maids	cleaning Town Hall - 10/15/01	6450.1 · Maintenance	35.00-
Total 1010.1 · Cash-General Checking			5,194.33-
Total 1000.1 · General Fund Cash Accounts			5,194.33-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #298386 - clasp & eye bolt - water tower	7760.2 · Miscellaneous	3.56-
Retro Electric Co., Inc.	Inv #01-4867-01 - repair electric box - well 2	7756.2 · Other Repairs	265.00-
Verizon Wireless	Acct #202583968-00001 - Inv #0307115943 - (2) cell phones	7760.2 · Miscellaneous	50.09-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	124.60-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	63.28-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	12.44-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	43.05-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	341.04-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	195.50-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	102.65-
Chesapeake Publishing Corp.	Acct #ELN1180 - ads for paving contract	6010.3 · Street Lights	101.88-
Total 1010.2 · Cash - Utility Checking			1,303.09-
Total 1000.2 · Utility Fund Cash Accounts			1,303.09-
1000.3 - Special Fund Cash Accounts			

Town of Charlestown

Accounts Payable Bills

0/09/01

Name	Memo	Split	Amount
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#298738 - trowel handle - shop	6420.3 · General Maintenance	2.15-
Maryland Materials Inc.	Acct #60502 - Inv #146636 - crusher run - streets	6300.3 · Streets	17.52-
Foster's Auto Service	Inv #1526 - tune-up pollution control valve - old town truck	6024.3 · Truck Repair	132.79-
Gilbert Enterprises Inc.	Inv #8397G- Aug '01 gasoline charges - town truck & mowers	-SPLIT-	210.66-
American Home & Hardware	Acct #685600 - Inv #792812 - pick handle & mattock - shop	6420.3 · General Maintenance	22.12-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	651.23-
Total 1005.3 · New-Checking-Special (Special checking County)			1,036.47-
Total 1000.3 · Special Fund Cash Accounts			1,036.47-
TOTAL			7,533.89-

TOWN MEETING OF NOVEMBER 13, 2001
MINUTES

The November 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.

Minutes – Commissioner Stanko made a motion to approve the minutes of the October 23, 2001 meeting, seconded by Commissioner Vandervort. The motion passed 5-0.

Accounts Payable – Commissioner Doss made a motion to approve the bills, seconded by Commissioner Sheets. Commissioner Vandervort stated the bills for URS and Chesapeake Publishing were coded for the incorrect line item out of the budget. Commissioner Doss amended his motion to approve the bills subject to the stated bills being recoded to the correct line item, seconded by Commissioner Sheets. The motion passed 5-0.

Gisela Payne – Debris Pile at Trinity Woods – Gisela Payne stated she had made several complaints regarding the old construction equipment and debris Mr. Porter had placed on the lot across the street from her property. She also stated some of the equipment was leaking oil. President Letts stated the Town could contact Mr. Porter. Mrs. Payne stated Mr. Hearne had talked to Mr. Porter on several occasions about it. Mr. Hearne stated those had been verbal. President Letts stated the Town needed to send a letter to Mr. Porter then. Commissioner Doss stated he would take a look at the equipment to see if anything was leaking.

Day After Thanksgiving – Commissioner Doss stated he was okay with giving the employees a holiday that day. President Letts stated that when the county agreed to give the day as a holiday to the county employees, the county also took away Good Friday as a holiday. Commissioner Stanko stated that just because the county penalized its employees, the Town shouldn't penalize theirs. Commissioner Vandervort stated the Town had given the employees the day after Thanksgiving off for the last 5-6 years. Commissioner Doss made a motion to give the employees the day after Thanksgiving off as a holiday, seconded by Commissioner Sheets. The motion passed 5-0. Mr. Hearne stated he had already discussed it with President Letts but wanted to mention it to the Board that he would be on vacation the week of Thanksgiving.

Pay Raise – President Letts stated he thought the Board had already given these but hadn't. Commissioner Stanko stated she thought that was done when the budget was set. Mr. Hearne stated the Board included monies in payroll for raises but never voted on raises itself. President Letts stated he believed the Board had considered 5%. Commissioner Vandervort stated he didn't remember what the percentage was. After brief discussion, Commissioner Doss made a motion to give 5% pay raises to the Town employees retroactive to July 1, 2001, seconded by Commissioner Sheets. The motion passed 5-0.

Streetscape Task Force – President Letts stated he had thought of some people he wanted to suggest for the task force but hadn't had a chance to talk to them yet. He further stated he would like to see two commissioners, a member from the fire department, a member from the church and a member from the business district, and two citizens to form a 7-member task force. Commissioner Stanko asked if the Town should send a letter to the businesses and find out

whom they wanted on the task force. President Letts stated he hadn't talked to the businesses yet. Commissioner Stanko stated the task force shouldn't be so big that a consensus could never be reached. Commissioner Doss asked if there would be a chair and co-chair on the task force. President Letts stated one commissioner would be the chair and the other would be the co-chair. Commissioner Stanko asked if the Town needed to send a letter to them stating we were interested in the streetscape program. Mr. Hearne asked if she was talking about State Highway. Commissioner Stanko stated she was. Mr. Hearne stated the Town needed to send them a letter but he also thought the Town should let them know who were members of the task force. Commissioner Vandervort stated he would be interested in being on the task force. President Letts stated he would like two commissioners on the task force and wanted to get it done by January 3, 2001. He also mentioned that three of the Board were up for re-election and may not be re-elected. Commissioner Vandervort stated that would not affect serving on the task force.

At this time, Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 5-0.

President Letts stated the Board would now hold the public hearing, as was advertised, on the proposed special buffer area and the request to change the definition of recreational vehicle. He said the Board would hear comment on the proposed special buffer area at this time. He further stated the Board had worked many hours on this proposal. He introduced Mary Ann Skilling, the Critical Area Commission (CAC) circuit rider from the Maryland Office of Planning. He stated Mrs. Skilling would give an overview of the current Critical Area program and the proposal for the special buffer area. Mr. Hearne stated Ren Serey, the executive director of the CAC, was also present. Mrs. Skilling gave the background history of the Critical Area Act and the current Charlestown Critical Area program. She further explained somebody wanting to develop within the 100 ft. buffer under the current program would need to get variances from the Planning and Zoning Commission and the Critical Area Commission and, if such variance was granted, they would have to do the mitigation as required under the current program. Mrs. Skilling stated most of the waterfront properties in Charlestown had existing homes when the current Critical Area program was written and there wasn't a quality buffer existing, a quality buffer being a vegetated area that would help increase water quality and reduce runoff into the river. She further stated it was suggested to the Planning and Zoning Commission to consider mapping such properties without a quality buffer and creating a special buffer area that would allow the property owners to do some development in the buffer but requiring them to do some mitigation in return. She stated the main concern was the mitigation requirements in the provisions. President Letts asked if everyone had a copy of the provisions. Commissioner Stanko asked if anyone had questions on the definitions given in the back of the provisions. Karl Fockler, a member of the audience, asked if this would change the buffer from 100 feet to 50 feet. Mrs. Skilling stated only for redevelopment in the commercial district. Commissioner Vandervort stated the 100 ft buffer would still be there but there would be a new line at 50 ft. After some discussion, Mrs. Skilling stated if someone wanted to develop a parcel of land in the commercial district that was not included in the special buffer area, they would not be able to develop beyond the 100 ft. buffer line. She further stated if someone wanted to develop a parcel of land in the commercial district that was included in the special buffer area, they would not be able to develop beyond the 50 ft. line. After more discussion, Commissioner Stanko asked if Mrs. Skilling would explain the mitigation requirements. Richard Harnett, a member of the audience, stated the reason why people buy waterfront property was because of the view. He further asked why he would need to mitigate for building something on already impervious surface. Commissioner Doss stated that was one section the Board had asked to remove. Mr. Harnett stated the section said "applicants

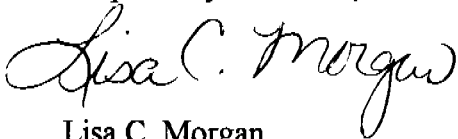
who cannot comply" and therefore there was no leeway. He suggested adding the word "reasonably" to give the Planning and Zoning Commission some leeway in interpreting that requirement. Mr. Serey stated reasonableness was implied but he stated that could be more clearly stated in the document. G. Richard Price, a member of the audience, stated it sounded as if the mitigation requirements are unreasonable. He further stated the reason why their properties were so valuable was because they had a view of the water. Mr. Price stated they weren't against the idea of mitigation but the hands of the Planning and Zoning Commission would be tied so now a forest needed to be created between your house and the water. After more discussion, Commissioner Vandervort stated he was concerned about the section for commercial properties, which would be the marinas; two of which are completely paved and one of those operates at the edge of the water. He stated to require them to plant all this in a 50 ft. buffer would not be possible and still be able to operate as a marina. Commissioner Vandervort stated this was like passing a law with the intention of making the marinas go away. After more discussion, Commissioner Vandervort stated this section affected the existing marinas, with Water Street behind them, and they cannot back up. Mr. Serey stated the Planning and Zoning Commission would be able to modify the mitigation requirements for those properties. Commissioner Stanko stated that is what the Board had requested several times to have that clarified in the document. She further stated it was not clarified enough for the Board to understand how it's supposed to be interpreted. Commissioner Vandervort stated people on the Planning and Zoning Commission would be interpreting it, checking for compliance, and if it was hard for the Board to understand, how was a new member supposed to. Commissioner Doss stated the questions being asked by the audience are the same questions the Board had asked several times. After more discussion, someone made a suggestion to have a committee of people interested in working on the provisions and people from the CAC. After more discussion, Valerie Hahn, a member of the audience, asked if people couldn't do anything in the 100 ft. buffer unless they got a variance and as part of the variance, they would have to do mitigation. Commissioner Vandervort stated yes but a variance could be denied and, in order to get it, it would need to go through both the Board of Appeals and the CAC. George Govatos, a member of the audience, asked if the Board was going to vote on this tonight. The Board stated it would not be. Mr. Govatos stated he read the buffer exemption area and it sounded like these properties qualified. Mrs. Skilling explained in order to qualify, the properties need to be individually identified and officially mapped. After some discussion, Mr. Price stated that based on that we have regulations in the zoning code for an area that doesn't exist at this time. Mrs. Skilling stated yes that was the way she understood it. Mr. Harnett asked if the Board would set up a working committee of townspeople and CAC to work on the provisions. After some discussion, Commissioner Vandervort stated the ultimate decision would remain with the Town Commissioners, whether to pass or not pass the ordinance. President Letts asked anyone interested in serving on such committee to sign up on the sheet being passed around.

At this time, President Letts stated the Board would now hear public comment regarding the request to change the definition of recreational vehicle made by Howard Hall. He further asked Mr. Hall if he wanted to speak. Mr. Hall stated he had talked to the Board about his proposal to change the definition because industry standards had changed since the current definition had been established. He further stated it was now difficult to purchase vehicles only 8 ft. in width. Mr. Hall stated the proposed definition basically followed what the State law was on travel trailers. After more discussion, President Letts read the proposed definition as follows: a vehicular portable structure built on a chassis to be used as a temporary dwelling for recreational, camping or travel use including, but not limited to, motor homes and travel trailers, as defined in the Transportation Article of the Annotated Code of Maryland, as amend, shall further be able to

move over the roads of the State of Maryland without special permit and shall contain no more than 400 square feet of inside floor space when placed on a site. Commissioner Vandervort asked what the maximum width allowed over State roads without special permit. Mr. Hall stated it was 102 inches. Commissioner Vandervort stated that was 8 ½ ft. Edgar McMullen stated that by including "not limited to", it would allow anything. Mr. Hall stated it would have to be a recreational vehicle. After some discussion, Mr. McMullen asked how the people in town would benefit by changing the definition. Mr. Hall stated the town would benefit by having a more productive campground, the people would be a better level of clientele. Mr. McMullen asked how much bigger would these be to what was already allowed. Mr. Hall stated the current definition does not limit the length of the recreational vehicle, only the width so a person could have a 70 ft. long trailer that was only 8 ft. wide. Mr. McMullen asked Mr. Hall what the new ones would be. Mr. Hall stated they would be limited to 8 ½ ft. in width and 40 ft. in length until placed on site and then once set up and the slide outs or tip outs were expanded, it could not exceed 400 square feet of inside floor space. Hershel Armour, a member of the audience, stated the definition of a recreational vehicle camp included the requirement that the recreational vehicles to be placed temporarily for not more than 6 months in a year. He further stated Mr. Hall had trailers on his property that have been there continuously for years and never moved. Mr. Hall stated trailers have been allowed to be on the property but they are not occupied for 6 months of the year as the park was closed. He further stated that had been the practice for the last 35-40 years. Mr. Armour stated but the definition says not more than 6 months. He further said there had been a problem with permits. He had a letter dated July 22, 1991 about the park's failure to obtain permits for steps, sheds, decks, etc. Mr. Armour stated the letter stated permits required a site plan. He stated he had served on the Planning and Zoning Commission and had never seen a permit for such. Mr. Armour stated permits aren't obtained, there's untagged vehicles on the property and yet Mr. Hall's asking the town so he can upgrade things. Mr. Hall stated a lot of those things were grandfathered in and pictures were taken of those structures. He further stated that the park allowed 4x8 decks as long as they were built on cinder blocks so that when the people removed the trailer, they also took the deck. Mr. Armour asked why Mr. Hall should be exempt from getting a permit that he himself, as a property owner, would have to get. Mr. Hall stated he had made a proposal to the Planning and Zoning Commission at one time about getting an annual permit for the sheds and decks and they told him they couldn't legally do it. Commissioner Stanko asked how many sites the park had. Mr. Hall stated about 82 sites. Mr. Armour stated there are trailers down there now up on blocks with no wheels on them. Mr. Hall stated they all have wheels on them and none are up on blocks. Mr. Armour said but they have been there for years. Mr. Hall stated some have and they are grandfathered. Commissioner Stanko asked if the sheds were removed annually. Mr. Hall stated the sheds were removed and replaced as people come and go at the park. He stated the people take them when they remove their trailer. Commissioner Stanko stated then the sheds are moved when the vehicle leaves. Mr. Hall stated some vehicle stay for winter storage but some people remove their vehicles each year and the shed would be removed too. After more discussion, Commissioner Vandervort stated there was an agreement signed to end a lawsuit filed by the Town against the campground and it allowed some of the trailers to remain. Commissioner Stanko asked if this was a written agreement. Commissioner Vandervort stated it was. He further stated I believe Mr. Hall was stating that if he could get these newer campers in, he would become more compliant. Commissioner Vandervort stated right now if a new camper wanted in, Mr. Hall had to turn them away, keeping the older, run down campers. Commissioner Stanko asked if the agreement changed the amount of time the trailers would be allowed to remain on site. Mr. Hall stated it didn't and he was only permitted by the county to operate for 6 months. Commissioner Stanko stated the people though had the option to leave the trailer there as long as it was not occupied.

Mr. Hall stated that had been the practice for the last 35-40 years. After some discussion, President Letts stated he didn't remember what was in the agreement and asked to have copies of the agreement made so they knew what was in it. Mrs. Hahn stated the discussion was getting off target and that Mr. Hall's request was to allow newer trailers and everyone was nitpicking over what had happened ten years ago. Mrs. Hahn stated the intent of not keeping them there year round was to keep it from becoming a trailer park and irregardless of whether the trailers are there or not, Mr. Hall does not allow them to be occupied for 6 months. She further stated if the definition was changed to allow the bigger trailers with better clientele and that benefits the town and doesn't hurt us. Mrs. Hahn stated the issue was should Mr. Hall be allowed to have the better campers and I believe we should. William Doss, a member of the audience, stated he was all for improving the park but I don't see anything in the language that differentiates between what's proposed and a mobile home. Mr. Hall stated HUD defined a mobile home as having 400 or more square feet of floor space so the definition does exclude mobile homes but if it needed to be more specific, the definition could state excluding mobile homes. After more discussion, Commissioner Stanko asked what the difference was between a travel trailer and an RV. Mr. Hall stated a travel trailer was a unit pulled behind another vehicle and an RV can be a motor home or it could be a pop up. Commissioner Vandervort asked if any mobile home could be moved over the State roads with special permit. Mr. Hall stated not that he knew of. After more discussion, Commissioner Vandervort stated he believed people wanted the park to get rid of the older, shanty like vehicles in there now and have it more like a campground but didn't think that could be accomplished without allowing Mr. Hall to have the newer campers. He further stated Mr. Hall would be able to let someone with a new camper in to take the site of where an older camper had been. Commissioner Vandervort stated right now, since he can't allow newer campers, Mr. Hall has to rely on those older run down campers, whether he wants to or not, because he needs the income. After some more discussion, Commissioner Doss made a motion to adjourn the public hearing, seconded by Commissioner Sheets. The motion passed 5-0. President Letts adjourned the meeting at 9:24 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF NOVEMBER 13, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable

Public Hearing – Special Buffer Area & Recreational Vehicle Definition Change

3. Gisela Payne – Debris Pile @ Trinity Woods
4. Day After Thanksgiving
5. Pay Raises
6. Streetscape Task Force

ROSTER

page 1 of 1

CHARLESTOWN TOWN MEETING

DATE: 11/13/2001 TIME: 7:30 p.m.

- J. a. Martin
- George & Elaine COVATOS
- Rebecca & Bob Phillips
- Edgar H. McMillen
- Nick & Ann
- BOB BENDER
- Tom BRITTINGHAM
- Norman Doss
- Val Hahn
- J C Henry
- Don Hall
- Rich Hartlett
- Pam Hartlett
- Albert Daryl
- Richard Rice
- Fatsy + Rogers Clements
- Judith Rice
- Gregg H. Payne
- El Fickler
- Bartholem C. Lebes
- Philz A. Cuedley

- Leonard Kenuways
- Mark Hudson
- Jam Speckman
- Daniel Spearman
- Jan C. Atkinson

Town of Charlestown

Accounts Payable Bills

1/13/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Cecil-Harford Chapter, MML	FY02 membership dues - Cecil-Harford Chapter, MML	6214.1 - Dues & Memberships	70.00-
William C. Saddler & Co., PA	audit services	6320.1 - Auditor	3,841.50-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 10/06/01 - 11/02/01	6920.1 - Police Protection	110.01-
Sheriff's Patrol	Charlestown Patrol - period of 10/06/01 - 11/02/01	6920.1 - Police Protection	3,436.50-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0859716-0276-9 - October ...	6651.1 - Trash Collection	3,638.58-
Charm Net, Inc.	Acct #6419 - Inv #52293 - internet access 11/01/01 - 12/01/01	6440.1 - Telephone	16.95-
Chesapeake Publishing Corp.	Ord #2001-03 & 2001-04 ad on passage; Adv of Workshop m...	-SPLIT-	378.98-
Baynes, Keith A.	reivew motion; file object to motion; conv & correspond w/ att...	-SPLIT-	562.50-
Woodward-Clyde Consultants	Inv #97316 - review water & sewer plans - Scott Gardens; Inv ...	-SPLIT-	666.00-
Sheets, Donna M.	reimburse for candy, pencils, pencil grips & stamps - give aw...	6963.1 - Halloween Party	188.48-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	177.91-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #299015 - roofing nails; polystyrene; Inv #2...	-SPLIT-	86.77-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21729586367 - vinyl adhesive; adhesive...	-SPLIT-	282.42-
American Home & Hardware	Acct #685600 - Inv #798682 - framing - pole barn; Inv #7989...	-SPLIT-	352.12-
landfill	Acct #1043 - landfill charges - October 2001	6651.1 - Trash Collection	11.40-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	108.79-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	15.37-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	6.62-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	38.87-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	6.84-
Total 1010.1 - Cash-General Checking			13,996.61-
Total 1000.1 - General Fund Cash Accounts			13,996.61-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	87.03-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	50.61-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	11.87-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	33.04-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	479.85-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	90.38-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	158.38-
Miller Environmental, Inc.	Inv #10120174-A - pass through expenses - Oct '01	7120.2 - Contract Operating	124.43-
Miller Environmental, Inc.	Inv #10120174 - water system operations expenses - Dec '01	7120.2 - Contract Operating	1,901.00-
Atlantic Coast Laboratories	Inv #91788 - copper & lead testing; coliform testing	-SPLIT-	108.00-

Town of Charlestown

Accounts Payable Bills

1/13/01

Name	Memo	Split	Amount
Verizon Wireless	Acct #202583968-00001 - Inv #0313089565 - (2) cell phones	7760.2 · Miscellaneous	50.09-
Total 1010.2 · Cash - Utility Checking			3,094.68-
Total 1000.2 · Utility Fund Cash Accounts			3,094.68-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Chesapeake Publishing Corp.	advertising paving bids		
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#299271 - patio block for street drains; Inv #...	6010.3 · Street Lights	101.88-
McGovern, William P. Inc.	Site #1579 Inv #12941 - (1) portable toilet @ shop - period of...	-SPLIT-	56.16-
Cecil Tree Service	remove 1 tree & trim 1 tree	6420.3 · General Maintenance	55.00-
Woodward-Clyde Consultants	Inv #97273 - site visits to review projects; prepare bid docum...	6300.3 · Streets	270.00-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	1,497.00-
		6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			2,621.50-
Total 1000.3 · Special Fund Cash Accounts			2,621.50-
TOTAL			19,712.79-

TOWN MEETING OF NOVEMBER 27, 2001
MINUTES

The November 27, 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 (who arrived a couple minutes late as indicated below), 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.

Minutes – Commissioner Doss made a motion to approve the minutes of the November 13, 2001 meeting. Commissioner Sheets stated a correction was needed under the section for pay raises as it indicated that she made the motion and also seconded the motion. She stated Commissioner Doss had made the motion and she had seconded it. Commissioner Doss amended his motion to approve the minutes subject to the change being made, seconded by Commissioner Sheets. The motion passed 5-0.

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

Miller Environmental, Inc. – Monthly Report – Mr. Hearne stated George Smith, of Miller Environmental, Inc. (MEI), had contacted him because he would not be able to attend due to a personal matter. Mr. Hearne stated the Town had received the regular monthly report for October 2001 from MEI. He further stated MEI had forwarded reports on the semi-annual fire hydrant flushing and the lead and copper testing. Mr. Hearne stated the Town passed the testing for both lead and copper levels. He stated if the Board had any questions regarding the reports, they could contact Mr. Smith.

Special Events Committee – Commissioner Sheets stated the Special Events Committee had planned a holiday party for the children at the elementary school for December 9, 2001 from 2-5 p.m. She further stated they would be decorating a peace tree in red, white and blue colors, the children having made ornaments from tongue depressors that could, after the holidays, be used as bookmarks by the child who made it. Commissioner Sheets stated they were planning on several very simple games and a visit/photos with Santa. She stated she had talked to Ron Daniels, the fire chief, and the fire company had scheduled their event for December 15, 2001 at the church. President Letts stated he might not be able to be Santa as the cleaners had lost part of his costume. He stated he understood from Mrs. Morgan that the group had an substitute Santa if needed. Commissioner Sheets stated they did. President Letts stated he would let the committee know as soon as possible if he would be able to do the event. He asked how much the committee was asking the Town to contribute. Commissioner Sheets stated \$300 but since the committee had priced most of the items, it was looking as if the expenses won't be near that but they hadn't priced all. After discussion, Commissioner Sheets stated the committee would probably charge parents \$1 for the photo with Santa because of the expenses of the film. After more discussion, Commissioner Vandervort stated there was more than enough money in the parks and recreation budget. He made a motion to approve the expenditure of \$300 for the holiday party, any remaining monies would revert back, seconded by Commissioner Sheets. Commissioner Stanko stated the committee should have checked with the fire company because the committee had been told to coordinate anything with them. Commissioner Sheets stated she had talked to Mr.

Daniels on several occasions but couldn't get a response about a date and, since the committee wanted to use the school, they needed to set a date and get started organizing it. After more discussion, Commissioners Sheets and Vandervort voted to approve the request and Commissioners Doss and Stanko voted against the request. President Letts stated he was deferring his vote until later in the meeting.

Stewart Associates – Connection to Sewer System – President Letts stated the Town received a letter from Stewart Associates requesting to hook into the Town's sewer system. Commissioner Vandervort asked where the property was located. Mr. Hearne stated he was not sure. Stephen Porter, developer for Trinity Woods, stated Stewart Associates was affiliated with York Building Products. After some discussion, the Board decided they would need more information from Stewart Associates.

Stephen Porter/Trinity Woods – Moving Equipment – President Letts asked Mr. Hearne if he had sent a letter to Mr. Porter. Mr. Hearne stated he had a draft for the Board to look at tonight. President Letts told Mr. Porter the Town had received a complaint from a resident at the last meeting regarding the pile of construction debris and the old equipment. Mr. Porter stated he was getting ready for Phase IIB of Trinity Woods and it would be a major expense to move the equipment and then a month or two later have to bring it all back. Mr. Hearne asked Mr. Porter what about the debris pile. Mr. Porter stated he could have that removed by this weekend. President Letts stated the old equipment had been there for 2 or 3 years. Mr. Porter stated he realized that but he had not planned for it taking this long to get started on the final phase of the development. After discussion, Commissioner Doss stated if Mr. Porter would remove the debris pile by this weekend and then move the equipment deeper onto the undeveloped property so it wasn't so visible, that would be okay with him. Mr. Porter stated that he would have to get a special permit to move the equipment because of their widths and would have to get someone to haul it. Commissioner Vandervort stated the dump truck could be removed though and Mr. Porter agreed he could do that. Commissioner Stanko made a motion to have Mr. Porter remove the debris pile and the dump truck by this weekend and to move the remaining equipment to a less conspicuous place on the property, seconded by Commissioner Sheets. The motion passed 5-0.

Trinity Woods – Acceptance of Streets – Mr. Porter stated the paving subcontractor would be sealing the areas of the street requested by Tatman & Lee Associates. He further stated this work would be coordinated with James D'Orazio of Tatman & Lee. Mr. Hearne asked if the road cuts would be sealed in addition to the area in front of Frank Bonsall's house. Mr. Porter stated they would. Mr. Hearne stated he needed to submit an updated report by December 8th to the State regarding the total miles of roads the Town owned. He further stated this report was used to determine the amount of gas and motor tax revenues the Town receives back from the State during the upcoming year. Mr. Hearne stated he contacted the State to ask if he could include the complete roads in Trinity Woods on the report since the roads were going to be deeded over to the Town shortly but haven't yet. He stated the gentleman he talked to said to include them but if the Town, for some reason, decided not to move forward, to contact him as soon as possible so the report could be amended. Mr. Hearne stated also the Town usually required developers to post a 1 year maintenance bond at the time the roads are deeded over so if there was a problem and a road needed to be repaired during that first year. He stated since all the roads, excluding Revelation Road, had been completed for several years, he didn't think the Town could require that bond for those roads. Mr. Hearne also told Mr. Porter he had a new section, based on

language he received from the Town of Elkton, to incorporate into the paperwork to deed the roads over the Town and would be getting the paperwork to Mr. Porter shortly. After discussion, Commissioner Vandervort stated the longer the Town delayed the less monies the Town gets to replace those roads. He made a motion to proceed with getting those roads deeded to the Town, seconded by Commissioner Sheets. The motion passed 5-0.

Vernon Bryant – Tree – President Letts stated he received a phone call and a letter on November 2, 2001 from Vernon Bryant regarding the black walnut tree the Town removed from the street right-of-way in front of Mr. Bryant's property at 130 Conestoga Street. He stated Mr. Bryant wrote he felt he was entitled to the wood from the tree because it had been in front of his property for so many years. President Letts stated when he returned Mr. Bryant's phone on the following Friday he told him the Town had already voted to give the wood to Mr. Algard on September 25th but he wanted to bring the matter up to the Board. He further stated he felt Mr. Bryant had been notified by the Town he needed to move his fence and that the Town was going to remove the tree and he should have mentioned it then that he wanted the wood. Commissioner Vandervort asked if the tree had been removed. President Letts stated it was taken down a couple of days after November 2nd and Mr. Algard had removed the wood. Commissioner Vandervort stated it was too late and Commissioner Doss stated it was a moot point at this time. President Letts stated he would contact Mr. Bryant.

PENDING BUSINESS

Tasker Lane – Mrs. Morgan stated the old pole had been removed.

Paving Bids – Mr. Hearne stated the Town only received one bid. He further stated Michael McGuirk, of McGuirk Construction, had called and stated he was willing to negotiate a price for the paving with the Town. Mr. Hearne stated he asked Mr. McGuirk to do that and he would talk to the Board. Commissioner Doss stated he thought the Town was going to redo the engineering specs. Mr. Hearne mentioned the Town of Chesapeake City had gone with a new engineering firm that they were very satisfied with to date and he could contact them. After some discussion, Commissioner Vandervort stated it shouldn't be necessary to go to the expense of redoing. He stated the information on the requirements is there but bidders were put off by the verbiage but the Town would need to get another price besides McGuirk's because the charter requires that for any expenditures over \$2500. After more discussion, Edgar McMullen, a member of the audience, suggested the Town have Mr. McGuirk provide a detailed bid on all the work he would do and a price and then use the detail from that bid to get another bid from another paving company. The Board decided to try that.

I&I – Mrs. Morgan stated the majority of the problems identified during the smoke testing that were on private property have been repaired and inspected. She stated there were 6-7 properties still to be followed up on but as they involved big repairs, like a new sewer lateral, the Town would need to give the property owners time to have the repairs done. Mrs. Morgan stated she wasn't sure if all the manholes identified in the smoke testing had been repaired. Commissioner Vandervort stated he believed they had been. Mrs. Morgan stated Mr. Smith, of MEI, should proceed with the wet/dry testing if he hasn't already. She stated she would contact Mr. Smith about it.

Town Hall Renovations/Addition – President Letts stated the Town had received an estimate of \$60,000 from Steven Lewis to build an approximately 400 square foot addition onto the back of the Town Hall. He stated he had asked Mr. Lewis to base the estimate on the premise that the addition would be in keeping with the original building. Commissioner Sheets asked if the Town should consider building a new town hall on the property over on Calvert Street. President Letts stated he and Commissioner Vandervort had discussed this before the rest of you were on this Board and pretty much agreed that we wanted to keep it at this location. Commissioner Stanko stated this estimate had no details and before we seriously consider it the Town needed to have more detail. President Letts stated he would contact Mr. Lewis.

Shoreline Erosion – Workshop Meeting 12/11/01 6:30 p.m. – President Letts stated Delegate Rudolph had suggested, and Mr. Casanova and Mr. Saffouri agreed, a workshop meeting to be held an hour before the next regular town meeting. He stated Mr. Casanova and Mr. Saffouri were supposed to be presenting details on options to solve the erosion problem and ways to fund the project. The Board agreed to hold the workshop meeting. Mr. Hearne stated Mr. Saffouri had submitted for a \$112,500 grant on behalf of the Town to try and reserve some funding as quickly as possible.

Phillip Price – Mr. Hearne stated Keith Baynes, the Town's attorney, had forwarded a copy of a letter he received from Harry Walsh, Mr. Price's attorney, and a copy of his own reply. After some discussion, Mr. McMullen asked if the Town had worked out anything with Karl Fockler, the attorney for the group interested in buying the marina. President Letts stated the Board had told them Mr. Price would have to pay the Town what was owed and then the Board would discuss a new lease with them. He further stated if Mr. Price was seriously interested in selling it, he would pay. Commissioner Vandervort asked if a court date had been set yet. Mr. Hearne stated no.

Town House Trim Painting – President Letts stated the Town had received a two part bid from Grove Brothers; the first to install new soffet, facia on overhangs, excluding the back porch for \$2970 and the second to wrap the windows for \$2970. Mr. Hearne stated Claude Thomas had provided a quote to paint the windows, soffets and gables. Mrs. Morgan mentioned Steve Lewis had stated he would charge \$100 a window for 40 windows. After some discussion, the Board asked for another bid on wrapping be obtained.

Handicapped Ramps – Town Hall and Post Office – Mr. Hearne stated he was moving forward to getting the study down. He stated the letters had been sent.

Sewer Agreement – President Letts stated Commissioner Vandervort, Commissioner Doss, and Mr. Hearne had a meeting with the County Commissioners regarding the sewer agreement. Commissioner Vandervort stated the Commissioners had agreed to base the bill on the water meter readings rather than the sewer flow meter but we would still need to agree to a rate. Commissioner Vandervort stated the rate would be the rate the county charges to all customers less a discount that honors the spirit of the agreement. President Letts stated that agreed with what Al Wein, the County Administrator, had told him. Mr. Hearne stated the County's attorney was working on an agreement to forward to Joseph Mahoney, the attorney we have for this matter, who would forward it to us. After some discussion, Commissioner Vandervort stated the Town should have Mr. Mahoney working on an agreement of our own so we have something to counter with when we get theirs. After some discussion, the Board agreed to have Mr. Mahoney

do that and Commissioner Vandervort stated he would contact him because he would like it to be an addendum to the agreement because a majority of the agreement we wouldn't want to do away with because the terms are very favorable to the Town.

Medical Insurance – Commissioner Doss stated he had reviewed it and he thought the insurance offered by LGIT was the better option. President Letts stated he wanted it clearly understood that the Board had agreed to look at it but never promised they would implement this. Commissioner Doss stated the Town really should request the LGIT representative give a direct presentation of the various options and costs so if we decide to look at a particular plan she could write a proposal. He further stated the Board would need to decide if the Town would need to decide the co-pay and employee contribution. President Letts stated the cost of the one he considered was \$5,227.20 a year with a 60/40 split with employees paying 60%. Commissioners Stanko and Sheets stated that usually with employee contribution plans, the employer paid more than the employee. Commissioner Vandervort stated this shouldn't be paid of any retirement. President Letts stated the Town didn't have a retirement plan. President Letts stated if the Board was interested in moving forward, the LGIT representative could be contacted. Commissioner Stanko stated the Town would also need to institute a uniform policy for future employees because it would be setting a precedent. After discussion, Commissioner Stanko stated Mr. Baynes should be at LGIT's presentation. The Board agreed to have Mr. Baynes there and to contact the representative from LGIT for a presentation. Commissioner Vandervort asked if the Town would consider allowing part-time employees to buy into the plan. President Letts stated that could be considered. Commissioner Vandervort asked if a commissioner would be able to. President Letts stated he would need to think about that.

Town Directory – Commissioner Sheets had a drawing of the proposed directory and stated the cost was \$1975. She further stated for an additional \$135 Paint N' Place Signs would put all the place names on. Commissioner Vandervort asked Larry Metz, president of the Wellwood Club, if he had seen the proposed sign. Mr. Metz stated he briefly looked at it and suggested the Town consider using a number key to identify the places rather than try to fit the place names on the map. He further stated he would like to see the directory done because it was a real problem for people unfamiliar with the Town to find places they want to go. After some discussion, Commissioner Doss suggested the Town ask Paint N' Place what the price would be to use lexan rather than plexiglass. President Letts asked Commissioner Sheets to contact Paint N' Place to get a price on have the directory done with lexan. Commissioner Sheets stated she would.

East Coast Greenway – Commissioner Sheets stated she talked with Heather Ehrlich, planner for WILMAPCO, and what the Town needed to do was map a bicycle/pedestrian route through town. She stated the Town didn't need to provide public restrooms, hotels, etc. Commissioner Stanko stated the path would need to be separate from vehicle traffic routes and the only such path was the sidewalk along Route 267 and that was not continuous sidewalk. Commissioner Doss stated that would be okay for pedestrians but bicycles are not supposed to be on sidewalks. After some discussion, the Board decided to contact Ms. Ehrlich and have her come to a meeting.

Lee's Marina lease – Commissioner Vandervort stated the Town had not received the appraisal yet. He stated he had called and left a message for John Ulrich, the appraiser, but he hadn't returned the call. Mr. Hearne stated he understood from them the appraisal was done but the

Town hadn't received it. Mr. Hearne stated Mr. Ulrich was supposed to be doing the appraisal on Charlestown Marina also. The Board asked to have Mr. Ulrich contacted about this.

Retrofit Sidewalk Program – Mr. Hearne stated the Town had \$3556 of grant monies to use this year under this program but it needed to be used by December 31, 2001. He stated Don Yingling, of the State Highway Administration, suggested the extension of the sidewalk along Bladen from Caroline Street be included in the Streetscape project and use this small amount to make any repairs to the existing sidewalks in town. Mr. Hearne stated William Algard and Hershel Armour, the Town's maintenance workers, had looked at the existing sidewalks and provided a map indicating areas they believed repairs were needed. Commissioner Stanko stated the Town should concentrate on making repairs to sidewalks in the area near the school first and then if there was money remaining do some other repairs. Mr. Hearne asked if the Board wanted him to contact McGuirk to look at those areas and have him inform the Town how much he could do for that amount of money. President Letts stated yes.

Lighting of Pole – President Letts stated Bradley Electric had provided a quote of \$350 to install a floodlight to illuminate the flagpole outside of Town Hall that flies the State flag. Commissioner Vandervort stated what the difficulty was in putting the flag up and down. Mrs. Morgan stated it was one more thing she needed to remember to do and if it's forgotten, the Town gets complaints about it. After more discussion, Commissioner Doss made a motion to have Bradley Electric install the floodlight for \$350, seconded by Commissioner Sheets. The motion passed 5-0.

MDE – Water System Protection – Mr. Hearne stated he attending the workshop for water system protection and found that for smaller water systems, like the Town has, all MDE was requesting was a form of emergency phone numbers be completed and returned to them.

Special Buffer Area Committee – President Letts stated he had talked to Commissioner Vandervort and both felt the entire board should be on this committee in addition to the people who were interested in being on it. He stated that Richard Hartnett and G. Richard Price had signed up and they were town residents. President Letts stated he felt Ren Serey, the executive director of the Critical Area Commission (CAC), was willing to work with the Town to produce something the Town would agree to. Commissioner Doss asked if there was anything preventing the Town from dealing directly with Mr. Serey rather than going through Mary Ann Skilling, the Critical Area circuit rider from the Maryland Office of Planning. Commissioner Vandervort stated the questions from the audience at the public hearing showed that people had read the proposal and had done their homework. Commissioner Vandervort suggested the committee have a first meeting without CAC and then have CAC at subsequent meetings. After discussion, Mr. Price stated it was rather difficult having a writing group of 5-7 people and suggested he with a smaller group work on the writing and then come back to the larger group. The Board agreed with that and Commissioner Vandervort stated he would be willing to work with Mr. Price on it.

Recreational Vehicle Definition Change – President Letts stated the Board had several things at the public hearing that led him to believe the Town may not want to follow what the State had but reword the definition to allow the newer campers but prevent the formation of a trailer park. After discussion, Commissioner Vandervort stated the change would make the width 8 1/2 ft. and allow him to get new recreational vehicles in and get rid of those with the old junky trailers.

William Doss, a member of the audience, asked what the current definition was and President Letts read it to him. Commissioner Stanko stated the definition would not exclude mobile homes. Commissioner Vandervort stated it would because mobile homes need special permits. After much discussion, Howard Hall, owner of the campground and who had requested the definition be changed, stated if the definition wasn't changed so the newer campers could be allowed in, he would need to accept the older junkier trailers with the questionable clientele that goes along with them. He further stated he didn't want to do that but he needed to make a living. Mr. McMullen asked if the only change would be to increase the allowable width from 8 ft. to 8 ½ ft. Commissioner Doss stated that and limit the length to 40 ft., whereas now there is no length limit, and limit the inside floor space up to 400 sq. ft. After some discussion, Commissioner Vandervort made a motion to adopt the ordinance changing the definition of recreational vehicle to what the proposed definition is, seconded by Commissioner Sheets. After more discussion, the motion passed 4-0-1 (Commissioner Letts abstained).

Streetscape Task Force – Commissioner Stanko asked if the letter had been sent. Mr. Hearne stated the Board needed to appoint people to the Task Force so he can inform State Highway who will be on the task force. President Letts stated he would like to see Commissioner Doss as chairman. He further stated Commissioner Vandervort as a member. Commissioner Doss stated Michael Ross, of the fire company, had volunteered to serve on the task force. Mrs. Morgan stated Mr. Metz had stated he was interested in serving and Mr. McMullen had said he would serve. President Letts stated Reverend Lewis, of the Charlestown United Methodist Church, stated she would need to canvass her congregation to see if someone was interested in serving. After some discussion, Mr. Hearne and Mrs. Morgan pointed out the Board had discussed a 7-member task force and the Board had just appointed 6. President Letts asked Commissioner Sheets if she was interested and she said she was. President Letts stated that's seven.

NEW BUSINESS

Gas & Oil Tanks – Commissioner Doss stated the fire company would need to remove and dispose of the old tanks. He stated the fire company wanted permission to store them temporarily at the Town's garage when they're removed until they are disposed of. Commissioner Doss also stated the fire company would donate the tanks to the Town, if the Town was interested, rather than disposing of them. After some discussion, Commissioner Vandervort stated having a tank of diesel for the Kubota tractor would be okay but there may be a problem with the gasoline tank because you are supposed to pay the gas and motor tax for any gasoline used in a vehicle driven on the road and he was sure some of the gasoline would be put in the town trucks. Commissioner Doss stated Delegate Rudolph was trying to get legislation changing that because having to pay that tax for operating the fire trucks and ambulance was expensive for fire companies all over the State. The Board agreed to allow the fire company to store the tanks at the garage when they were removed from the fire company property and then decide. The Board also wanted to find out if they might not already be exempt.

Town Engineer Contract – Mr. Hearne stated the contract was the same as last year's. President Letts stated the Town needed to pay the \$1 retainer fee. Commissioner Doss made a motion to retain URS Corporation as the Town's engineers for a fee of \$1, seconded by Commissioner Stanko. The motion passed 5-0.

Town House Lease – Mr. Hearne stated the Town received a letter from Christian Stromberg who states in the letter he will be moving in late December. He further stated Mr. Perry, a co-resident, wanted to remain and Mr. Stromberg had a co-worker at Gore, Keith Levesque, who was interested in moving in and wanted to be the principal leasee. President Letts stated for the past several years workers from Gore had been renters in the town house and when they leave, they've located a new renter for us. He further stated none of them have been a problem renter. The Board decided to forward an application to Mr. Levesque and execute a new lease with him.

2nd Meeting in December – Commissioner Doss made a motion to cancel the meeting that should be held on December 25th, seconded by Commissioner Stanko. The motion passed 5-0.

Christmas Bonuses – President Letts stated he thought the Town had given full-time employees \$125 and part-time ones \$75 last year. Mr. Hearne stated yes. After some discussion, Commissioner Doss made a motion to give the employees the same amount for Christmas bonuses this year, seconded by Commissioner Stanko. The motion passed 5-0.

Bulk Mailing Permit – Commissioner Sheets stated the bulk mailing rate for the Town would \$0.146 per piece and the Town would need to do at least a 200-piece bulk mail for that to apply. Commissioner Stanko asked if there was an application fee. Commissioner Sheets stated the annual fee would be \$125.00. She stated she had compared the cost of bulk mailing 1600 utility bills a year by bulk mail, including the application fee, to the cost of the regular postage the Town pays now, the Town would save approximately \$180. She stated Mrs. Morgan had told that was a conservative number of bills. Commissioner Stanko made a motion that the Town get a bulk mailing permit, seconded by Commissioner Sheets. The motion passed 5-0.

Waterway Improvement Grants – Mr. Hearne stated the State, due to the fiscal crunch, had reclaimed all remaining monies for grants given before or in FY98. He stated that included the monies remaining on the grant for the stone wharf that the Town had planned to use to make the pavilion at Veterans Park and the comfort station more handicapped accessible.

Wave Screen – Mr. Hearne stated Ken Ropp, of the Maryland Department of Natural Resources, wanted the Town to move forward quickly and get the engineering done on the wave screen to correct the chop at the boat ramp so the Town doesn't lose that funding also. Mr. Hearne asked if the Town was interesting in contacting the engineering firm the Town of Chesapeake City is now working with and seem to be very satisfied with their work. Commissioner Vandervort asked if they had experience in waterway improvement projects. Mr. Hearne stated he didn't know but he could contact them and if so, have them talk to the Town. The Board agreed.

MML Chapter Dinner – 01/03/02 6&7 Aberdeen Holiday Inn (RSVP 12/28) – President Letts stated the next MML Chapter Dinner would be at the Aberdeen Holiday Inn on January 3, 2002. He stated the cost per dinner was \$22. Mrs. Morgan asked the Board how many would be attending and 6 reservations were made. President Letts stated he would have to check his schedule first.

County Commissioners Open House – 12/12/01 2-4:30 (RSVP 12/03/01) – President Letts stated the County Commissioners Open House was on December 12, 2001. Commissioner Doss stated he was going. Commissioner Stanko stated she couldn't. The remaining Board members stated they would have to check their schedules.

Council of Governments Mtg – 12/19/01 7 p.m. Co. Admin Bldg. – President Letts reminded the Board the next meeting would be on December 19, 2001 at the County Administration Building.

Antennas on Water Tower – Mr. Hearne stated Mr. Algard brought to his attention that several bolts had broken off the metal structure and others were loose. He further stated Bell Atlantic had contacted the company who inspects their installations for them. Mr. Hearne stated a representative inspected and found 27 of the 250 bolts needed to be replaced or repaired although the structure was still safe. He further stated he had discussed this report with Bell Atlantic and they stated they would fix the bolts.

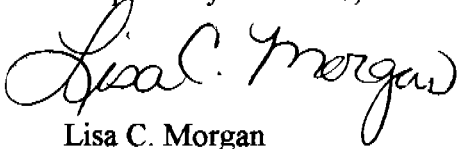
Perryville High School Yearbook Ad – Commissioner Stanko asked if this was the high school the Town's kids would attend. Mrs. Morgan stated it was and the Town had taken an ¼ page ad in the yearbook each year. Commissioner Sheets made a motion to pay \$90 for a ¼ page, seconded by Commissioner Doss. The motion passed 5-0.

Commissioner Doss asked President Letts what his vote was on the request for \$300 by the Special Events Committee. He stated the fire company members were out of town at the moment so we don't know when a meeting could be coordinate with them and the special events committee. Mr. Doss stated he would arrange a meeting as soon as everyone returns. After more discussion, President Letts stated he was voting for the motion but asked the special events committee to coordinate things quickly with the fire company. Commissioner Sheets asked who would be contacting the fire company members. Mr. Doss stated he would.

Commissioner Stanko asked to have the ethics ordinance placed on the next meeting's agenda.

As there was no further business to be discussed, Commissioner Sheets made a motion to adjourn, seconded by Commissioner Doss. The motion passed 5-0. President Letts adjourned the meeting at 10:38 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF NOVEMBER 27, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Special Events Committee
5. Stewart Associates – Connection to Sewer System
6. Stephen Porter/Trinity Woods – Moving Equipment
7. Vernon Bryant – Tree

PENDING BUSINESS

8. Tasker Lane
9. Paving Bids
10. I&I
11. Town Hall Renovations/Addition
12. Shoreline Erosion – Workshop Mtg. 12/11/01 6:30 p.m.
13. Phillip Price
14. Town House Trim Painting
15. Handicapped Ramps – Town Hall & Post Office
16. Sewer Agreement
17. Medical Insurance
18. Town Directory
19. Trinity Woods & Acceptance of Streets
20. East Coast Greenways
21. Lee's Marina lease
22. Retrofit Sidewalk Program
23. Lighting of Pole
24. MDE – Water System Protection
25. Special Buffer Area Committee
26. Recreational Vehicle Definition Change
27. Streetscape Task Force

NEW BUSINESS

28. Gas & Oil Tanks
29. Town Engineer Contract
30. Town House lease
31. 2nd Mtg. In December
32. Christmas Bonuses
33. Bulk Mailing Permit
34. Waterway Improvement Grants
35. Wave Screen

36. MML Chapter Dinner – 01/03/02 6&7 Aberdeen Holiday Inn (RSVP 12/28)
37. County Commissioners Open House – 12/12/01 2-4:30 (RSVP 12/03/01)
38. Council of Governments Mtg – 12/19/01 7 p.m. Co. Admin Bldg.
39. Antennas on Water Tank
40. Perryville High School Yearbook ad

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/27/2001

TIME: 7:30 p.m.

Norman Doss
Edward DeMulle
Joan O'Rourke
Doris & Howard Hall
h h

Town of Charlestown

Accounts Payable Bills

1/27/01

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	112.70-
AT&T	Acct #8014-058-9492 - Inv #6392472528 - long distance Tow...	6440.1 · Telephone	13.23-
Woodward-Clyde Consultants	CY02 retainer fee - engineering services	6960.1 · Miscellaneous	1.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9152 - antifreeze for comf...	-SPLIT-	85.78-
Total 1010.1 · Cash-General Checking			212.71-
Total 1000.1 · General Fund Cash Accounts			212.71-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10120174-B - I&I mgmt & inspection services	7756.2 · Other Repairs	491.70-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	33.52-
Total 1010.2 · Cash - Utility Checking			525.22-
Total 1000.2 · Utility Fund Cash Accounts			525.22-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9152 - clamp light, splice ...	-SPLIT-	45.67-
Gilbert Enterprises Inc.	Inv #8508N - Oct '01 gasoline charges - town truck & mowers	-SPLIT-	184.73-
Total 1005.3 · New-Checking-Special (Special checking County)			230.40-
Total 1000.3 · Special Fund Cash Accounts			230.40-
TOTAL			968.33-

TOWN MEETING OF JULY 24, 2001
MINUTES

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

BUDGET

President Letts asked Commissioner Vandervort to review the proposed budget he had worked on. Commissioner Vandervort explained the budget transfers between funds, like from the utility fund to the general fund to reimburse telephone cost and part of salaries, were not made last year so the figure for this year reflected that payment to be made and the payment due for this year. After more discussion, Commissioner Vandervort stated he left \$20,000 in town buildings because the Board had intended to have the exterior of the Town Hall painted in the last budget but didn't. He further stated he put \$25,000 in office upgrades as the Town had discussed doing renovations to the office. After discussion, Commissioner Vandervort stated he had budgeted \$25,000 in parks & recreation miscellaneous, partly due to the Town wanting a Halloween program for the kids. He stated he left \$25,000 in parks & recreation new equipment. After some discussion, Mr. Hearne stated the Town still needed to pay Crandells approximately \$13,000. Commissioner Vandervort stated the figure would need to be changed to \$15,000 for that line item. He further stated he left the same amount for police protection as was budgeted last year. Commissioner Doss stated the figure needed to be increased by 5%. Commissioner Stanko stated it was \$29 per hour for a deputy now. Commissioner Vandervort stated he looked back at several previous years' budgets for police protection and it's gone from \$23,000 to last year's \$36,000. He stated he believed that item was increasing too much and that the Town should hold costs at \$36,000. Commissioner Doss stated costs have gone up. Commissioner Vandervort stated he increased it last year in the belief that would be the line for several years because the Town wouldn't increase the number of patrols. Commissioner Stanko stated the hourly rate for a deputy had gone up and gasoline had gone way up. Commissioner Vandervort stated the Town needed to schedule the number of patrols that can be covered by that amount of money. Commissioner Stanko stated that according to citizens who talked to her, they want the patrols. Commissioner Vandervort stated nobody had talked to him. Commissioner Stanko stated people had come to the Town meetings asking to have more patrols in their area or radar because of speeding. Commissioner Vandervort stated he believed there was a conflict of interest here. He further stated he believed that three of you have a conflict of interest issue in this and should not exert influence in this matter. After much debate, Commissioner Vandervort suggested the Board consider the remainder of the budget and return to police protection afterward. He further stated postage under water and sewer was budgeted last year at \$300 and \$330 was spent. Commissioner Vandervort suggested both be increased to \$400 each because postage was supposed to go up again and the Board agreed. Commissioner Vandervort stated he couldn't remember why he had put \$10,000 under capital improvements for sewer but there was a reason. The Board agreed to leave that amount there. Commissioner Vandervort stated if the money was not used, it would be surplus toward next year. He further stated capital improvements under water showed no monies expended last year but the Town had purchased water meters and Mrs. Morgan probably took the expense out of a different category. Commissioner Vandervort stated he budgeted \$43,000 for painting the water tower. President Letts stated that apparently there was a problem with the bottom of the bowl on the interior of the

tower needing work. Mr. Armour stated the contractor said the Town would have a real problem in a couple of years if the problem wasn't corrected now. After some discussion, Commissioner Vandervort stated it sounded like the work needed to be done this year. President Letts stated the problem was the Town didn't know what the cost would be. Commissioner Vandervort stated there was \$47,268 in long-term maintenance available to be expended. He further asked Mr. Hearne if the Town hadn't gotten quotes on that work at the time it was looking for quotes on doing the exterior. Mr. Hearne stated it had and the estimate was \$30,500 as long as the price was still good. Commissioner Stanko stated if someone was telling us it needed to be done, then it should be done. The Board agreed to increase that item by \$30,500. Commissioner Vandervort stated he decreased the amount under new equipment in the special fund from \$25,000 to \$10,000. He stated last year the Town purchased the new truck but he left money in there for other new equipment. He further stated he increased the amount budgeted for gasoline from \$2000 to \$3000 as the Town spent \$2,637.80 last year and the price of gasoline was still high. Commissioner Vandervort stated he budgeted \$30,000 for street repairs and the Town spent \$15,104. He stated he put \$60,000 in for the next year as the Town was planning to do some major street work on Conestoga Street and Tasker Lane. Commissioner Vandervort kept the general maintenance budget at \$2500 although he said some of the expenditures appeared to be for road signs and probably should have been taken out of the road sign budget. He further corrected the special fund maintenance reimbursement to the general fund from \$2,000 to \$4,000 because last year's transfer had not been made. President Letts asked the Board to again consider the police protection budget and asked if there was further comment on that. Robert Gell, a member of the audience, suggested the Board determine the number of patrol hours needed and then figure out how much money it would take to fund that. Commissioner Doss stated there were some unknowns, for example the Town did not know right now what the Sheriff's Office would be charging the Town for gasoline. Commissioner Vandervort asked if people working for the Sheriff's Office be working on those figures and making that decision. After more discussion, Commissioner Vandervort stated he refused to discuss how much money the Town was going to spend with you and asked to be called back to the meeting once the other members were done with the subject. At this time, Commissioner Vandervort left the meeting. Commissioner Doss stated the Board could adjust the hours to make it work but you're going to get less patrols. After more discussion, President Letts stated he wanted to increase the police protection budget by \$4,000 and asked if there were any objections. He further stated he was making this decision on his own so if there was any conflict, he made it. Commissioner Sheets stated she attended the Ethics class at the Maryland Municipal League conference because she wanted to know where she stood as a former P.T.A. officer and the only thing they said was she should abstain from anything to do with the school because I was a previous member and it could be construed as the only reason I backed off from being an officer was to benefit the school. Commissioner Stanko stated that doesn't mean that as a commissioner I can't bring citizens' concerns to the Board's notice. Commissioner Sheets stated she was saying she couldn't make any decisions about the school. Commissioner Stanko stated she would be happy not to vote but she was still going to bring citizens' complaints or requests to the Board. After more discussion, Commissioner Stanko asked if the Board was going to vote on the budget now. President Letts stated yes and asked if Commissioner Vandervort wanted to return to the meeting. At this time, Commissioner Vandervort returned to the meeting. President Letts stated he wanted to thank Commissioner Vandervort for all his work on getting the budget done. He further stated he took it upon himself to increase the police protection budget by \$4,000 and asked if there were any further questions regarding the budget. Commissioner Doss made a motion to approve the budget as amended, seconded by Commissioner Stanko. The motion passed 4-1.

Minutes – After some discussion, Commissioner Doss made a motion to approve the minutes of the June 12, 2001 meeting, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained).

Accounts Payable – Mr. Hearne stated the county's bill for repairing the lift station was correct as listed, deducting the cost of the wet/dry vacuum and quartz light which the County Department of Public Works will be keeping. He further stated the amount listed for county sewer user fees to be paid to the County was what Mrs. Morgan had calculated based on the water usage. After some discussion, Commissioner Doss made a motion to pay the bills. Commissioner Vandervort mentioned the bill for Richard's Paving was on the accounts payable. He further stated he had looked at the job and the Street Print representative also looked at it and both believe it wasn't what it should have been but was probably the best they could get it so suggested the Board pay that bill. Commissioner Sheets seconded Commissioner Doss' motion. The motion passed 5-0.

Karl Fockler – Water Street property – President Letts stated he had talked to Karl Fockler approximately 2 weeks ago regarding Charlestown Marina. Karl Fockler and Brian Shivery stated they represented a group interested in purchasing Charlestown Marina. Mr. Fockler stated there was a lease between the Town and the marina regarding the property extending from the end of Frederick Street down to the water that included the real estate there and the southerly side of C dock. Commissioner Vandervort stated the lease included the dock and the slips to the southerly side of the dock. Mr. Fockler stated the current lease would expire February 2002 and, as potential purchasers, what will happen after that, was a gray area that needed to be worked out before they purchased the property. He further stated he understood there was monies owed to the Town by the current leasee and that collection had been a continuing problem. Mr. Fockler stated the property, docks, and slips need to have substantial improvements done. He stated they would like to purchase the property from the Town. After much discussion, President Letts stated he himself didn't see the Town selling anything. Commissioner Doss stated the Town had an ordinance against selling Town property. Mr. Hearne stated yes unless the Town changes it. President Letts stated he told Mr. Fockler the Town was willing to meet with the present owner once he had paid the Town what was owed. After further discussion, Mr. Fockler stated they needed to talk about a lease for after February 2002 so they knew whether it was a viable investment for them to make. He stated if the Town would sell the property to get the fair market value of the property, the Town wouldn't be concerned about collection and any liability. President Letts stated he wouldn't be willing to sell the property. He further stated the Town had been willing to renegotiate the lease before but believed the Town should collect the monies owed to date before any discussion. Commissioner Vandervort stated the Town was glad a previous board hadn't sold the land because once it's sold, it's very difficult to get it back. He further stated the Town always collected the monies owed, one way or another. Commissioner Vandervort also mentioned it would be real hard for him to vote for selling it because in the future, residents may be upset because we did sell it. Commissioner Doss stated it had always been the history of the Town not to sell its property, previous boards had maintained that philosophy and felt the current Board should maintain that philosophy. Mr. Hearne stated it would also be setting a precedent. Commissioner Doss stated if it was done once, it would be difficult to hold it to that once. After more discussion, Commissioner Vandervort stated he would be willing to discuss a longer lease as long as the Town would be getting fair rental value. He further stated one problem with the current lease was the requirement for a yearly appraisal with the two parties agreeing on the appraiser to set the rent. He stated this had been used as a stall tactic and would like to see the method changed, perhaps going with the tax assessor's appraisal or with an appraisal every 3 or 5 years. Commissioner Vandervort stated he preferred

the tax assessor's appraisal because it was free and if one party was not satisfied, they could dispute it at their cost. Mr. Fockler asked when the Town would be able to discuss a lease. Commissioner Stanko stated the Town really couldn't discuss anything until the current situation was cleared. Commissioner Vandervort stated the Town currently had litigation against Phillip Price and expected to have a court date soon so the Town had to be careful on what we discuss. Commissioner Vandervort stated he would like to talk to Keith Baynes, the Town's attorney, since he has been handling the matter for the Town. Mr. Fockler stated he might contact Mr. Baynes to see if he had any concerns with the Town meeting and discussing a lease.

Rebecca Phillips, on behalf of the Historic District Commission and Colonial Charlestown, Inc., stated Vernon Bryant, a town resident, had asked about holding a 260th anniversary celebration. She stated an informal meeting was held last night and they had set May 18, 2002 as the date with May 19, 2002 as the rain date. She asked if the Town wanted to participate. Commissioner Vandervort stated Commissioner Doss had mentioned this a couple of time. President Letts stated he believed he talked to Commissioner Sheets about this. Mrs. Phillips stated a lot of the event was set up at the meeting last night but needed to ask if the Town would close Water Street between Conestoga Street and the ice house for the day. After some discussion, Commissioner Vandervort made a motion for the Town to partner with Colonial Charlestown to hold the 260th anniversary on May 18, 2002, the date subject to change, seconded by Commissioner Sheets. The motion passed 5-0. Mrs. Phillips stated they were asking several organizations to participate but they needed funds for advertising. She mentioned they were going to raffle off gold coins. After more discussion, President Letts asked if they had talked to anyone about donating the raffle tickets. Mrs. Phillips stated she was going to talk to Ace Printing about the tickets. Commissioner Doss suggested the Vo-Tech might print them for the price of the material. Mr. Eggleston stated he could give her the contact information if she called him tomorrow at the school. After more discussion, President Letts asked Mrs. Phillips how much money she was requesting from the Town. Mrs. Phillips stated \$1000. Commissioner Vandervort stated the Town spent \$3,659, not including the cost of the fireworks. Commissioner Sheets made a motion to donate \$1000 to Colonial Charlestown toward the cost of the 260th anniversary colonial fair, seconded by Commissioner Stanko. The motion passed 5-0.

PENDING BUSINESS

Water System Operations Contract – Mr. Hearne stated the one addendum about the soda ash was included in the new contract. Commissioner Vandervort asked if Miller Environmental, Inc. (MEI) had seen the comments from Mr. Baynes. Mr. Hearne stated they hadn't. Commissioner Vandervort stated a copy should be sent to them so they could reply. President Letts stated the Town needed to approve the contract by August 1, 2001. Commissioner Vandervort stated he believed MEI would be willing to continue operating the water system until the contract was signed since they would be continue to operate the system.

Mrs. Phillips mentioned the next meeting on the colonial fair would be September 12, 2001 at 7:30 p.m. at the Tory House.

Commissioner Vandervort made a motion to ask MEI to review Mr. Baynes' letter and comment on his concerns, seconded by Commissioner Stanko. The motion passed 5-0.

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

Special Buffer Provisions/Other Plantings – Mr. Hearne stated there was nothing new.

Fireboat Pier – Mr. Hearne stated they still hadn't put the wear plate and done the other items on the punch list yet.

Electrical Drop – Fireboat Pier – Mr. Hearne stated the Charlestown Fire Company was asking the Town to apply for an electrical drop by Conectiv for the fireboat pier. He further stated he was looking for a grant to cover the cost of ice-eaters. Commissioner Vandervort asked if the fire company would be paying for the electric. President Letts stated they would. Mr. Hearne stated if he could get a grant, it might not cost anything or lessen the cost. The Board agreed to sign the application.

Charlestown Elementary School – Fundraiser – Barbara Loving, Mary Evans, and Michelle Angerbauer, the president, secretary and treasurer of the Charlestown P.T.A. respectively, and Matthew Eggleston, principal of Charlestown Elementary School, talked to the Board about making a donation to the P.T.A. Mrs. Loving stated they had prepared a packet listing activities and programs the P.T.A. provided to the children. She further stated the P.T.A.'s goal was to raise \$7,000. Mrs. Loving stated each cultural art event cost approximately \$300 and the P.T.A. was hoping to hold a community fair this year. Mrs. Loving stated past fundraising efforts weren't very successful due to the low enrollment and high poverty level of the students. She stated they were limiting the number of fundraising activities this year due to this and were instead asking for donations. Commissioner Vandervort asked how much of a donation. Mrs. Loving stated they didn't have a figure in mind but said the P.T.A. had received a \$1000 donation from someone else and asked if the Town would consider matching that. President Letts stated his only problem was the school board budget made up 58.5% of the county budget. After discussion, Mr. Eggleston stated the school benefited from the students' performance on MSPAP because the school received additional funds due to that. He further stated some of these students had never been out of Cecil County and some of the cultural art events they hold couldn't be held without P.T.A. funding. After discussion, Commissioner Vandervort stated he could justify taking funds out of parks and recreation for cultural art events but had a much harder time justifying teacher supplies. Mrs. Loving stated the Town could specify what they wanted their donation used for. Commissioner Vandervort made a motion to donate \$1,000 to the Charlestown P.T.A., seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Sheets abstained).

Town Hall Renovations/Addition – President Letts stated Steve Lewis, the contractor, hadn't gotten back with him yet.

Ditch on Water Street – President Letts asked if Mr. Algard had talked to Commissioner Vandervort yet. Commissioner Vandervort stated he would talk to Mr. Algard about this but the item could be removed from the agenda.

Shoreline Erosion – Mr. Hearne stated Len Casanova, of the Maryland Department of Natural Resources (DNR), was supposed to send information regarding a loan, as there was not a grant available.

Widening of Conestoga Street – Mr. Hearne stated he had not contacted Tatman and Lee Associates but will do so. He stated he had hoped to do Conestoga Street, Tasker Lane, and the athletic complex at the same time. Mr. Hearne stated he had talked to Conectiv on Friday and was told they would remove the lines and pole but he would call them again.

Maryland Portable Concrete – Mr. Hearne stated McGuirk Construction was supposed to repair the driveway on Louisa Lane for Maryland Portable Concrete.

Phillip Price – President Letts stated the Town was still waiting for a court date to be set.

Lift Station – Springs – Mr. Hearne stated Mr. Algard said it was not the springs but the lid being the problem because it was not installed correctly. Mr. Armour stated the concrete had sunk down and the framework for the lid needed to be lifted and turned the other way. He stated this would probably need to be done by a contractor. After discussion, Commissioner Vandervort stated he hadn't seen a problem when he had been out there before. Mr. Armour stated the County worker had said the lid was backward and needed to be turned. Commissioner Vandervort stated he wanted to look at the problem before the Town got a contractor in to look at it.

Auditor – President Letts stated the Town received two quotes for auditing services: one for \$5,250 and the other for \$3,600. The one for \$3,600 actually came in late but it was decided to open it anyway. Commissioner Vandervort stated there were different ways the Town had to bid things out. He stated the Town sometimes had to follow a formal bid process, for example for something being funded through a grant. Commissioner Vandervort stated at other times the Town didn't have to get bids such as for professional services, including attorney and auditor. He stated that didn't mean the Town doesn't get prices but it was necessary to follow a strict bid process in these matters. Commissioner Vandervort stated the firm submitted the price one day late because he had asked for a copy of last year's audit and there was a delay in supplying that information to him. Mr. Hearne asked if the Board wanted him to check references for Genoese-Miller since they hadn't included any with their bid. After discussion, Mr. Hearne stated Genoese-Miller had quoted \$5250, \$5500 and \$5775 for FY2001, 2002 and 2003 audits and William C. Saddler and Co. had quoted \$3600 for FY2001 and 2002 and 2003 to be increased by 5%. He further stated the Town was not required to have a single audit done. Commissioner Vandervort made a motion for Mr. Hearne to check the references of William C. Saddler & Company, seconded by Commissioner Sheets. The motion passed 5-0.

Town House – Mr. Hearne stated Mr. Lewis, who had installed the replacement windows, strongly recommended a professional painter do the trim on the town house. Commissioner Vandervort stated the Town needed to get a price from Claude Thomas to paint the Town Hall so why not ask him about doing the trim on the town house. President Letts stated Mr. Thomas had dropped off the estimate for the town hall yesterday. Commissioner Vandervort stated the Town should contact him for a quote.

Sewer Agreement – President Letts stated Commissioner Vandervort was supposed to be meeting with Joseph Mahoney, the attorney who had represented the Town when the agreement was originally drawn up. Commissioner Vandervort stated the meeting was Wednesday at 11 a.m. He further stated he wanted to bring Mr. Mahoney up to date on the situation so when the Town met with the County, Mr. Mahoney was aware of everything to date.

NEW BUSINESS

Town Hall Painting – President Letts stated Mr. Hearne had met with Claude Thomas, the painter who had done the 107 House, about painting the exterior of the Town Hall. Mr. Hearne mentioned Mr. Thomas had also done the Tamargo house. President Letts stated Mr. Thomas had included removing the loose, scaling paint, sanding all wood surfaces, making minor repairs

before painting, power washing to remove all insect droppings and mildew and painting, to include all gables, trim, doors and windows. He stated Mr. Thomas would be using Sherwin-Williams paint; the first coat to be an oil-based primer and the second coat to be a flat latex paint with the trim done with a satin gloss latex. President Letts stated Mr. Thomas' quote was for \$3000 with 1/3 down to start. Commissioner Stanko made a motion for the job to be done by Claude Thomas for \$3000, seconded by Commissioner Doss. The motion passed 5-0. Robert Phillips, a member of the audience, asked when Mr. Thomas would be starting. Mr. Hearne stated Mr. Thomas had some minor jobs to finish and then a 2-week job in Port Deposit to do before starting.

Infrastructure Financing Bond Program – Mr. Hearne stated the Town received a letter from Richard Hillman, of the Infrastructure Financing Program, asking if the Town had a project to be funded through the next bond issue. Mr. Hearne further stated Commissioner Vandervort had not been satisfied with the refinancing of the water system loan even though it had saved the Town some money. Commissioner Vandervort stated the problem was they never disclosed the hidden administration cost added to each payment and due to that, the Town didn't save as much as we could have if they had been up front with us.

North East Fire Company Ladies Auxiliary – Reservation of Veterans Park – Mr. Hearne stated the Town received a letter from Linda Slicer, president of the North East Fire Company Ladies Auxiliary, asking to reserve Veterans Park on Sunday, August 26, 2001 from 2-6 p.m. for a picnic. After discussion, Commissioner Vandervort stated the policy in the past had to be to allow people to reserve Veterans Park during the week but not on the weekend so everyone could use the beach area for swimming, etc. He suggested the Town limited them to the use of the pavilion and the parking area. President Letts stated he didn't think use of the beach by someone else would be a problem but the Board could limit them if it wished. The Board agreed to reserve the pavilion and parking area for the group.

Damage to Water Meter – 321 Tasker Lane – President Letts stated the Town had turned off water service to 321 Tasker Lane and the property owner had subsequently paid the bill and requested the service be restored. He further stated when Beth Hamilton, the water system operator for MEI, went to turn on the water; she found water had been turned on by somebody else who had damaged the yoke to do so. President Letts stated Mrs. Hamilton had told him it should be fine but it was not in original condition. After some discussion, Mr. Armour stated Mrs. Hamilton would not be able to turn the water off in the future because it couldn't be locked. After more discussion, Commissioner Vandervort stated the property owner was responsible for any damage that was done and if he didn't do it, then he could turn it into his insurance company or take it up with his tenant. After more discussion, the Board asked to have Mrs. Hamilton report on what was needed to repair the yoke and the cost to do so and the Board would discuss it at the next meeting.

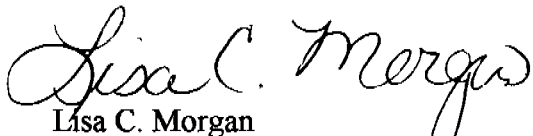
Town Pier Slips – Commissioner Stanko stated the Town had a number of slips at the pier that are consistently empty and two boats in slips that were not to be at the pier at all. After discussion, Commissioner Stanko believed the Town needed to send letters to the renters of the empty slips to get their boats in or forfeit their slip. Commissioner Vandervort asked which slips were empty. Commissioner Stanko stated 4, 7, 10, 11, 12, 15, 18, 21, 23, 24 & 29. Commissioner Vandervort stated #23 wasn't empty because that was his slip and there was a boat in it. After more discussion, President Letts stated letters would be sent.

Air Compressor – President Letts stated Mr. Algard and Mr. Armour had asked for some new equipment for the pole barn, one of which was an air compressor. He further stated they had a price of \$999 for a Craftsman air compressor. President Letts stated Terry Pinder was going out of business and had a comparable compressor he would sell to the Town for \$300. He stated the compressor was a year old and barely used. Commissioner Vandervort stated you had to be careful because you could look at two 5 h.p. compressors and one was heavy duty enough to do the job you wanted while the other one was useless. After some discussion, Commissioner Vandervort made a motion to approve the Town spending up to \$300 for an air compressor, either the one being sold by Mr. Pinder or another one, seconded by Commissioner Sheets. The motion passed 5-0.

Ordinance – Property Maintenance – Mr. McMullen asked if the Town would have Mrs. Morgan send a letter to the property owner on Conestoga Street with the abandoned car and boat. After discussion, President Letts asked if this was one of the ordinances the Town needed to change yet. Mr. Hearne stated it was. President Letts stated he thought the Board had already done so. Mr. Hearne stated it had been on the agenda for several meetings but has been deferred. Commissioner Stanko stated the Town needed to change the penalty from a misdemeanor to a municipal infraction. President Letts stated a letter could be sent but the board would not deal with passing the ordinance at this meeting.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 24, 2001
AGENDA

7:30 P.M.

1. Budget
2. Minutes
3. Accounts Payable
4. Karl Fockler – Water Street property
5. Rebecca Phillips

PENDING BUSINESS

6. Water System Operations Contract
7. I&I
8. Special Buffer Provisions/Other Plantings
9. Fire Boat Pier
10. Town Hall Renovations/Additions
11. Ditch on Water Street
12. Shoreline Erosion
13. Widening of Conestoga Street
14. Tasker Lane
15. Athletic Complex Paving
16. Cooper Avenue – Street Sinking
17. Maryland Portable Concrete
18. Stone Wharf Paving
19. Phillip Price
20. Lift Station – Springs
21. Auditor
22. Trees – Near Barr Property
23. Tree – Adkins Property
24. Corrosion Control
25. Growth Through Fence along Footbridge
26. Town House
27. Handicapped Ramps – Town Hall & Post Office
28. Sewer Agreement

NEW BUSINESS

29. FY02 Retrofit Sidewalk grant monies
30. Town Hall – Paint Exterior
31. Ordinance & Resolution – Building Codes
32. Ordinance – Property Maintenance
33. Cross Connection Control plans
34. Charlestown Elementary School – Fundraiser
35. Toshiba Coupons \$225 – Class Action Lawsuit

Town Meeting of July 24, 2001

Agenda (cont'd.)

Page 2 of 2

36. Infrastructure Financing Bond Program
37. North East Fire Co. Ladies Auxiliary – Reservation of Veterans Park
38. Bottom of Bowl at Water Tower
39. Damage to Water Meter – 321 Tasker Lane
40. Town Pier Slips
41. Electrical Drop – Fire Boat Pier
42. Air Compressor
43. Medical Insurance

Town of Charlestown

Accounts Payable Bills

7/20/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Verizon	Acct #000017861803 96Y	6440.1 Telephone	116.61-
Wellwood Yacht Club, Inc.	luncheon - Travels with George	6962.1 Travels with George	248.00-
Chesapeake Rent All	Inv #7819 - acetylene torch to cut iron posts at post office	6450.1 Maintenance	60.36-
AT&T	Acct #8014-058-9492 - Inv #6392454944- long distance Tow...	6440.1 Telephone	6.16-
Chesapeake Publishing Corp.	yearly subscription fee	6219.1 Other	79.00-
News Journal	advertising auditing services	6215.1 Advertising	261.22-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0789690-0276-1 - June tra...	6651.1 Trash Collection	3,638.58-
Conowingo Country Store & ...	Inv #698176 - (2) 6x10 American flags	6960.1 Miscellaneous	159.00-
Maryland Portable Concrete...	Acct #2265 - Inv #82369 - concrete for light base - Fair Gree...	6715.1 Other	144.38-
Maryland Municipal League	FY02 membership dues	6214.1 Dues & Memberships	709.02-
Central Printing & Office Su...	(500) business cards - Letts	6222.2 Printing	35.00-
Baltimore Sun	advertise auditing services	6215.1 Advertising	371.96-
Sheriff's Patrol	Charlestown Patrol for periods of 04/21/01 - 05/18/01 & 05/19...	6920.1 Police Protection	5,362.50-
Sheriff's Patrol	gasoline for Charlestown patrol - periods of 04/21/01 - 05/18/...	6920.1 Police Protection	198.49-
Chesapeake Publishing Corp.	advertise auditing services	6215.1 Advertising	171.15-
Rakes Floral Shop	funeral arrangement - Gonce	6216.1 Memorials	46.50-
Charm Net, Inc.	Acct #6419 - Inv #46175- internet access 07/01/01 - 08/01/01	6440.1 Telephone	16.95-
Baynes, Keith A.	correspondence & paperwork - Price	6310.1 Legal Counsel	157.50-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #6118 - vinyl letters; poster...	-SPLIT-	60.20-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 Supplies	133.79-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21713695783 - 36" prosteel flush rh unit;...	6961.1 Pole Barn	165.44-
Vulcan Signs	Cust #20192 - Inv #36191 - (2) restricted area signs; (2) restri...	-SPLIT-	222.62-
Cecil County Special Events...	Drum & Fife Corps (Charlestown portion) - Travels with Geof...	-SPLIT-	225.00-
Total 1010.1 - Cash-General Checking			12,589.43-
Total 1000.1 - General Fund Cash Accounts			12,589.43-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Baynes, Keith A.	review & comment - Miller Environmental contract for water s...	7143.2 Legal	135.00-
Atlantic Coast Laboratories	Inv #90216 - monthly coliform testing	7121.2 Laboratory Testing	8.00-
Cecil County Treasurer's Off...	Inv #41101 - repair damage to Rt 7 lift station - Hurricane Flo...	-SPLIT-	6,048.69-
Miller Environmental, Inc.	Inv #10080170 - water system operations charge	7120.2 Contract Operating	1,901.00-
Cecil County Treasurer's Off...	County sewer use fees - 2nd qtr '00 - 2nd qtr '01 (inclusive)	-SPLIT-	84,963.67-
Hach Co.	Inv #2765447 - (1) pocket colorimeter, iron ferrover Item #46...	7740.2 Other	325.00-
Utility Piping Systems, Inc.	Acct #202593 - Inv #2042989 - (12) 5/8" SR11 TR/PL 1000 ga...	-SPLIT-	994.72-

Town of Charlestown

Accounts Payable Bills

7/20/01

Name	Memo	Split	Amount
U.S. Filter/Waterpro	Acct #94258 - Inv #7491282 - (2) 5/8" x 1/2" TRPL 1000 gal ...	7740.2 · Other	262.80-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	34.55-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #295343 - keys & key tags - water tower do...	7760.2 · Miscellaneous	5.89-
Total 1010.2 · Cash - Utility Checking			94,679.32-
Total 1000.2 · Utility Fund Cash Accounts			94,679.32-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #8830 - extinguisher; refills...	-SPLIT-	106.51-
Vulcan Signs	Cust #20192 - Inv #35631 - (8) round posts; (2) stop signs; (1...	-SPLIT-	304.49-
Kunkle Service Co.	Acct #36904 - Inv #253881 - (1) grease gun; (3) pyroplex blid...	-SPLIT-	50.73-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #45641 - belt fuel filter & part for mower; i...	-SPLIT-	83.98-
Mendenthall's Garage	Inv #3556 - (1) 16x650-8 4 ply Carlise tire - mower	6022.3 · Equipment Repair	31.50-
Gilbert Enterprises Inc.	Inv #8217C - May '01 gasoline charges - town truck & mowers	-SPLIT-	327.20-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#295306 - 3 bags concrete - cemetery	6810.3 · Maintenance	11.88-
Allstate Sign & Plaque Corp.	Acct #32470 - Inv #56141 - street sign brackets ret'd stock ch...	6410.3 · Road Signs	22.30-
Total 1005.3 · New-Checking-Special (Special checking County)			938.59-
Total 1000.3 · Special Fund Cash Accounts			938.59-
TOTAL			108,207.34-

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/24/2001

TIME: 7:30 P.M.

Dwaine Hammond - P.T.A.

Robert Gell

Marshall E. Brown

Charlestown Elem PTA - Barbara Loving

Mary Evans

Michael Angerbauer

Robert E. Phillips

Rebecca C. Phillips

Nancy A. Boules

Suzanne Barker

Jack Fockler

Brian Shroyer

Matt Eggleston

Ed McMill

Val Hahn

TOWN MEETING OF JULY 10, 2001
MINUTES

The July 10, 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. Commissioner Donna M. Sheets arrived shortly after the meeting started. Also present was Stanley W. Hearne, the Town Administrator. Audience attendance sheet is attached hereto.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the June 2001 monthly water operations report to the Board. Mr. Hearne stated MEI had not been billing the Town for lab fees even though the contract stated this. He further stated MEI would not back bill the Town for lab fees but would be billing the Town in the future. Mrs. Hamilton stated the lab fees would be for the \$8 monthly bacti sample, the yearly charge for nitrate and VOC testing and the tri-annual testing for lead and copper. Mrs. Hamilton stated the Town needed to purchase a new iron meter and had a quote from Hach, Inc. for \$299. In response to President's Letts' question, Mrs. Hamilton stated the Town needed to purchase the meter quickly. After discussion, President Letts stated the Town was trying to wait on purchases until the budget was set. Commissioner Vandervort asked what the problem was with the iron meter.

At this time, Commissioner Sheets arrived at the meeting.

Mrs. Hamilton stated it would not calibrate as the State required. Mr. Hearne asked what would happen if this was found during a State inspection. Mrs. Hamilton stated the Town would be fined. Commissioner Stanko made a motion to purchase the iron meter for \$299 from Hach, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Sheets abstained). Commissioner Vandervort asked if Hach would bill the Town. Mrs. Hamilton stated yes. Commissioner Vandervort stated the bill probably wouldn't be paid until after the budget was set. Mrs. Hamilton stated Mrs. Morgan had the information and would order it, saving the administrative charge MEI would add. Mrs. Hamilton also mentioned that there had been increased water production in the last couple of years. She stated well 1 was running 24 hours a day in the summer; the demand was greater than the production. She further stated she had been running well 2 12-23 hours a day to relieve well 1. Mrs. Hamilton stated a mention was made to wire both wells together so both would come on and go off but if the Town opted for that, the Town would need to purchase another soda ash pump to keep up with the chemical demand. After discussion, Commissioner Vandervort asked if a timer could be used. Mrs. Hamilton stated she would look into that. She also said the Town could have a study done to see if there was enough water flow that a larger pump could be used. After some discussion, Mrs. Hamilton stated that any time well 1 was in the lead, the Town was losing ground against demand. Commissioner Vandervort asked what capacity the soda ash pump was running at. Mrs. Hamilton stated it was currently 50% but, if production was increased, there would be an increase for soda ash. Commissioner Vandervort stated adding a second soda ash pump would not double the water production. Mrs. Hamilton stated that with the two previous smaller soda ash pumps, they were running at 70% and the Town was replacing a pump a year. Mrs. Hamilton stated a decision was not needed at this time but she wanted to make the Board aware of the oncoming situation so decisions could be made before critical. Commissioner Vandervort asked if the billable gallons were close to the production amounts. Mrs. Hamilton stated she would need to calculate one more month's production to determine that. After discussion,

Commissioner Vandervort stated usually it was better to run one pump at a time than two together because each pump didn't have to work as hard. After more discussion, Mrs. Hamilton stated she would talk to George Smith, of MEI, and the Maryland Rural Water Association.

Edgar McMullen – Cemetery – Edgar McMullen stated William Algard, one of the Town's maintenance workers, said he was willing to fill in for Mr. McMullen, if he was unavailable, in to lay out a plot, etc. in the cemetery. Mr. McMullen further stated there was room for additional graves between the first row and the cemetery fence. He said the only problem would be the gravedigger would need to remove the pipe from the fence to dig. He stated Mr. Algard didn't see that removing the pipe would be a problem. He asked if he could measure the area out and lay out the new plots on paper. The Board agreed Mr. McMullen could do so.

Mr. McMullen stated he met with Mr. Hearne and David Wilson, of the RC&D Council, about the shoreline erosion around the sewer pipe on Baltimore Street. President Letts stated he had recently looked at the area and 10-12 feet of land had been lost over the last 1-3 years. Mr. McMullen stated they had discussed placing 3-4 jetties approximately 30 ft. out and Mr. Wilson believed that could work. Mr. McMullen asked if the Board would have Mr. Hearne look for grant money for the project. Mr. Hearne stated the only funding for erosion control appeared to be through the Maryland Department of Natural Resources (DNR). He further stated it used to be a 75-25 split with the State paying the 75% but now, as far he knew, it was a 55-45 split with the Town paying the 55%. Mr. Hearne stated Mr. Wilson had estimated the project to cost \$75,000 to \$100,000. Mr. McMullen stated if nothing was done, in 2-3 years the sewer pipe would be exposed and susceptible to considerable damage. After discussion, the Board asked Mr. Hearne to look into the matter further.

PENDING BUSINESS

Ditch on Water Street – President Letts stated he had told Mr. Algard to get with Commissioner Vandervort on this. Commissioner Vandervort stated Mr. Algard hadn't yet. He further stated he had looked at the area during several hard rains and didn't see where water crossing Water Street was affecting the marina's bulkhead. President Letts stated that was what Mr. Algard had told him. He mentioned Mr. Algard had said the water crossing the street may be due to a blocked pipe and he would check on it. Commissioner Vandervort stated the Town could do as the marina asked but it would not solve the bulkhead problem.

Widening of Conestoga Street – Mr. Hearne stated he received a fax from Larry Walker, of Tatman & Lee Associates, about adding the grading and tapering specs to the bid package. Commissioner Vandervort stated he had met with Michael McGuirk, of McGuirk Construction, and that's the wording he suggested. Mr. Hearne stated wording would also be included about the Town being responsible for removing any trees or stumps as necessary. He stated Mr. Walker was waiting for the go ahead to do the specs. Mr. Hearne stated he based specs for the athletic complex paving on what the Town had received from Mr. McGuirk when he looked at it. Commissioner Stanko asked if the Town could get a bid packet out. Mr. Hearne stated no. President Letts asked if the Board hadn't already decided to do that. Mr. Hearne stated yes but he was not sure if he could adequately do the specs for Tasker Lane. After some discussion, Commissioner Vandervort stated Mr. McGuirk had also looked at Tasker Lane. Mr. Hearne stated he had contacted Conectiv, after talking to Denis Schaefer, of Verizon, but Conectiv was asking who they were supposed to bill for the work. Mr. Hearne stated that depending on what the Board wanted to do, he could call them and have them back bill to Verizon or have Keith

Baynes, the Town's attorney, send them a letter. Mr. Hearne stated he had talked to Al McDaniel, the general manager for AT&T Cable, and the cable had been removed from the pole. After some discussion, Mr. Hearne asked Commissioner Vandervort if he could do the specs for Tasker Lane. Commissioner Vandervort stated Tatman and Lee should probably do those. Mr. Hearne stated he would contact Mr. Walker. Commissioner Vandervort stated it would probably be best to wait until the pole's down.

Lift Station – Springs – Mr. Hearne stated he didn't have anything new.

Auditor – Mr. Hearne stated the bids were due July 13th and a couple of firms had contacted the Town asking for copies of last year's audit. Mr. Hearne stated neither he nor Mrs. Morgan could locate a copy. President Letts stated he was looking at one the other day. He further stated he had gotten the name of the firm doing Cecilton's audit and they would be interested in getting a bid packet.

Maryland Portable Concrete – Mr. Hearne stated Maryland Portable Concrete was responsible for the damage to the driveway on Louisa Lane but it had not been repaired yet. President Letts asked if McGuirk was supposed to do the repair for them. Mr. Hearne stated he was.

Corrosion Control – Mr. Hearne stated Corrosion Control was making good progress on painting the water tower. Commissioner Vandervort asked when did they start. Mr. Hearne stated they started last week. Commissioner Doss stated they had asked for 2 220 lines be installed at the water tower and asked Mr. Hearne if that had been done. Mr. Hearne stated the lines were in. After some discussion, President Letts stated Corrosion Control was going to cover the cost. Mr. Hearne stated they agreed to have that amount deducted from their bill. Commissioner Vandervort asked who did the electrical work. Mr. Hearne stated Best Electric did. Commissioner Vandervort asked why Bradley Electric wasn't contacted. Mr. Hearne stated Bradley Electric wasn't always timely about getting back to the Town and, being familiar with Best Electric's work, and their availability to the work immediately, Best Electric did the work. President Letts stated Mr. Algard and Hershel Armour, the maintenance workers, had poured the base for the light pole in Fair Green Park last week because Bradley was supposed to be here this week to install the light. He further stated instead Mr. Bradley called wanting to wait a couple more weeks so he could rent a ditch witch he could use on several other jobs along with this one.

Athletic Complex Paving – Mr. Hearne stated he had done specs based on what Mr. McGuirk had given to the Town.

Cooper Ave – Street sinking – President Letts stated the Town needed to have Mr. McGuirk look at it.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated President Letts needed to sign the Maryland Department of Housing & Community Development (DHCD) agreement and the affirmation stating he was authorized by the Town to sign the agreement. Commissioner Vandervort asked if the Town maintenance workers were doing this project. Mr. Hearne stated yes but he needed to contact DHCD about a section in the agreement about bidding because the Town was doing it as an in-house project. Commissioner Stanko asked if the project included removing the metal posts in front of the post office. Commissioner Doss asked Mr. Hearne to have Mr. Algard and Mr. Armour remove those posts because they were a hazard. After some

discussion, Commissioner Stanko made a motion to authorize President Letts to sign the DHCD agreement and affirmation, seconded by Commissioner Sheets. The motion passed 5-0.

Sewer Agreement – President Letts stated the Town received a letter from Dwight Thomey, the County's attorney, stating the Town owed the County over \$100,000 in sewer user fees. He further stated in checking with Commissioner Vandervort and Mrs. Morgan, the amount was around \$84,000 to 89,000. President Letts stated the County wanted to meet with the Town about the sewer agreement and the rates. After discussion, all the commissioners wanted to be present during that meeting. Commissioner Vandervort explained the background to the sewer agreement and the rate situation. He further stated the county agreed to bill the Town based on the water usage using the last rate set in the agreement. He further said the rate table, agreed to in accordance with the agreement, had expired and a new rate table needed to be negotiated. Commissioner Vandervort stated the rate they charge the Town should not be the same rate they charge everyone else. After discussion, Commissioner Stanko asked if the Town still had the old flow meter readings. Commissioner Vandervort stated he wasn't sure because we did have the old bills, some that show the exact same number of gallons each quarter. After discussion, Commissioner Vandervort stated he assumed Mrs. Morgan had been making quarterly payments but she said he had told her to do a yearly payment. He stated he hadn't told her that but because of this confusion, quarterly payments were not being made but the County was also still sending bills based on the flow meter. After discussion, Commissioner Vandervort stated the Town first needed to get them to agree to bill us based on water flow and then get them to agree to a rate. He stated the last time the Town and County met on the matter, they had their attorney present and the Town had Joseph Mahoney, the attorney who represented the Town when the agreement was being negotiated. President Letts stated it would be in the Town's best interest to have Mr. Mahoney present. After discussion, Commissioner Vandervort suggested he contact Mr. Mahoney and review the file with him first before scheduling a meeting with the County. President Letts agreed.

Sheriff's Agreement – President Letts stated the agreement was the same except the rate went from \$27.50 per hour to \$29 per hour reflecting the 5% pay increase the deputies received. Commissioner Doss stated the cost of gasoline was unknown because of the changing gasoline prices. Commissioner Vandervort asked if the \$27.50 per hour was the rate the Town had been paying to the County. President Letts stated it was. Commissioner Vandervort made a motion to renew the agreement, seconded by Commissioner Sheets. The motion passed 5-0.

FY02 Retrofit Sidewalk Grant monies – Mr. Hearne stated the Town was allocated \$3,556 for sidewalk work along the State highway. He further stated the monies needed to be used by December 31st. President Letts asked if this money could start the sidewalk work Commissioner Vandervort had wanted to start on Bladen Street on this side of the street. Mr. Hearne stated it could be and if it was used by December 31st, the Town could apply for additional money because there are jurisdictions in the State who don't use and District 2 had been good at getting additional funds. After discussion, Mr. Hearne asked the Board if they wanted Mr. Algard to get a sketch and submit it to the State for funding. He further stated once the work was done, the Town could apply for more funding. The Board agreed.

Additional Funds – Wave Screens – Commissioner Stanko asked if the Town could get the fireboat pier done first before moving forward with this project. After discussion, Mr. Hearne stated Charles Crandell, of John O. & Edwin A. Crandell, Inc., was aware the final punch list items needed to be done before the Town would release the \$13,000 retainage. He further stated

the Town had to send a letter by June 30th to the State for funding for this project. Mr. Hearne stated Kenneth Ropp, of the Maryland Department of Natural Resources (DNR), had said there were up to \$100,000 grants for projects like this. He said he talked to Mr. Crandell who estimated the project cost at \$75,000 to \$100,000. After discussion, Mr. Hearn stated the letter was just to reserve funding for the Town and the Board would be able to decide what structure would work best.

Town Hall – Paint Exterior – President Letts stated the exterior of the building needed painting. He further stated the Town had asked for quotes but didn't receive any. After discussion, President Letts asked Mr. Hearne to call Claude Thomas to see if he could do it.

Cross-Connection Control Plan – Commissioner Doss asked if this would be a cross-connection between a well and the Town's system. Mr. Hearne stated it would and this plan was required by the State. After some discussion, Commissioner Vandervort suggested and the Board agreed to read the packet and discuss it at a later meeting. Mr. Hearne stated MSET was having a seminar on this and he would like to attend.

MML Chapter Dinner – 07/19/01 6&7 p.m. Rogers Tavern (RSVP 7/13/01) – Mr. Hearne stated the next chapter dinner was July 19th at Rogers Tavern and the Board needed to let Mrs. Morgan know how many would be attending before July 13th so the reservations could be made.

Census – Mr. Hearne stated a letter from the Census Bureau indicated the appeals deadline for appeals on 2000 census data was September 30, 2003. He further stated the data for the town was fairly accurate.

Program Open Space – Mr. Hearne stated the Parks and Recreation Board had approved certain items requested but he was still waiting for a fax from Ed Slicer, of Cecil County Parks and Recreation.

Toshiba Coupons \$225 – Class Action Lawsuit – Mr. Hearne stated the Town purchased the Toshiba laptop computer and, due to that, was eligible and did participate in a class action lawsuit against Toshiba. He further stated the Town received a refund check, around \$400, several months ago but the Town has now received the \$225 in coupons for accessories to the laptop.

FEMA – Rt. 7 Station – Mr. Hearne stated the Town has received all reimbursement due from the Town's insurers, the Local Government Insurance Trust (LGIT), and the Maryland Emergency Management Agency (MEMA), in connection with the damage to the Rt. 7 lift station. He further stated the Town had not paid the County for the repairs. Mr. Hearne stated the County's bill was \$6,101.48. He stated LGIT paid a total of \$5,143.46, leaving a balance of \$958 rounded. In checking with MEMA, Mr. Hearne found they would not reimburse for the purchase of a wet/dry vacuum, billed by the County at \$40, or the purchase of a quartz light, billed by the County at \$13. He further stated the submittal to MEMA was reduced to \$905 due to that and they covered 75% of the \$905 or \$678.92 and added \$27.16 as an administrative fee for his time, and the Town received their check for \$706.08. Commissioner Vandervort stated if the County was billing the Town for the vacuum and quartz light then they need to turn those items over to the Town. Mr. Hearne stated the Town could deduct those expenses from the County's bill if the Board wanted to.

Commissioner Stanko stated Mr. Armour had mentioned the flag at the point was starting to tear at the end. President Letts asked if anyone knew of a company that repaired flags. Mr. Hearne stated he had heard mention of Erickson's. After discussion, the Board agreed to get the flag repaired, along with the other flags needing repaired. Commissioner Vandervort stated Hilda Kraft, a town resident, had given Mrs. Morgan information about a company that sold flags very reasonably. He stated he would check with Mrs. Morgan about it.

Commissioner Stanko stated the Wellwood Club has moved their sign so it was on Market Street. After discussion, Commissioner Vandervort stated Larry Brown's sign was probably legal as it was on his own property. Mr. Hearne stated he had sent Larry Metz a letter regarding the sign. Commissioner Stanko stated she was talking about the Wellwood sign in the grassy field at the corner of Market and Water Streets. Commissioner Doss stated he believed there was a limit to the size of sign permitted. President Letts stated this appeared to be a zoning issue.

Mr. Hearne stated he would not be working on Friday this week and Mrs. Morgan was taking vacation the week of the County fair. He further stated he would not be able to work the additional two days because he was to be working in Millington. After discussion, Commissioner Vandervort stated in the past the Town had hired a temp to cover days Mrs. Morgan was off on vacation. After more discussion, the Board asked Mr. Hearne to contact temp agencies.

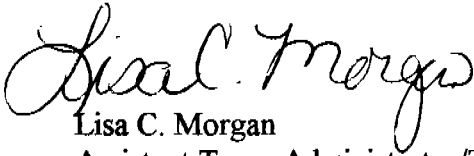
Budget – President Letts stated he thought he understood the budget process but did not. He further stated he did not understand where some of the income figures were derived from and needed to meet with Commissioner Vandervort. President Letts stated Mrs. Morgan had entered some of the figures into a budget format and told him the Town was spending too much money. Mr. Hearne stated Mrs. Morgan said the proposed expenditures exceeded the projected revenues. Commissioner Doss stated the Town had about \$80,000 sitting at the marina. President Letts stated in regard to that, he received call from Karl Fockler who was representing a group interesting in buying the marina. He stated Mr. Fockler wanted to meet with the Board but he had asked Mr. Fockler to come to a subsequent meeting because the Board would be discussing the budget at this meeting. After some discussion, Commissioner Vandervort stated 90% of the budget didn't need discussion but the figures were based on fact, such as the electric bills. Commissioner Doss stated they are what they are. Commissioner Vandervort stated those types of line items could be filled in and the rest, like how much to budget for street repair, is what you argue about. He stated he could take the budget and put in those set figures and leave blanks on the line items to be discussed and then the Board would be able to set those. President Letts asked what needed to be done so the bills and payroll could be paid until the budget was set. Commissioner Doss made a motion to approve emergency spending to keep the bills paid until the next meeting when the budget would be set. Mr. Hearne mentioned Mrs. Morgan hadn't gotten an accounts payable list done as she was working on putting budget figures into the proposed budget. After discussion, Commissioner Doss amended his motion to approve emergency spending to pay payroll, utility bills, LGIT bills and other necessary bills in order to keep the basic functions of the Town going, seconded by Commissioner Stanko. The motion passed 5-0. President Letts asked Commissioner Vandervort if they could meet Wednesday or Thursday on the budget. Commissioner Vandervort stated it would take him a few days to review last year's revenues and expenditures before he could put together proposed figures and he would contact him.

Commissioner Stanko asked to have the Town boat pier put on the agenda for the next meeting. Commissioner Doss asked to have medical insurance for town employees put on the agenda also.

Commissioner Sheets stated there was GASB-34 seminar mentioned at the Maryland Municipal League conference. She stated this requirement was eventually going to mandatory for all municipalities. Mr. Hearne stated this would require municipalities to report depreciation on fixed assets and this should be taken care of by whomever would be the Town's auditor.

As there was no further business to be discussed, Commissioner Stanko made a motion to adjourn the meeting, seconded by Commissioner Doss. The motion passed 5-0. President Letts adjourned the meeting at 9:14 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 10, 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
5. Edgar McMullen – Cemetery

PENDING BUSINESS

6. Budget
7. Water System Operations Contract
8. Ditch on Water Street
9. Shoreline Erosion
10. Widening of Conestoga Street
11. Tasker Lane
12. Lift Station – Springs
13. Auditor
14. Maryland Portable Concrete
15. Corrosion Control
16. Athletic Complex Paving
17. Cooper Ave – Street Sinking
18. Handicapped Ramps – Town Hall & Post Office
19. Sewer Agreement
20. Sheriff's Office Agreement

NEW BUSINESS

21. FY02 Retrofit Sidewalk grant monies
22. Additional Funds – Wave Screens
23. Electrical Modifications – Water Tower
24. Town Hall – Paint Exterior
25. Cross Connection Control Plans
26. MML Chapter Dinner – 07/19/01 6 & 7 p.m. Rogers Tavern (RSVP 7/13)
27. Census
28. Toshiba Coupons \$225 – Class Action Lawsuit
29. FEMA – Rt. 7 Lift Station

Town Meeting of June 26, 2001 was cancelled at last meeting by Town Commissioners as all Commissioners would be attending the Maryland Municipal League Conference in Ocean City.

Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/10/2001 TIME: 7:30 P.M.

HOWARD HALL
Edgar M. Hall

TOWN MEETING OF APRIL 23, 2002
AGENDA

The April 23, 2002 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 Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator and Delegate David D. Rudolph. Audience attendance sheet is attached hereto.

Minutes – Commissioner Gell made a motion to approve the minutes of the April 9, 2002 meeting, seconded by Commissioner Stanko. The motion passed 4-0-1 (Commissioner Sheets abstained).

Accounts Payable – Commissioner Gell made a motion to pay the bills, seconded by Commissioner Vandervort. The motion passed 2-0-3 (Commissioners Sheets, Stanko and Doss abstained).

Plaque Presentation – President Vandervort presented plaques to Ruth Lewis and Meredith Lubking for their service on the Election Board.

Commissioner Sheets/Special Events – Commissioner Sheets discussed the list of special events for the next year and the estimated costs to the Board. After some discussion, the Board agreed to include these costs when the proposed budget was prepared.

Edgar McMullen – Mr. McMullen asked if the Board had decided about his proposal on a new cemetery. After discussion, Mr. McMullen asked when the street paving was supposed to start. Mr. Hearne stated it was to start this week. Mr. McMullen asked if the Town had located a set of sewer prints. Mr. Hearne stated the County and URS Corporation indicated they don't have sets and will check into this further. Mr. McMullen also asked if the Town would send a letter to have the property owner at the end of Tasker Lane clean up his property. After discussion, the Town stated they would include it on the clean up list.

PENDING BUSINESS

Charlestown Marina Lease – President Vandervort stated Keith Baynes, the Town's attorney, had drafted the lease and the individual interested in the lease was having his attorney review it. After discussion, the Board asked President Vandervort to have the individual meet with them as soon as possible.

Wave Screen – President Vandervort stated he didn't believe it needed to go out 100 ft. After discussion, Commissioner Gell asked if there would be a silting problem. Mr. Hearne stated he would forward the Board's comments to the engineer. Commissioner Gell asked if the Board needed to make a recommendation. Mr. Hearne stated the engineer would look at our comments and then submit it to the State for their comments.

Perryville High School "United We Stand Event" – 05/01/02 – Commissioner Doss made a motion not to make a donation, seconded by Commissioner Stanko. The motion passed 5-0.

NEW BUSINESS

Cemetery Ordinance – Commissioner Gell made a motion to pass Ordinance #2002-02 amending the existing cemetery ordinance, seconded by Commissioner Stanko. The motion passed 5-0.

Circuit Rider Resolution #2002-03 – Commissioner Sheets made a motion to pass Resolution #2002-03 continuing the Town's participation in the Circuit Rider program for FY03, seconded by Commissioner Stanko. The motion passed 5-0.

FY03 Critical Area Commission Scope of Work – After brief discussion, Commissioner Stanko made a motion to sign the scope of work, seconded by Commissioner Sheets. The motion passed 5-0.

LGIT Ballot – Commissioner Gell made a motion to agree to the trustees named on the ballot, seconded by Commissioner Stanko. The motion passed 5-0.

MRWA Ballot – After brief discussion, no action was taken because the list of nominees had not been received.

Request to move Children at Play Sign on Caroline Street – After brief discussion, the Board asked to have the sign moved closer to Bladen Street.

Youth Council Meeting – 05/18/02 9:30-11:30 – County Admin. Bldg. – After brief discussion, the Board decided to contact Commissioner Kilby as the meeting was on the same day as the Colonial Fair.

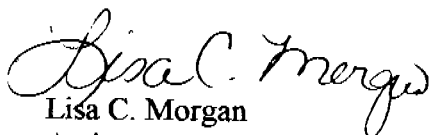
Edgar McMullen asked if the Town would be doing anything about the untagged vehicles, etc. After discussion, Mrs. Morgan asked if the Board would authorize the purchase of a camera that would date and time the pictures. After discussion, Commissioner Stanko made a motion to authorize the purchase of a camera up to \$150, seconded by Commissioner Sheets. The motion passed 4-1.

Howard Hall, a member of the audience, discussed an incident that occurred last Friday in town. After discussion, the Board agreed to send a letter to the District Court administrative judge about the residents' concerns.

Rebecca Phillips, of Colonial Charlestown, Inc., stated the arrangements for the Colonial Fair were going well.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:16 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 23, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Plaque Presentations
4. Edgar McMullen

PENDING BUSINESS

5. Charlestown Marina Lease
6. Wave Screen
7. Perryville High School United We Stand Event – 05/01/02

NEW BUSINESS

8. Cemetery Ordinance
9. Circuit Rider Resolution 2002-03
10. FY03 Critical Area Commission Scope of Work
11. LGIT Board of Trustees Ballot
12. MRWA Ballot
13. Request to move Children at Play sign – Caroline St.
14. Cecil Co. Youth Council Meeting – 05/18/02 9:30-11:30 Co. Admin Bldg.

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 4/23/02

TIME: 7:30 P.M.

- Dorinda Lubking
- Janie Wright
- Mary M. Love
- Wendell E. Robinson
- Samuel P. [unclear]
- Val Hahn
- Andy [unclear]
- Carol M. Muller
- Rich Lewis
- Bane Lewis
- Christine Causo
- Jan C. Atkinson
- Bill [unclear]
- Shirley [unclear]
- Rebecca Phillips
- Bob Phillips

Town of Charlestown

Accounts Payable Bills

4/23/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
U.S. Postmaster	(1) roll postage - Colonial Fair	6965.1 - Colonial Fair	34.00-
Verizon	Acct #000017861803 96Y	6440.1 - Telephone	139.73-
LGIT Health Pool	May '02 medical insurance	6170.1 - Medical Insurance	243.66-
Paint 'N Place Signs	Inv #2698 - install directory	6715.1 - Other	2,150.00-
MacMillan's Screenprinting	Inv #24394 - (1) set up charge & (3) 8x10 plaques w/ black br...	6216.1 - Memorials	103.50-
Bicking, Thomas	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Bott, Gary	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Bott, Rosalyn	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Daniels, Ronald	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
DeCoursey, James	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Doss, N. William	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Luglio, Joseph	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
McCall, Neilson	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Ross, Michael	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Sheets, Gerald	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Shockley, Kenneth M.	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Stanko, George F.	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
Starling, Malcolm	firefighters tax credit - FY2001-2002 tax year	4111.1 - Property Taxes	80.00-
AT&T	Acct #8014-058-9492 - Inv #6392493916 - long distance Tow...	6440.1 - Telephone	17.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #946340-0276-3 - March tra...	6651.1 - Trash Collection	3,980.90-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	167.34-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #8630 - film for pictures for...	6221.1 - Supplies	42.88-
Merry Maids	cleaning Town Hall - 05/06/02	6450.1 - Maintenance	35.00-
Total 1010.1 - Cash-General Checking			7,954.01-
Total 1000.1 - General Fund Cash Accounts			7,954.01-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 - Telephone	33.07-
Alfrest Bank, Trustee for CDA	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 - Original Construction Loan	38,323.43-
Miller Environmental, Inc.	Inv #10050279 - water sys operations charges - May '02	7120.2 - Contract Operating	1,901.00-
Total 1010.2 - Cash - Utility Checking			40,257.50-
Total 1000.2 - Utility Fund Cash Accounts			40,257.50-

Town of Charlestown

Accounts Payable Bills

4/23/02

Name	Memo	Split	Amount
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4318 - gloves, tire sealant...	-SPLIT-	162.86-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #8630 - fire extinguishers (...)	-SPLIT-	81.49-
Cecil County Roads Depart...	Inv #28 - 3.18 tons salt/sand mix - ticket #816579	6500.3 · Snow Removal	89.04-
Gilbert Enterprises Inc.	Inv #8616G - March '02 gasoline charges - town trucks & mo...	-SPLIT-	252.10-
Total 1005.3 · New-Checking-Special (Special checking County)			585.49-
Total 1000.3 · Special Fund Cash Accounts			585.49-
TOTAL			48,797.00-

TOWN MEETING OF APRIL 9, 2002
MINUTES

The April 9, 2002 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 Michael W. Doss, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Gell made a motion to approve the minutes of the March 26, 2002 meeting, seconded by Commissioner Doss. The motion passed 4-0.

Accounts Payable – After some discussion, Commissioner Gell made a motion to pay the bills, seconded by Commissioner Doss. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the March 2002 operations report to the Board. There was roundtable discussion of the I&I project and the wet weather testing of the sewer system.

Tom Worley – Comcast Agreement – Tom Worley and Bill Malone, of Comcast, discussed the proposed cable agreement with the Board. After discussion, Mr. Worley stated they would look at the Baltimore St.-Carpenters Point Rd. area and the Colonial Dr.-Charlestown Pl. area about cable service availability. After more discussion, Mr. Worley stated they would work on language about the public access channel. President Vandervort mentioned that, beside those points, the Board seemed to agree with the proposal but it would be reviewed by Keith Baynes, the Town's attorney, also. After more discussion, Mr. Worley stated he would be in contact with Mr. Hearne on those points mentioned and Mr. Hearne stated Mrs. Morgan would get him a list of residences she had responses from as having been unable to get service.

Rebecca Phillips – Colonial Fair – Rebecca Phillips updated the Board on the arrangements for the fair. She mentioned the next Fair meeting was April 17, 2002 at 7:30 p.m. at the 107/Tory House. She asked and the Board agreed to schedule two deputies from 11 to 5 on the day of the fair, to close the boat ramp from May 17th at 8 p.m. to May 19th at 8 p.m., to order a portable toilet and to send invitation letters to our legislative representatives. After more discussion, Commissioner Doss stated the ambulance and medics would be available at the firehouse that day. Rosalyn Bott asked if the Town's insurance would cover the event. After discussion, Mr. Hearne stated it did during the Millennium Celebration but they issued a separate certificate for the day and he would contact them.

PENDING BUSINESS

Charlestown Marina Lease – President Vandervort stated the eviction hearing was today and the Town has gotten back possession of the property. He stated Mr. Baynes advised the Town to put up a chain and post a sign on C-dock. President Vandervort stated there was an individual who was very interested in leasing the property and after discussion, the Board asked President Vandervort to have the individual meet with them about the lease. After more discussion, Commissioner Stanko made a motion to get a quote from a plumber to run water to the dock, get a quote from a surveyor to have a survey done and put in permanent metal rod markers, and a quote from an electrician to install electric to the dock, if needed as soon as possible, seconded by Commissioner Doss. The motion passed 4-0. The Board asked Mrs. Morgan to check and see if the property taxes had been paid by Mr. Price.

County Economic Development Commission -- Recommendation for County Appointment -- President Vandervort stated Larry Metz was willing to be recommended for the appointment. Commissioner Gell made a motion to recommend Larry Metz to the County Commissioners for appointment to the County Economic Development Commission, seconded by Commissioner Doss. The motion passed 4-0.

March of Dimes Walk America -- Mrs. Morgan stated she hadn't received the information package from County Special Events yet and she would call tomorrow.

Perryville High School United We Stand Event -- Mr. Hearne stated an e-mail was sent asking who administered the fund but we hadn't received a reply and would attempt to contact again.

Robert & Robyn Rowe -- Donation of Ship's Mast for Playground -- After President Vandervort discussed the donation of the mast with the Board and comments were received from the audience, Commissioner Stanko made a motion to accept the donation of the mast, seconded by Commissioner Gell. The motion passed 4-0. The Board asked to have a letter sent thanking Mr. & Mrs. Rowe for the donation.

MML Nomination -- District #10 Vice President -- After discussion, Commissioner Doss made a motion to nominate Gabriel Garzia, seconded by Commissioner Gell. The motion passed 4-0.

NEW BUSINESS

Shoreline Erosion -- Sole Source & Resolution 2002-02 -- Mr. Hearne discussed whether the Board wanted to sole source the engineering or do up specs based on those received from Mr. Saffouri and get quotes from several firms Mr. Saffouri suggested. Mr. Hearne also asked the Board to pass Resolution 2002-02 authorizing President Vander or him to sign any necessary paperwork regarding the project. Commissioner Doss made a motion to pass Resolution 2002-02, seconded by Commissioner Stanko. The motion passed 4-0. After discussion, the Board decided to get quotes from several firms and President Vandervort stated he would work with Mr. Hearne on the specs.

MML Conference -- Stan -- Mr. Hearne explained Maryland Rural Development Corporation would not be able to fund him the entire conference. He stated he didn't know how much MRDC would be able to pay but the Town of Millington was willing to pay half of the remaining cost if the Town of Charlestown would pay the other half. After brief discussion, Commissioner Gell so moved, seconded by Commissioner Stanko. The motion passed 4-0.

Ethics Ordinance -- Commissioner Gell made a motion to approve Ordinance 2002-01 amending the ethics ordinance, seconded by Commissioner Stanko. After more discussion, Commissioner Gell withdrew his motion. Commissioner Stanko made a motion to have it reviewed by the State Ethics Commission, seconded by Commissioner Gell. The motion passed 4-0.

Town Hosting MML Dinner -- 10/24/02 -- Mrs. Morgan stated chapter dinners were usually on the 3rd Thursday of the month but in October, when it was the Town's turn to host, October 17th was in the middle of the MML Legislative Conference and suggested the Town move the date to October 24th. The Board agreed. President Vandervort stated the last two times the Town hosted the dinner, the Town had it at the Market Street Café and stated the Town should hold this one at the Wellwood. Mrs. Morgan stated she would contact them and make further arrangements closer to the date.

Bleachers & Kick Out Mats – Mrs. Morgan stated Program Open Space (POS) approved the kick out mats and did the Board want them ordered. The Board stated yes. Mr. Hearne stated the amount for the bleachers he applied for POS funding was not for a handicapped accessible set. He stated POS required handicapped accessibility. Mr. Hearne had gotten a price on such a set and it would be \$2490, increasing the cost of the Town's share but POS would reimburse the Town 75% of the original amount given, around \$750. After discussion, Commissioner Stanko made a motion to purchase the set of handicapped accessible bleachers for \$2490, seconded by Commissioner Gell. The motion passed 4-0.

President Vandervort stated the Town received a quote of more than \$8,000 from Best Electric to install the lights at the athletic complex. Mr. Hearne stated Jerry Bradley, of Bradley Electric, was contacted but he was not sure if he wanted to quote on this project since the Town had already gotten a price from someone else. After discussion, the Board asked to have another electrical contractor contacted for a quote.

Commissioner Stanko stated Ron Daniels, chief of the Charlestown Fire Company, was concerned that there were two houses being built in town that will be more than 600 ft. from a fire hydrant. She suggested the Town provide copies of building permits to the fire company so this problem can be caught before a permit was issued. Mr. Hearne stated the fire company would have a box in the town hall for copies of building permits.

Commissioner Doss stated the town directory sign was in the wrong place. After much discussion, the Board tabled this until Commissioner Sheets was present. He also stated that the County had frozen any further purchases so the Town itself would need to order the butt containers, being \$72.00 each. Commissioner Doss made a motion for the Town to buy 2 butt containers, seconded by Commissioner Stanko. The motion passed 4-0.

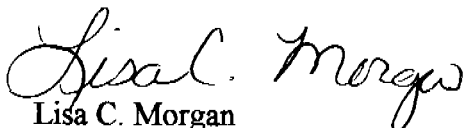
Mr. Armour stated the Town needed to repair the spigot in the ladies room at the comfort station and he and Mr. Algard didn't know how to repair it. After discussion, President Vandervort stated he would get with Mr. Algard about it.

Mr. Hearne stated the Town received application information for next year's Governor's Crime Control and Prevention grants and asked if the Board wanted to apply. After discussion, the Board agreed to apply for 3 more lights at the athletic complex.

Commissioner Gell asked if the maintenance workers could trim the trees at the boat ramp. After discussion, the Board decided to check with Mary Ann Skilling, Critical Area circuit rider with the MD Dept. of Planning, to see if the work would violate Critical Area regulations before having it done.

As there was no further business, Commissioner Gell made a motion to adjourn, seconded by Commissioner Stanko. The motion passed 4-0. President Vandervort adjourned the meeting at 9:27 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 9, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Tom Worley – Comcast Agreement
5. Rebecca Phillips – Colonial Fair

PENDING BUSINESS

6. Charlestown Marina Lease
7. County Economic Development Commission – Recommendation for County Appointment
8. March of Dimes Walk America – 05/04/02
9. Perryville High School United We Stand Event – 05/01/02
10. Robert & Robyn Rowe – Donation of Ship's Mast for Playground
11. MML Nominations – District 10 Vice President

NEW BUSINESS

12. Shoreline Erosion – Sole Source & Resolution 2002-02
13. MML Conference – Stan
14. Ethics Ordinance
15. Ramp Closure – 05/17 8 p.m. to 05/19 8 p.m.
16. Town Hosting MML Dinner – 10/24/02
17. Bleachers & Kick Out Mats

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 4/9/2022 TIME: 7:30 pm

- Russell L. Bott
- Dorothy Waldrop
- Herbert C. Brown
- Paul & Joan Ottlinger
- Howard Agee
- Angie A. Smith - 2025I
- Tom Worley - Council
- Bill McLaugh - Council
- Carrie Taylor
- Robert Phillips
- Rebecca Phillips
- Val Hahn

Town of Charlestown

Accounts Payable Bills

4/09/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Merry Maids	cleaning Town Hall - 04/22/02	6450.1 - Maintenance	35.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #929431-0276-1 - February ...	6651.1 - Trash Collection	4,128.41-
Sheriff's Patrol	Charlestown Patrol - period of 02/23/02 - 03/22/02	6920.1 - Police Protection	2,856.50-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 02/23/02 - 03/22/02	6920.1 - Police Protection	76.86-
Charm Net, Inc.	Acct #6419 - Inv #59101 - internet access 04/01/02 - 05/01/02	6440.1 - Telephone	16.95-
Baynes, Keith A.	prepare revised Ethics Ordinance; prepare eviction notice - P...	-SPLIT-	195.00-
Conowingo Country Store & ...	Inv #115326 - (1) 3x5 MD flag	6960.1 - Miscellaneous	35.00-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	132.56-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	31.70-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	6.81-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	56.37-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	18.67-
Central Printing & Office Su...	(500) business cards - Gell; (1) bx letterhead; (2) bx window ...	6222.2 - Printing	249.00-
Radio Shack	Acct #00001903060981 - Inv #391771 - (1) 5-pk cassette tapes	6220.1 - Office Supplies	15.98-
American Home & Hardware	Acct #685600 - Inv #832709 - framing - tennis court; Inv #83...	-SPLIT-	31.02-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #305805 - bit; screws nuts & bolts - tire swin...	-SPLIT-	96.70-
landfill	Acct #1043 - landfill charges - March 2002	6651.1 - Trash Collection	31.26-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	107.67-
Total 1010.1 - Cash-General Checking			8,121.46-
Total 1000.1 - General Fund Cash Accounts			8,121.46-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Baynes, Keith A.	review & comment on proposed water service agreement - A...	7143.2 - Legal	90.00-
Cecil County Treasurer's Off...	County sewer user fees - 4th qtr CY01 (Oct-Dec '01)	6550.2 - County Regional System Use...	16,845.96-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	108.30-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	49.57-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	9.96-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	16.26-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	294.24-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	248.73-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	437.75-
Cecil Co. Commissioners	Inv #1000 - (1) hydromatic 2HP 3450 RPM, 230V 1 phase ins...	6510.2 - Operating expenses-repairs	1,405.81-
Total 1010.2 - Cash - Utility Checking			19,506.58-

Town of Charlestown

Accounts Payable Bills

4/09/02

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			19,506.58-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Home & Hardware	Acct #685600 - Inv #834847 - marking spray paint for lights a...	6420.3 · General Maintenance	8.80-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #306456 - 3 bdl straw - cover grass seed on...	6300.3 · Streets	10.50-
Advantage Ford	Acct #11395 - Inv #FOCS34182 - oil & filter change & lube - n...	6024.3 · Truck Repair	103.64-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Vulcan Signs	Cust #20192 - Inv #48923 - (6) square posts; (6) u-channel p...	-SPLIT-	287.64-
McGuirk Construction	Inv #9766 - remove & replace sidewalk sections locations #7 ...	6300.3 · Streets	3,622.00-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #52624 - (2) kits; (3) blades (2) rollers - mo...	6022.3 · Equipment Repair	109.17-
Total 1005.3 · New-Checking-Special (Special checking County)			4,783.21-
Total 1000.3 · Special Fund Cash Accounts			4,783.21-
TOTAL			32,411.25-

MEETING OF FEBRUARY 26, 2002
MINUTES

The February 26, 2002 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 Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Gell made a motion to approve the minutes of the February 12, 2002 meeting, seconded by Commissioner Stanko. The motion passed 5-0.

Accounts Payable – Commissioner Doss stated he had a problem with the bill from Cecil County for replacing a pump at the lift station in Veterans Park. After discussion, Commissioner Doss made a motion to approve the bills except for the bill from Cecil County, seconded by Commissioner Sheets. The motion passed 5-0. Mr. Hearne stated he would contact Jeff Coale at Seneca Point about the bill.

Susan Gell/Town Hall Renovations – Susan Gell, chairman of the Town Hall Renovations committee, submitted a list of underlying principles to guide the renovation of Town Hall and requested a 12-member committee along with recommended composition of that committee. After discussion, Dr. Gell stated the idea was to cover the Town's needs for 5-10 years. President Vandervort stated 10 years should be the minimum. Dr. Gell stated it could be changed if you wanted to. After more discussion, President Vandervort stated he didn't understand why they would need a person with commercial real estate experience. Dr. Gell stated if the Board was more comfortable with 3 at-large members they could do that. Commissioner Doss stated a 12-member committee was very large and personally had found that larger committees get less done. Dr. Gell stated the committee would involve members from other groups that might have unique needs or ideas. She further stated it was important to keep as many people involved and interested in the project so it would be hard for a group of people to say they were left out. After more discussion, Dr. Gell stated if the Board agreed with the principles and the general formation for the committee, she would start looking for individuals to appoint to the committee, set up a meeting schedule and bring that time table back for the Board to review. Dr. Gell stated she had some ideas on the phases for the project but wanted to get input from committee members before talking in more detail on that. After more discussion, President Vandervort stated guidelines are a good idea when something like this was done because they provide direction but also allow the door to be open to what could be a great idea. He stated the Board might want to put some limitations, either due to funding, location, or another reason. The Board agreed to think on what limitations the committee would need to consider before they begin. Dr. Gell stated she planned for the committee process to be quick and there were some things that could be done immediately and which could be moved even with new facilities.

Special Buffer Area Committee – Richard Price stated he and Richard Hartnett had meet yesterday at 3 p.m. with Ren Seray, Mary Owens, and Mary Ann Skilling, the executive director, senior planner and circuit rider respectively for the Chesapeake Bay Critical Area Commission. He stated they worked on mitigation and they understood the problem with the previous tables. Mr. Price stated Mrs. Owens would work on 2 tables, for commercial and residential. Mr. Price said they had added that if on-site mitigation was not possible, a fee of \$1.50/square foot would be paid into a

mitigation fund and the Town could plant trees, bushes, etc. somewhere. After discussion, Mr. Price stated the 1,000 square feet of accessory structures allowed within the 100 ft. buffer would be for both existing and new accessory structures. He further stated a garage or addition attached to the primary structure would not be considered accessory structures. He also said a deck, if it had cracks between the boards and gravel underneath, was not considered impervious surface by Critical Areas. Howard Hall, a member of the audience, stated Planning and Zoning considered it impervious surface and maybe that should be changed so it was uniform. Mr. Price stated once the Town had agreed to the tables, the entire document could be reviewed by the Board and if agreeable, forwarded to the Critical Area Commission for their review, and then hold a public hearing.

Election Board Vacancy – President Vandervort stated the Town had received a letter of interest from Virginia Slater. After brief discussion, Commissioner Gell made a motion to appoint Virginia Slater to the Election Board, seconded by Commissioner Sheets. The motion passed 5-0.

Charlestown Marina lease – President Vandervort stated each commissioner had been asked and agreed to accept a lump sum payment of \$81,300 from Mr. Price to settle the lease. He further stated he wanted a formal motion to confirm that and to dismiss the lawsuit. Mr. Hearne stated Mrs. Morgan deposited the check on Friday and today County Bank confirmed the check had cleared. Commissioner Doss made a motion to accept the \$81,300 as full payment of the lease and to dismiss the lawsuit, seconded by Commissioner Gell. The motion passed 5-0. Mr. Hearne stated Keith Baynes, the Town's attorney, would issue an order of satisfaction and the Town would get a copy of it. President Vandervort stated he had talked to Ty Price and Bud Wallace both about what Mr. Price's plans were but they didn't know. Commissioner Doss stated Karl Fockler was supposed to contact the Town Hall. After more discussion, President Vandervort asked if the Board wanted to put the appraisal on hold since they didn't know what terms a new lease would contain. The Board agreed. Mr. Hall asked what if the marina continued to use the property after the lease expired on February 28th. President Vandervort stated Mr. Baynes sent a letter stating they were to remove all equipment, etc. from the property on or before that date. After more discussion, President Vandervort stated the matter would wait until the next meeting and, between now and then, someone might contact the Town about a new lease. After more discussion, Commissioner Doss stated he was not interested in negotiating a new lease with Mr. Price. Commissioner Stanko agreed.

Town House Lease – Mr. Hearne stated the lease would expire April 30th and the rent was \$850 per month. After discussion, Commissioner Doss stated the Town had spent \$2600 in maintenance of the structure. Mr. Hearne stated the Town was also planning to wrap the windows also. After further discussion, Commissioner Gell made a motion to offer a new lease for \$875 per month, seconded by Commissioner Doss. The motion passed 5-0.

Boat Slip Fees – Commissioner Doss stated the fee had been raised last year. Mr. Hearne stated the Town needed State approval of the fee even if it was the same as last year. Commissioner Stanko asked if there was a particular date renters were supposed to have their boats in the water by. President Vandervort stated there wasn't a specific date but they were to actively use their slips, not hold them vacant for the season. Commissioner Stanko stated the Board might want to consider a specific date as it wasn't fair to those on the waiting list if someone delayed and delayed getting their boat in. Commissioner Gell asked if town residents were charged a lower fee. Commissioner Stanko stated everyone paid the same fee but town residents were given preference on the waiting

list. Commissioner Gell made a motion to raise the fee to \$300. President Vandervort stated the pier was not supposed to be operated at a profit but to cover any maintenance or upgrades done. The motion died for the lack of a second. After brief discussion, Commissioner Sheets made a motion to set the fee at \$250, the same as last year, seconded by Commissioner Doss. The motion passed 4-1.

Voice Mail Boxes – Commissioner Doss stated he checked on voice mail so Mrs. Morgan's time was not spent calling each commissioner to leave the same message. Mr. Hearne stated 1 mailbox that could be split into 8 more, for a total of 9 mailboxes cost \$8.50 per month for 30 minutes total time for all boxes or \$9.50 per month for 45 minutes. He further stated a \$15 service charge for setting the system up was being waived for any new service set up between now and April 5th. After brief discussion, Commissioner Doss made a motion to get the voice mail service at \$9.50 per month for 45 minutes overall voice time, seconded by Commissioner Sheets. The motion passed 5-0.

Chamber of Commerce – Commissioner Sheets stated Mrs. Morgan was supposed to but hadn't made copies of the information but hadn't. She further stated Charlestown was the only town not a member. Commissioner Stanko asked how much the cost was. Commissioner Sheets stated it was \$150 a year. After discussion, Commissioner Doss stated this was probably like a lot of other organizations, the Town would have to join it for a year to see if the benefits received was worth the cost of membership. Commissioner Stanko stated she really liked to read about what's being proposed before making a decision. Commissioner Doss made a motion to join the Cecil County Chamber of Commerce for one year at \$150, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Stanko abstained).

Resolution 2002-01 – Mr. Hearne stated the resolution was supposed to give President Vandervort or himself, if the Board didn't object, authority to sign the necessary paperwork and documents involved with the I&I project. He stated the resolution needed to be retyped to do that and Commissioner Doss asked for one typo correction also. Mr. Hearne stated the Town had previously authorized Mr. Letts. After brief discussion, Commissioner Stanko made a motion to pass Resolution 2002-01 with those changes, seconded by Commissioner Sheets. The motion passed 5-0.

Governor's Crime Control and Prevention Grant – President Vandervort stated the Town had received grant monies for 1 safety light. Mr. Hearne stated we had the \$1125 state share but the Town hadn't installed the light. Commissioner Stanko asked how much the light in Fair Green Park had been. Commissioner Doss stated it was around \$2000 but it was a two-light. Mr. Hearne stated the Town had applied for a \$8066 POS grant for more lights and the grant was passed by the State's Board of Public Works but the Town hadn't received formal approval yet. President Vandervort stated the Town had tried to delay installing the light until this other grant had been approved. Commissioner Doss stated the Town could install the one light but make sure provisions were made to hook up additional lights to it. He further stated the installation should be done now while the parking lot at the athletic complex was still gravel. Mr. Hearne suggested the Town use Best Electric since they were repairing the damage to the telemetry lines and would know where those were when the electric was installed for the light. President Vandervort asked when the grant expired. Mr. Hearne stated the grant would expire June 30, 2002. Commissioner Stanko made a motion to install 1 light toward the back of the athletic complex parking lot but insuring the electrical installation was such that additional lights, when purchased, could be installed at a later

time, seconded by Commissioner Gell. The motion passed 5-0. Commissioner Gell asked the Board to consider installing such a light at Veterans Park. Commissioner Stanko stated the Town would have to pay for that since the electric company wouldn't install a street light away from the road.

Commissioner Gell asked what the status was on the postage permit. He stated the Town could get a postage machine and pay for the postage ahead. Commissioner Doss stated the Town had agreed to get a bulkmailing permit. Commissioner Sheets stated Mrs. Morgan was working on the application but needed clarification from the postal service on one question before she can submit it.

Trash and Garbage Removal Contract – President Vandervort stated the pre-bid meeting had been held and two companies showed up for that. Commissioner Stanko stated there should be some competitive quotes for it then.

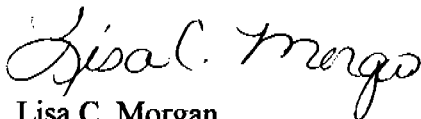
Paving – President Vandervort stated the pre-bid meeting had been held. He further stated McGuirk Construction, Dix Hollow Paving and Grapes Paving representatives were present at that meeting. Mr. Hearne stated paving bids were due Thursday at 2 p.m. and McGuirk Construction had already submitted their bid.

Sgt. Ron Schmidt/Cecil County Sheriff's Office – Monthly Report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the monthly patrol report for January 2002. Commissioner Gell stated they seemed to be concentrating on radar patrols. Commissioner Stanko stated the Board had asked them to step up speed enforcement due to complaints the Board had received from residents. Commissioner Gell stated the Town received a letter from the Sheriff's Office stating deputies patrolling Charlestown were going to do foot patrols and asked if they were doing so. Sgt. Schmidt stated the policy now was the deputies do foot patrols up to 1 hour during their shift, conditions and weather permitting. Commissioner Doss stated he had indicated problem areas on the patrol schedule for the deputies to concentrate on. After some discussion, Commissioner Doss asked if the sign that showed drivers their speed when taken by radar could be up at the school again. He stated there were two major accidents along that street in the last 45 days. Sgt. Schmidt stated they should be able to and asked if the patrol schedule was done for the next month. President Vandervort stated Mrs. Morgan should be sending it tomorrow.

Commissioner Stanko stated state law mandated taping of any meeting, other than what was publicly announced, needed to be done with the consent of everybody.

As there was no further business to be discussed, Commissioner Gell made a motion to adjourn. There was no second or vote but President Vandervort adjourned the meeting at 9:27 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF FEBRUARY 26, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Susan Gell/Town Hall Renovations
4. SBAC

PENDING BUSINESS

5. Election Board Vacancy
6. Charlestown Marina lease

NEW BUSINESS

7. Town House Lease
8. 2002 Boat Slip Fee
9. Voice Mail Boxes
10. Chamber of Commerce application
11. Resolution 2002-1 – Authority to Sign I&I Grant Reimbursements
12. Governor's Office of Crime Control & Prevention Grant – Safety Light

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/26/2002 TIME: 7:30 PM

- Susan K. Gelf
- Howard Hall
- Edys M. Mully
- Val Hahn
- Bill Doss
- Shirley Doss

Town of Charlestown

Accounts Payable Bills

2/26/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
AT&T	Acct #8014-058-9492 - Inv #6392485500 - long distance Tow...	6440.1 - Telephone	11.82-
Vulcan Signs	Cust #20192 - Inv #46777 - (2) handicapped parking signs	6450.1 - Maintenance	29.85-
Verizon	Acct #000017861803 96Y	6440.1 - Telephone	128.14-
Hoopes Fire & Safety Equip...	Acct #200189 1 Inv #200189- inspect fire extinguisher	6450.1 - Maintenance	31.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4380 - posterboard & film ...	6221.1 - Supplies	63.22-
landfill	Acct #1043 - landfill charges - January 2002	6651.1 - Trash Collection	12.66-
Total 1010.1 - Cash-General Checking			276.69-
Total 1000.1 - General Fund Cash Accounts			
276.69-			
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Technical Electronic Consult...	Inv #2188 - calibration of monitoring system	7120.2 - Contract Operating	264.50-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 - Telephone	33.08-
Corpro	catholic protection service - water tank - 04/01/02 - 03/31/03	7120.2 - Contract Operating	355.00-
Miller Environmental, Inc.	Inv #10030277 - monthly water system operation charge	7120.2 - Contract Operating	1,901.00-
Cecil Co. Commissioners	Inv #1000 - (1) hydromatic 2HP 3450 RPM, 230V 1 Phase in...	6510.2 - Operating expenses-repairs	1,405.81-
Total 1010.2 - Cash - Utility Checking			3,959.39-
Total 1000.2 - Utility Fund Cash Accounts			
3,959.39-			
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4128 - light bulbs; paper t...	6420.3 - General Maintenance	21.38-
York Building Products	Cust #6241 - Inv #194 - 2.58 ton sand to mix with salt for sno...	6500.3 - Snow Removal	18.71-
Maryland Materials Inc.	Acct #60502 - Inv #149642 - 3.41 ton crusher run - drain repa...	6300.3 - Streets	24.89-
Total 1005.3 - New-Checking-Special (Special checking County)			64.98-
Total 1000.3 - Special Fund Cash Accounts			
64.98-			
TOTAL			4,301.06-

TOWN MEETING OF FEBRUARY 12, 2002
MINUTES

The February 12, 2002 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 Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator and Delegate David Rudolph. Audience attendance sheet is attached hereto.

Delegate Rudolph announced the Maryland Department of the Environment (MDE) had applied for a \$120,750 grant from the State for the shoreline erosion project and the Maryland Department of Natural Resources (DNR) was processing an application for a low or no interest loan for the remainder of the project cost. The Board thanked Delegate Rudolph for his interest and support of this project and will, at his suggestion, send letters to the Secretaries of DNR and MDE about the assistance the Town had received from Len Casanova and Walid Saffouri. Delegate Rudolph stated there had been changes in funding for sidewalk but since a verbal commitment had been made regarding the sidewalk in front of the firehouse, that project was still in the plans at this time.

Minutes

Commissioner Doss made a motion to approve the minutes of the January 8, 2002 meeting, seconded by Commissioner Stanko. The motion passed 4-0-1 (Commissioner Gell abstained). Commissioner Stanko made a motion to approve the minutes of the January 22, 2002 meeting, seconded by Commissioner Gell. The motion passed 5-0.

Accounts Payable

Commissioner Doss made a motion to approve the bills. President Vandervort stated the amount of the Conectiv bill for the Rt. 7 pump station was wrong. Commissioner Doss amended his motion to approve the bills contingent on paying the corrected amount on the bill for Rt. 7, seconded by Commissioner Sheets. The motion passed 5-0.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the January 2002 system operations report. After discussion, Mrs. Hamilton stated Best Electric had found the correct wire for the telemetry lines and would install the wire when they received it. Mr. Hearne stated he contacted Conectiv and they stated it was not their fault and he asked them to send him a letter stating that but hadn't received anything. He further stated when the Town received the bill, he would forward it to Conectiv.

Franklin Stubbs/Greater Elkton Jaycees – Bathtub Push Fundraiser – Randy Moss, of the Greater Elkton Jaycees, stated the bathtub push was to raise funds for a diabetes unit at Union Hospital. He stated the event would come through town on April 6th around 9:30 a.m. and asked the Town to help organize a small 15 minute gathering that day and

distribute pledge cards before the event. Commissioner Doss made a motion that the Town support and participate in this event, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Sheets stated she would contact Mr. Moss about the pledge cards, etc.

Heather Ehrlich/East Coast Greenways – Heather Ehrlich explained the project for a pedestrian/bike trail along the East Coast and asked the town to participate. After discussing a proposed route through town, Commissioner Gell made a motion to send a letter in support of this project, seconded by Commissioner Doss. The motion passed 5-0.

Michael Pugh/Scott Gardens – Public Works Agreements – Michael Pugh, representing the developers of Scott Gardens, discussed the public works agreements. After much discussion the Board agreed to eliminate requiring an acceleration lane. Mr. Hearne stated he needed to talk to Fred Orr about the cost estimate for signs. He also needed the original incorporation documents. After discussion, Commissioner Gell made a motion to approve the public works agreements for Scott Gardens, seconded by Commissioner Doss. The motion passed 5-0.

Edgar McMullen – Cemetery & Sewer – Edgar McMullen discussed creating lots near the fence for cremations only. After some discussion, Commissioner Gell suggested Mr. McMullen write a proposal for the Board to review. Mr. McMullen also stated the sewer system drawings could not be found. After discussion, the Board decided to contact both the County Dept. of Public Works and URS Corp. to see if they had a set of the drawings.

PENDING BUSINESS

Public Works Agreement – Youngblood – Mr. Hearne stated the town engineer and attorney and the Youngbloods needed to sign the agreements before the Town signs off. After discussion, Commissioner Gell made a motion to approve the agreement pending getting the required signatures first, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Doss abstained).

Art Helton, who's running for State senator in the upcoming election, introduced himself to the Board. He explained after the election, Charlestown would no longer be in Senator Hooper's district but would become part of the district now represented by Senator Jacobs.

Medical Insurance – After discussion, Commissioner Gell made a motion to offer the Point of Service medical insurance plan, to full-time employees at a 70-30% town-employee cost split, to part-time employees if they pay 100% of the cost and if employees want eye or dental care, they would pay 100% of the cost, seconded by Commissioner Sheets. The motion failed 2-3. Commissioner Stanko made a similar motion except the cost split to be a 55-45% town-employee cost split for full time employees. The motion died for lack of a second. Commissioner Doss made a similar motion except the cost split to be a 60-40% town-employee cost split for full time employees and the issue of the amount of cost-sharing would be revisited in July, seconded by Commissioner Stanko. The motion passed 3-2.

Sewer Agreement – After discussion, the Board rejected the draft proposal from the county and decided to have President Vandervort contact Joseph Mahoney, the attorney the Town had working on this issue, and have him respond to the County. Commissioner Doss mentioned he would like to be involved in working on this issue.

Condemnation Legislation – Mr. Hearne stated Senator Baker had initiated the legislation and Mr. Hearne would testify at the hearing in Annapolis on Friday. He stated Commissioners Gell and Sheets planned to attend also.

NEW BUSINESS

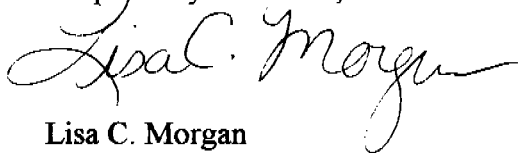
Election Board Vacancies – Commissioner Gell made a motion to accept the resignations of Meredith Lubking and Ruth Lewis, seconded by Commissioner Stanko. The motion passed 5-0. President Vandervort stated Judy Newsome had submitted a letter of interest. Commissioner Doss made a motion to appoint Judy Newsome, seconded by Commissioner Stanko. The motion passed 5-0.

Mr. McMullen asked if there was anything being done on the junked cars. President Vandervort stated Mrs. Morgan was updating the list since some of the properties had changed ownership and been cleaned up. He stated a standard letter would then be sent to these properties. Commissioner Doss stated he wanted to mention that Howard Hall and two other men had spent the weekend cleaning up the Chesapeake Road area and felt the Board should be made aware of their efforts.

After brief discussion, Commissioner Doss made a motion to present plaques to Mrs. Lubking and Mrs. Lewis, seconded by Commissioner Sheets. The motion passed 5-0.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF FEBRUARY 12, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Cecil County Sheriff's Office – Monthly Report
5. Franklin Stubbs/Greater Elkton Jaycees – Bathtub Push Fundraiser
6. Heather Ehrlich/East Coast Greenways
7. Michael Pugh/Scott Gardens – Public Works Agreement
8. Edgar McMullen – Cemetery & Sewer

PENDING BUSINESS

9. Public Works Agreement – Youngblood
10. Medical Insurance
11. Sewer Agreement
12. Condemnation Legislation

NEW BUSINESS

13. Election Board Vacancies

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/12/2002 TIME: 7:30 PM

William G. Olgard

Randy Van Jaycees Local Director

Eric Marshall Jaycees Management VOP

Heath Ehrlich WILMPIO

Bobby Britton East Coast Greenway Wilmington

Blair Halsey ELKTON JAYCEES

Bill Halsey

Mike RGH

Doris & Howard Hall

Edgar M. Mully

Art Heister SENATE CANDIDATE (MARYLAND)

Heath E. Roman

Val Hahn

Norman & Shirley Doss

Town of Charlestown

Accounts Payable Bills

2/12/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Charlestown Fire Co.	ambulance club donation		
Beresh, Carol	court reporting - Board of Appeals - Wellwood Yacht Club	6910.1 · Fire Company	25.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 12/29/01 - 01/25/02	4229.1 · Appeals Fees (Appeals Fees)	50.00-
Sheriff's Patrol	Charlestown Patrol - period of 12/29/01 - 01/25/02	6920.1 · Police Protection	78.93-
Baynes, Keith A.	attendance for medical insur disc.; PWA work - Scott Gardens	6920.1 · Police Protection	2,566.50-
Injured Workers' Ins. Fund	Policy #2801346-RT - installment paym't- Workmen's Comp	-SPLIT-	450.00-
Chesapeake Publishing Corp.	Appeals Board ad - Wellwood Club; Workshop mtg ad; trash ...	6160.1 · Workmen's Compensation	298.00-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0913750-0276-2 - January ...	-SPLIT-	146.71-
Radio Shack	Acct #00001903060981 - Inv #381667 - (2) 5-pk cassette tapes	6651.1 · Trash Collection	3,638.58-
Charm Net, Inc.	Acct #6419 - Inv #56408 - internet access 02/01/02 - 03/01/02	6220.1 · Office Supplies	25.98-
Woodward-Clyde Consultants	Inv #13201 - review PWA Scott Gardens; Inv #13203 - inspe...	6440.1 · Telephone	16.95-
Central Printing & Office Su...	(2) boxes window envelopes	-SPLIT-	1,355.50-
Maryland Association of Hist...	Annual Membership Dues	6222.2 · Printing	85.00-
ST. Paul Stamp Works Inc.	Acct # CH285, Inv #96196 - (1) namplate - Gell	6610.1 · Administration	50.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6220.1 · Office Supplies	14.56-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	122.42-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	32.99-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	6.81-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6420.1 · Electric	53.36-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21700394800 - 20 amp sing pole; groun...	6420.1 · Electric	46.91-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #7426 - cleaning supplies - ...	6985.1 · Electric	673.94-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #302862 - cement & bolts - pole barn; Inv #...	-SPLIT-	6.10-
American Home & Hardware	Acct #685600 - Inv #828722 - cork panel; triple grnd dr - post...	6221.1 · Supplies	57.11-
Staples	Acct #7972 3200 0002 7426 - scanner; mats; office supplies; ...	-SPLIT-	49.42-
Merry Maids	cleaning Town Hall - 02/19/02	6450.1 · Maintenance	620.98-
Maryland Materials Inc.	Acct #60503 - Inv #149114 - 22.35 tons stone for pole bam	6450.1 · Maintenance	35.00-
Northeastern Supply, Inc.	Cust #10523 - Inv #764116 - pvc pipe; coupling; mandrel; bi...	6961.1 · Pole Barn	217.25-
		6961.1 · Pole Barn	112.90-
Total 1010.1 - Cash-General Checking			10,836.90-
Total 1000.1 - General Fund Cash Accounts			10,836.90-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10010275A - repair kit for fiberglass tank	7120.2 · Contract Operating	10.59-
Verizon Wireless	Acct #202583968-00001 - Inv #331793001- (2) cell phones	7760.2 · Miscellaneous	50.33-
Atlantic Coast Laboratories	Inv #93345 - monthly coliform testing; annual nitrate testing; ...	7121.2 · Laboratory Testing	75.00-

Town of Charlestown

Accounts Payable Bills

2/12/02

Name	Memo	Split	Amount
Technical Electronic Consult...	Inv #2183 - recording charts	7142.2 · Office Supplies	24.50-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	75.24-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	52.18-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	5.87-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	1,725.00-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	282.87-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	188.07-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	442.58-
Total 1010.2 · Cash - Utility Checking			2,932.23-
Total 1000.2 · Utility Fund Cash Accounts			2,932.23-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #3212 - lysol cleaner; pape...	6420.3 · General Maintenance	34.43-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#303272 - search light d cell - shop	6420.3 · General Maintenance	8.63-
American Home & Hardware	Acct #685600 - Inv #819327 - bare cooper; wallplate; switch; ...	-SPLIT-	103.78-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Mendenhall's Garage	Inv #826880 - repairs to John Deere mower	6022.3 · Equipment Repair	398.29-
Woodward-Clyde Consultants	Inv #13202 - addenda to paving bid packets	6300.3 · Streets	504.50-
Kunkle Service Co.	Acct #36904 - Inv #274502 - mini lamp - truck	6024.3 · Truck Repair	3.16-
Gilbert Enterprises Inc.	Inv #8589G - December '01 gasoline charges - truck; Inv #8...	-SPLIT-	409.05-
York Building Products	Cust #8241 - Inv #102 - 2.01 tons sand for snow removal	6500.3 · Snow Removal	14.57-
Maryland Materials Inc.	Acct #60502 - Inv #149113 - crusher run - streets	6300.3 · Streets	49.92-
El's Truck Tire & Auto Centers	replacement ck for ck #1601 - to rotate tires on new truck	6024.3 · Truck Repair	74.18-
Total 1005.3 · New-Checking-Special (Special checking County)			2,241.97-
Total 1000.3 · Special Fund Cash Accounts			2,241.97-
TOTAL			16,011.10-

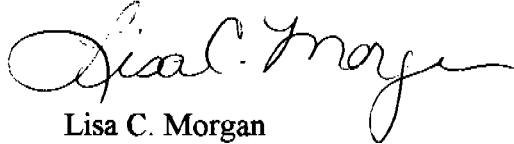
WORKSHOP MEETING OF FEBRUARY 11, 2002
MINUTES

The February 11, 2002 Workshop Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 6:00 p.m. Other commissioners present were Vice-President Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Vandervort stated the purpose of the meeting was to discuss medical insurance for town employees. He further stated the Board needed to decide the level of participation the Town would have as far as cost sharing. Commissioner Gell stated North East and Chesapeake City paid 100% of the cost. Commissioner Stanko stated the Board also needed to decide if the coverage would be for the individual only or, if the employee had a family, family coverage as well and at what percentage. After more discussion, Commissioner Stanko stated the Town needed to be cautious even though presently no employee needed family coverage, that situation may change and these rates might change July 1st. After more discussion, President Vandervort stated he was in favor of paying 50-60% and let the employee decide on single or family coverage. After more discussion, President Vandervort stated the consensus had been this was for full-time employees and would not be part of any retirement plan. Commissioner Stanko stated the difference between the towns paying 70, 90 or 100% and Charlestown was they had a lot of viable businesses. Commissioner Gell stated he didn't believe the employees should be punished for that. Commissioner Stanko stated she was considering what the Town can afford. President Vandervort stated the Board was discussing points where there was consensus and points where there wasn't so there was little remaining to be decided at the regular meeting. Commissioner Gell stated he would like the Town's share at 80%. After more discussion, the Board agreed on the Point of Service plan. Commissioner Doss asked what about commissioners getting the insurance. Commissioner Stanko stated she believed they had agreed the individual commissioner would have to pay 100% of the cost. President Vandervort mentioned the charter stated commissioners received no financial compensation and believed this would be considered compensation so the charter would need to be changed. Commissioner Stanko stated she considered 50% but that didn't mean the percentage couldn't be changed next year once the Board knew what the rates were. After more discussion, Commissioner Sheets stated she was thinking between 60-80%. Commissioner Doss stated he was thinking 70%. Commissioner Gell stated he would make a motion for 70%. Commissioner Doss stated that would give the Board time before July 1st to see if we can hold to that or need to change it. Commissioner Doss asked about the dental plan. Mr. Hearne stated the prior consensus had been the employee would have to pay 100% of the cost if they wanted that. Commissioner Sheets stated so far the Board agreed on the Point of Service Plan, Town would pay a percentage of the cost for full-time employees only, part-time employees and commissioners would have to pay 100% of the cost, employees would have to pay 100% for dental if they wanted it, and this would not be part of any retirement plan. Commissioner Doss asked about the vision plan. Mr. Hearne stated that had been part of the discontinued plan the Board had originally looked at. Commissioner Gell asked if there was consensus on the percentage of cost sharing.

Commissioner Stanko stated no. Commissioner Doss stated the Board had agreed on most of the points and the Board agreed to leave the remaining discussion to the next meeting. President Vandervort adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa C. Morgan".

Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER
Special
CHARLESTOWN TOWN MEETING

DATE: 2/11/2002 TIME: 7:00 p.m.

Rosalyn R. Bett

TOWN MEETING OF JANUARY 22, 2002
MINUTES

The January 22, 2002 Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:34 p.m. Present were Commissioner Michael W. Doss, Commissioner Jennifer L.M. Stanko, Commissioner-elect Robert Gell, Commissioner-elect Steven Vandervort, and Commissioner-elect Donna M. Sheets. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Election Results

Mrs. Morgan read the results of the January 14, 2002 Town Election as follows:

Robert Gell	-	142
Steven Vandervort	-	122
Donna Sheets	-	119
Richard Price	-	115
Richard Hartnett	-	76
Joseph Letts	-	59

Mrs. Morgan stated Mr. Gell, Mr. Vandervort, and Mrs. Sheets were elected as Commissioners.

Oath of Office

William Brueckman, Clerk of the Court for Cecil County, swore in the new commissioners.

Election of Town Officers

The Board voted by secret ballot for President. Steven Vandervort was elected President and Mr. Brueckman swore him in. Mr. Letts turned the meeting over to President Vandervort and he and Mr. Brueckman left the meeting. The Board, by secret ballot, voted Michael Doss for Vice President. In voting for Treasurer, there was a tie between Commissioner Stanko and Commissioner Sheets. Commissioner Stanko withdrew herself from consideration, therefore Commissioner Sheets was made Treasurer. President Vandervort swore Commissioner Doss and Commissioner Sheets in as Vice President and Treasurer respectively. Commissioner Doss made a motion for the Board to present a plaque to Joseph Letts, seconded by Commissioner Sheets. The motion passed 5-0.

Minutes – Commissioner Doss made a motion to approve the minutes of the December 11, 2001 workshop meeting, seconded by Commissioner Stanko. The motion passed 3-0-2 (Commissioners Gell and Sheets abstained). After discussion, the Board requested Mrs. Morgan revise the minutes of the January 8, 2002 meeting for the next meeting. President Vandervort stated Commissioner Gell had recommended the minutes reflect just the action taken on the various agenda since meetings were taped. After discussion, Commissioner Doss made a motion that tapes of meetings were to be retained for 1 year in a fireproof safe, seconded by Commissioner Stanko. The motion passed 4-1.

Accounts Payable – After discussion, Commissioner Doss made a motion for the Town to pay the monthly fee for inside wire maintenance, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Doss made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 5-0.

Edgar McMullen – Cemetery – Edgar McMullen, the cemetery caretaker, stated there were no more lots available in the cemetery and presented a drawing utilizing part of the Calvert Street lot as a cemetery. The Board tabled this matter for further discussion.

Carrie Taylor – Teen Activities – Carrie Taylor stated there were parks for the younger kids but nothing for the teenagers. She made several suggestions and comments to the Board. Commissioner Sheets asked if she was interested in tennis as a resident was willing to give lessons. After discussion, President Vandervort asked Commissioner Sheets if there were any teens on the special events committee and she said no. When asked, Ms. Taylor stated she would be interested and Commissioner Sheets stated she would contact her.

Bud Wallace/Ty Price – Charlestown Marina Lease – Bud Wallace stated Phillip Price had asked him and Ty Price, Mr. Price's son, to negotiate for him with the Town regarding the amount he owed under the lease. He stated the lease would expire at the end February and asked the Town to accept a lump sum payment of \$60,000 to clear the debt. After some discussion, Mr. Wallace stated they would be willing to raise it to \$70,000 if the Board accepted. Commissioner Doss suggested the Board check with Keith Baynes, the Town's attorney. When asked, Mr. Wallace stated the offer was good until February 1st. President Vandervort stated the Town would talk to Mr. Baynes and if any action was to be taken, the Board could hold a special meeting.

PENDING BUSINESS

Public Works Agreement – Youngblood – Mr. Hearne asked the Board to review the agreement. He stated this would be on the next agenda and the Scott Garden agreements also.

Medical Insurance – Mr. Hearne mentioned the February 11, 2002 workshop meeting on the medical insurance had been advertised.

Paving Bids – Mr. Hearne stated Mrs. Morgan needed to have the specs reviewed before contacting paving companies.

Town Hall Renovations/Addition – After discussion, Mrs. Gell stated she was willing to chair a committee to work on this and asked the Board to give her a month to get some preliminary work done, she would report back on those findings. Commissioner Doss made a motion to appoint Mrs. Gell chairman of the committee, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Gell abstained.)

Mr. Hearne stated the new lead circuit rider would like to come to a meeting. After discussion, the Board asked to have him scheduled for the first meeting in March.

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

Town House Trim Painting – Mrs. Morgan stated Steve Lewis had provided a quote of \$100 per window. The Board asked to have additional quotes gotten.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated there was some additional forms CDBG had forgotten and he needed to complete for the environmental assessment. After discussion,

Commissioner Stanko made a motion to have a handicapped parking space designated at each end of the building, seconded by Commissioner Doss. The motion passed 5-0.

Sewer Agreement – Mr. Hearne stated he had nothing new.

Lee's Marina Lease – Mr. Hearne stated Mr. Ulrich's appraisal was \$253,000 and the Town needed to send a letter to Thomas Brittingham, the owner of Lee's Marina, letting him know the lease would be based on that.

Special Buffer Area Commission – After some discussion, the Board asked to have Mr. Seray come to a meeting but to make sure Richard Price and Richard Hartnett, who had worked on the draft, would be available to present it that night.

Streetscape Task Force – Commissioner Sheets stated Daniel Slater might be interested in being a member and Commissioner Doss stated he would talk to him. President Vandervort stated there were a lot of complaints about the Elkton and Perryville Streetscape projects so we want good communication with residents throughout this project. He stated someone from the Market Street Café should be on the task force and Commissioners Doss and Stanko stated they would talk to them. Commissioner Doss stated the first meeting would be Saturday, February 9th at 1 p.m. He mentioned he met with the State Highway Administration representatives regarding the curve on Market and Cecil Streets and they couldn't do anything. Commissioner Doss stated they told him burying utilities was expensive and would be the Town's cost. He further said they told him the State would want the Town to replace sewer lines in the area during the project. President Vandervort stated the Maryland Municipal League had legislation submitted on both these issues to the Maryland legislature.

Christmas Decorations – Commissioner Sheets stated she would work on this further and report back.

Wave Screen – Mr. Hearne stated he had nothing new.

Ethics Ordinance – Mr. Hearne stated there was nothing new. The Board agreed to remove this from the agenda until the Town received something back from Mr. Baynes.

Ethics Commission Vacancy – Mrs. Morgan stated Meredith Lubking had submitted a letter of interest. Commissioner Gell made a motion to appoint Meredith Lubking to the Ethics Commission to complete his vacated term contingent on receiving her resignation from the Election Board, seconded by Commissioner Sheets. The motion passed 5-0. Mrs. Morgan stated Ruth Lewis, also an election judge, was considering resigning. The Board asked Mrs. Morgan to contact Mrs. Lewis so if they needed to fill two vacancies, the Town didn't have to advertise twice.

Comcast Agreement – After discussion, Mr. Hearne stated the Town would need to negotiate the agreement with Tom Worley, of Comcast and asked if that would be a workshop or regular meeting. President Vandervort stated during a regular meeting, either the first meeting of February or of March.

County Commissioners Meeting 02/19/02 7 p.m. Charlestown Elementary School – Mrs. Morgan stated this was just a reminder.

Trash & Garbage Removal Contract – Mrs. Morgan stated the contract would expire at the end of June. President Vandervort asked and Mrs. Morgan stated this was the last extension year. Mr. Hearne stated he wanted to advertise for bids on January 30th and February 6th, have the pre-bid meeting on

February 21st at 10 a.m. and have the bids due by 2 p.m., March 7th. He stated the Board would be able to look at the bids by the March 26th meeting. The Board agreed with those dates.

Cross-Country Garden Club – Mr. Hearne stated the Cross Country Garden Club was requesting to reserve the pavilion at Veterans Park for June 18th from noon to 3 p.m. Commissioner Doss made a motion to allow them to reserve the pavilion for June 18th, seconded by Commissioner Sheets. The motion passed 5-0.

State Flag – Mrs. Morgan stated the flag needed to be replaced and cost of a new one was \$35. After discussion, the Board decided to ask Delegate Rudolph for one but, if he couldn't, buy a new one.

MEI – New Contact Numbers – Mr. Hearne stated Miller Environmental, Inc. had provided an updated contact list because they were doing away with the pagers. He stated work orders were not be faxed but sent by e-mail now. Commissioner Doss asked Mrs. Morgan to send this information to Fire Headquarters in Elkton and she stated she would.

Workshop Meeting 02/11/02 7 p.m. – Mrs. Morgan stated this was reminder about the workshop meeting on the medical insurance.

MML Conference – Hotel Information – Mrs. Morgan stated the Maryland Municipal League had forwarded hotel information for the Ocean City conference. She asked the Board to decide what arrangements they wanted made so checks could be sent. Mrs. Morgan stated information regarding workshops would be out in early March.

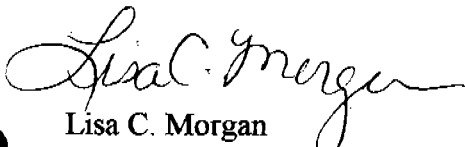
Condemnation Legislation – Mr. Hearne stated Senator Baker had written back that he would support individual legislation if requested. After discussion, Commissioner Sheets made a motion to have a letter sent to Senator Baker asking him to sponsor legislation giving the Town the authority to condemn properties, seconded by Commissioner Stanko. The motion passed 5-0.

Mrs. Morgan stated Mr. Algard was concerned about a large dead limb in a tree on private property along Bladen Street because it was overhanging the road. After some discussion, the Board asked State Highway be notified about it. Mrs. Morgan stated Mr. Algard was also asking to remove the 4 trees along Caroline Street that had all the dead limbs. The Board decided not to remove the trees.

Mrs. Morgan stated a resident had called concerned about a telephone solicitation he had received. She stated this was a scam and wanted the Board to be aware.

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 Vandervort adjourned the meeting at 10:15 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JANUARY 22, 2002
AGENDA

7:30 P.M.

1. Election Results
2. Oath of Office
3. Election of Town Officers
4. Minutes
5. Accounts Payable
6. Edgar McMullen – Cemetery
7. Carrie Taylor – Teen Activities
8. Bud Wallace/Ty Price – Charlestown Marina

PENDING BUSINESS

9. Public Works Agreement Youngblood
10. Medical Insurance
11. Paving Bids
12. Town Hall Renovations/Addition
13. Shoreline Erosion
14. Phillip Price
15. Town House Trim Painting
16. Handicapped Ramps – Town Hall & Post Office
17. Sewer Agreement
18. Lee's Marina lease
19. Special Buffer Area Committee
20. Streetscape Task Force
21. Christmas Decorations
22. Wave Screen
23. Ethics Ordinance
24. Ethics Commission Vacancy
25. Condemnation Legislation
26. Comcast Agreement
27. County Commissioners Mtg 2/19/02 7 p.m. Charlestown Elementary

NEW BUSINESS

28. Trash & Garbage Removal Contract
29. Cross-Country Garden Club
30. State Flag
31. MEI – New Contact Numbers
32. Workshop Meeting 02/11/02 7 p.m.
33. MML Conference – Hotel Information

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/22/2002

TIME: 7:30 p.m.

~~Wanda Ross~~

Bob Phillips

Rebecca C. Phillips

Mich M. Muller

Elizabeth R. Post

Carrie Taylor

~~Don D. D.~~

~~Robert D.~~

Joan Schwartzman

Val Hahn

Suzero K. Gelf

Doris Gelf

Howard Gelf

Norman Post

Shirley Ross

Town of Charlestown

Accounts Payable Bills

1/22/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	355.57-
Central Printing & Office Su...	(670) election ballots	6240.1 · Election	50.00-
AT&T	Acct #8014-058-9492 - Inv #6392481164 - long distance Tow...	6440.1 · Telephone	8.83-
Ulrich & Ulrich Appraisers	Lee's Marina appraisal	4212.1 · Ground Rent	250.00-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	6.57-
Maryland Municipal League	MML 2002 directory	6221.1 · Supplies	20.00-
Harvey & Harvey	Acct #275-004944 1-0276-5 - Inv #0897232-0276-1 - Decemb...	6651.1 · Trash Collection	3,638.58-
Sheriff's Patrol	Charlestown Patrol - period of 12/1/01 - 12/28/01	6920.1 · Police Protection	2,407.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 12/1/01 - 12/28/01	6920.1 · Police Protection	78.04-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #302256 - masking tape; plug adaptor; nut, ...	6450.1 · Maintenance	10.86-
landfill	Acct #1043 - landfill charges - December 2001	6651.1 · Trash Collection	231.40-
Total 1010.1 · Cash-General Checking			7,056.85-
Total 1000.1 · General Fund Cash Accounts			7,056.85-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	36.00-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	95.65-
Miller Environmental, Inc.	Inv #10020276 - water system ops contract - Feb '02	7120.2 · Contract Operating	1,901.00-
Total 1010.2 · Cash - Utility Checking			2,032.65-
Total 1000.2 · Utility Fund Cash Accounts			2,032.65-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#32256 - galv spral deck 50# - shop	6420.3 · General Maintenance	39.60-
Advantage Ford	Acct #11395 -Inv #FOCS32330 - routine oil change & lube - ...	6024.3 · Truck Repair	31.25-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			712.31-
Total 1000.3 · Special Fund Cash Accounts			712.31-
TOTAL			9,801.81-

TOWN MEETING OF JANUARY 8, 2002
MINUTES

The January 8, 2002 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. Commissioner Steven W. Vandervort arrived at 7:35 p.m. as indicated in these minutes. 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 December 11, 2001 meeting, seconded by Commissioner Stanko. The motion passed 3-0-1 (Commissioner Sheets abstained).

At this time, 7:35 p.m., Commissioner Vandervort arrived at the meeting.

Accounts Payable – Commissioner Vandervort asked questions regarding the payment to Phillip Price and the bills from Dennis Chlorination and Lowe's. After some discussion, Commissioner Sheets made a motion to approve the bills, seconded by Commissioner Stanko. The motion passed 5-0.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of MEI, presented the December 2001 monthly report to the Board. Mrs. Hamilton stated there was a leak at 563 Baltimore Street and she had talked to both Mrs. Morgan and President Letts about it. President Letts stated in discussing this with Mrs. Hamilton, he believed this was the property owner's responsibility to repair. Mrs. Morgan stated Mrs. Hamilton was willing to meet with Mr. Benedict's plumber when he comes to repair the line. President Letts asked Mrs. Morgan and Mrs. Hamilton to follow through to make sure repair was done.

LGIT – MEDICAL INSURANCE – Mary Ann Balducci, a representative from Local Government Insurance Trust, the Town's insurer, first explained the plan the Town had been considering would no longer be offered by Blue Cross/Blue Shield. She stated and reviewed a couple of plans she believed met the Town's requirements. After discussion, the Board decided to schedule a workshop meeting at 7 p.m. on February 11, 2002 to work on this issue.

Heather Ehrlich/East Coast Greenways – Mr. Hearne stated Ms. Ehrlich was to be at the next meeting. After discussion, the Board asked Commissioner Sheets to contact Ms. Ehrlich to see if she could reschedule for the February 12th meeting instead and Commissioner Sheets stated she would.

Faron Pyle/Scott Gardens – Faron Pyle, Michael Pugh and Fred Orr, representing the developers of Scott Gardens, and Tom DeLorimier, of URS Corporation, formerly Tatman and Lee Associates, the Town's engineers, discussed the Scott Gardens subdivision with the Board. After discussion, Mr. Hearne stated he would e-mail comments to be included in the public works agreement to Mr. DeLorimier and then, once he got them back, would forward them to Keith Baynes, the Town's attorney, to review. He stated he would then forward the agreement to Mr. Pyle.

PENDING BUSINESS

Stephen Porter/Trinity Woods – Moving Equipment – President Letts stated the debris and dump truck had been removed and the other equipment moved further back on the undeveloped section of property away from Revelation Road.

Ethics Ordinance – After discussion, Commissioner Stanko made a motion the Board have Mr. Baynes write an amendment that spells out the procedures based on COMAR, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Vandervort abstained).

Phillip Price – The Board discussed with Mr. Baynes the court process after the appraisal was done and what actions the Town could take after the lease expired.

Pavings Bids – Mr. Hearne stated Mrs. Morgan was working on the specs.

Town Hall Renovations/Additions – President Letts stated there was nothing new.

Shoreline Erosion – Mr. Hearne stated the Town had received a new drawing from the Maryland Department of the Environment (MDE) with the groin extending out from the stream to capture the sand but keeping it out of the stream mouth. After discussion, Commissioner Stanko made a motion to go with this concept #4 with Mr. Hearne working with Walid Saffouri, of the Maryland Department of Natural Resources (DNR), on preparing the RFP, seconded by Commissioner Doss. The motion passed 5-0.

Town House Trim – Mr. Hearne stated he had not received any further quotes. After discussion, the Board decided to get at least two more quotes and Mrs. Morgan stated she would contact some other contractors.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated he needed to advertise the environmental impact study.

Sewer Agreement – Commissioner Vandervort stated Joseph Mahoney, the attorney the Town had handling this matter, hadn't received anything from the County yet.

Lee's Marina lease – Mr. Hearne stated John Ulrich, the appraiser, had appraised the property at \$253,000. After some discussion, Mr. Hearne stated he would discuss it with Mr. Ulrich and also ask him where he was at on the appraisal for Charlestown Marina.

Special Buffer Area Committee (SBAC) – Richard Price stated Commissioner Vandervort had asked for time to review the draft. Commissioner Vandervort stated he had and agreed with the idea but wasn't sure it would be accepted by the Critical Area Commission. After discussion, Commissioner Vandervort made a motion to have the SBAC set up a meeting with Ren Seray, the executive director, and Mary Ann Skilling, the circuit rider, of the Critical Area Commission, to present the draft to them, seconded by Commissioner Doss. The motion passed 5-0.

Streetscape Task Force – Mrs. Morgan stated the Board needed to appoint a 7th member to the task force. After discussion, President Letts stated he would talk to the Spanglers, owners of the Market Street Café, when they returned from vacation. Commissioner Doss stated he was planning the first meeting to be on a Saturday.

Wave Screen – Mr. Hearne stated Mr. McMillan, engineer with Campbell and Nolan, had presented a proposal to do the design and RFP and Ken Ropp, of DNR, had reviewed and approved the proposal. He further stated the proposal was for \$5,000 and stated the State had approved a \$50,000 grant for engineering on the project. Commissioner Vandervort made a motion to sign the contract with Campbell and Nolan, seconded by Commissioner Stanko. The motion passed 5-0. Mr. Hearne stated he would forward a copy of it to Mr. Ropp as he requested.

Christmas Decorations – Commissioner Sheets stated she would like the Town to consider having lit decorations similar to the displays in the other towns. After discussion, Commissioner Doss stated the Board may want to defer this due to the streetscape project.

Ethics Commission Vacancy – President Letts stated the Town received a letter of interest from Meredith Lubking. Mrs. Lubking stated she had mentioned to the Board several meetings ago that this was the last election she wished to serve as election judge. After discussion, the Board deferred this matter until the next meeting, which would be after the election.

POS Grants – County and State – Mr. Hearne stated he had submitted for 4 lights at the athletic complex through the State route. He further stated the State had contacted him about the bleachers needing to be handicapped accessible as the Town would only be installing one set. After discussion, the Board decided to purchase the bleachers with Town money. Valerie Hahn, a member of the audience, suggested a water fountain be installed at the ballfield. After discussion, the Board agreed to apply for a grant for a water fountain.

NEW BUSINESS

Comcast Agreement – Mr. Hearne stated the Town had received a draft from Comcast and asked the Board to review it for the next meeting.

Municipal Government Week – 04/22 through 04/26/02 – Mrs. Morgan stated the Maryland Municipal League had sent a packet of suggested ideas and events for that week. She asked the Board to review the information and if they wanted to do anything, to discuss it at the next meeting.

County Commissioners Meeting – 02/19/02 7 p.m. – Charlestown Elementary School – Mrs. Morgan reminded the Board of the County Commissioners' meeting on February 12th. She stated the Town usually provided refreshments and estimated the cost to be approximately \$30. The Board agreed to spend up to \$30.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 5-0. President Letts adjourned the meeting at 10:52 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

Town of Charlestown

Accounts Payable Bills

1/08/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Price, Phillip E.	reimburse part FY99 & FY00 taxes for tax bills id #05-00665-...	-SPLIT-	1,750.80-
Baynes, Keith A.	ltr to J Walter re: burial lot fee; correspondence w/ Price re: t...	6310.1 · Legal Counsel	157.50-
Alger Oil, Inc.	Acct #667541-18 - Ticket #643867 - 127.3 gals @ \$1.199/gal	6430.1 · Fuel	139.90-
North East Florist, Inc.	Inv #126554 - flower arrangement for Holiday party	6218.1 · Promotionals	45.00-
B.S.A. Troop #551	donation	6211.1 · Donations	500.00-
Miller's Office Products	Cust #115618 Inv #333537 - (2) pks typewriter ribbons; (2) pk...	6221.1 · Supplies	25.73-
Radio Shack	Acct #00001903060981 - Inv #381667 - (2) 5-pk cassette tapes	6220.1 · Office Supplies	25.98-
Keystone Digital Imaging	Customer #DB0423 - Inv #067212 - maintenance agreement ...	-SPLIT-	676.18-
Bradley Electric Service	Inv #271 - install floodlight to illuminate flagpole in front of To...	6960.1 · Miscellaneous	350.00-
Maryland Rural Developme...	Circuit Rider payment - 2nd qtr FY02 (10/01/01 - 12/31/01)	6330.1 · Administration	3,133.50-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	102.23-
Sheriff's Patrol	Charlestown Patrol - period of 11/03/01 - 11/30/01	6920.1 · Police Protection	2,871.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 11/03/01 - 11/30/01	6920.1 · Police Protection	85.32-
Injured Workers' Ins. Fund	Policy #2801346-RT - installment paym't- Workmen's Comp	6160.1 · Workmen's Compensation	298.00-
Woodward-Clyde Consultants	Inv #57445 - ltr to engineer - Scott Gardens	6613.1 · Scott Gardens	56.00-
Charm Net, Inc.	Acct #6419 - Inv #55054 - internet access 01/01/02 - 01/31/02	6440.1 · Telephone	16.95-
Chesapeake Publishing Corp.	ad for ordinance on recreational vehicle; ad for Ethics Comm...	-SPLIT-	211.90-
Maryland Materials Inc.	Acct #60503 - Inv #148862 - 42.15 tons crusher run for pole ...	6961.1 · Pole Barn	409.69-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	84.40-
American Home & Hardware	Acct #685600 - Inv #812813 - plumbing supplies - pole barn ...	-SPLIT-	190.56-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9973 - paint; brush; miner...	-SPLIT-	78.88-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21733190858 - plebe tank white; non-m...	-SPLIT-	429.53-
Preston's Stationery, Inc.	Cust #2452 DEPT - Inv #14662-0 - (3) pks columnar sheets	6220.1 · Office Supplies	103.58-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	130.80-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	23.67-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	6.84-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	42.32-
Safeguard Business System...	Cust #436564 Inv #17092133 - (3) pks sales journal sheets	6220.1 · Office Supplies	107.86-
Total 1010.1 · Cash-General Checking			12,054.12-
Total 1000.1 · General Fund Cash Accounts			12,054.12-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon Wireless	Acct #202583968-00001 - Inv #325580134 - (2) cell phones	7760.2 · Miscellaneous	50.33-
Miller Environmental, Inc.	Inv #10120174-C - I&I mgmt & inspection services - Dec '01	7120.2 · Contract Operating	2,873.30-

Town of Charlestown

Accounts Payable Bills

1/08/02

Name	Memo	Split	Amount
Atlantic Coast Laboratories	Inv #92894 - coliform testing	7121.2 · Laboratory Testing	8.00-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	32.76-
Dennis Chlorination Service ...	Cust #1449 Inv #13697-02	7740.2 · Other	1,090.00-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	42.85-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	15.16-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	215.30-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	202.18-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	405.38-
Total 1010.2 · Cash - Utility Checking			4,935.26-
Total 1000.2 · Utility Fund Cash Accounts			4,935.26-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Chesapeake Rent All	Inv #9871 - 2" demolition hammer to remove stumps from C...	6300.3 · Streets	29.16-
Wal-Mart	Acct #6032 2020 0054 7977 - Inv #2994 - paper towels; ink p...	-SPLIT-	65.86-
Burke Equipment Co.	Acct #40769 - Inv #26731 - oil & filter for oil change on Kubota	6022.3 · Equipment Repair	20.20-
Total 1005.3 · New-Checking-Special (Special checking County)			115.22-
Total 1000.3 · Special Fund Cash Accounts			115.22-
TOTAL			17,104.60-

TOWN MEETING OF MARCH 26, 2002
MINUTES

The March 26, 2002 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:34 p.m. Other commissioners present were Vice President Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, the Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Gell made a motion to approve the minutes of the March 12, 2002 meeting, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Sheets abstained).

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

Debbie Hollis/North East Little League – Use of Ball Field – Debbie Hollister and another representative of the North East Little League requested the use of the ball field for practices. They provided the Town with a copy of the schedule and insurance certificate. After brief discussion, Commissioner Doss made a motion to allow the North East Little League to use the ball field, seconded by Commissioner Sheets. The motion passed 5-0.

Dr. Carl Roberts/Cecil County School Board – Proposed School Merger – Dr. Carl Roberts, of the Cecil County School Board, discussed the proposed school merger with the Board. After much discussion between the Board and Dr. Roberts, Dr. Roberts stated another meeting was being held on Wednesday night at 7 p.m. at the school to answer questions and concerns from the public. President Vandervort stated he, Commissioner Doss and Assistant Fire Chief Gary Bott would be sending a request to be on the agenda for the 6:45 school board meeting on April 8th. After more discussion, Dr. Roberts responded to concerns and questions asked by a few members of the audience and then left the meeting.

PENDING BUSINESS

Charlestown Marina Lease – Philip Price, previous lessee of the Town-owned property, and Bud Wallace discussed the possibility of negotiating a lease for the property. Commissioner Doss stated based on the past lease history, he was not interested in offering another lease to Mr. Price and Commissioner Stanko stated she concurred with Commissioner Doss. After much discussion, Mr. Price stated he was willing to negotiate a short-term 1 year or 2 year lease but could not commit to a long-term lease at the terms the Town was setting. President Vandervort stated he still felt a lease based on 8% of the fair market value was more than a fair offer. After more discussion, Mr. Price and Mr. Wallace left the meeting.

County Economic Development Commission – Recommendation for County Appointment – Commissioner Gell reminded President Vandervort he had said at the previous meeting he would discuss this with Larry Metz. President Vandervort stated he would and asked Mrs. Morgan to remind him to do so.

Youth Council Meeting – 03/30/02 9:30-11:30 a.m. – Co. Commissioners' Admin Ofc. -- Commissioner Sheets stated she talked to County Commissioner Phyllis Kilby last week and the meeting's purpose was to see if there was enough interest to establish such a council. After discussion, Commissioner Gell stated he would be able to attend that meeting.

March of Dimes Walk America – 05/04/02 – After discussion, Commissioner Stanko and President Vandervort stated they would participate and Commissioner Sheets stated she would check her schedule and if not committed elsewhere, would participate too. Mrs. Morgan asked if she would let her know as soon as possible.

Perryville High School United We Stand Event – 05/01/02 – After some discussion, the Board asked for further information as to where the donations would go.

Robert and Robyn Rowe – Donation of Ship's Mast for Playground – President Vandervort stated the Rowes were willing to donate a ship's mast to be installed at the playground. After discussion, the Board asked for information on what the mast was made of, how tall it was, etc. President Vandervort stated he would check with the Rowes and asked Mrs. Morgan to remind him to do so.

Town House – Additional Tenant – Mr. Hearne stated Keith Levesque, the Town House tenant, had sent a letter requesting for an additional tenant to reside with him but he would remain the only lessee. He further stated the tenant would be another Gore employee. After brief discussion, Commissioner Gell made a motion to approve the request, seconded by Commissioner Stanko. The motion passed 5-0.

Portable Toilets – Mrs. Morgan asked the Board if they wanted the portable toilets to be installed at this time. After brief discussion, Commissioner Gell made a motion to have the portable toilets installed at Fair Green Park and the athletic complex at this time, seconded by Commissioner Doss. The motion passed 5-0.

MML Cecil-Harford Chapter Nomination – Secretary/Treasurer – After brief discussion, Commissioner Doss made a motion to nominate Lisa Moody, the incumbent secretary/treasurer, seconded by Commissioner Sheets. The motion passed 5-0.

MML Cecil-Harford Chapter Dinner – 04/18/02 @ Bel Air – Mr. Hearne stated the next dinner would be in Bel Air on April 18, 2002. After discussion, Mrs. Morgan stated that was all the information she had at this time and would forward any further information to each commissioner.

MML Conference – Registration (Early registration deadline – 04/11/02) – Mrs. Morgan asked the Board to have their registration forms completed and returned to her by the end of this week. President Vandervort stated he had talked to Joseph Mahoney, the attorney representing the Town on the sewer agreement issue, and after some discussion, he stated Mr. Mahoney had requested some information from the Town and Mrs. Morgan was to get that together.

Commissioner Stanko asked about the county bill for the Veterans Park lift station pump. Mr. Hearne stated he had sent a letter to Mr. Coale but he hasn't responded yet.

Commissioner Gell mentioned SB312 had passed the Senate and its companion House bill was being heard on Thursday at 1 p.m. Mr. Hearne stated he would be attending that hearing to testify for the bill.

Commissioner Doss stated a couple of years ago the Town ordered shirts with the Town seal on them and since a majority of the current commissioners do not have them, he wanted the Town purchase them for everyone again. After some discussion, Commissioner Doss made a motion to purchase shirts with the Town seal, the cost not to exceed what was spent the last time they were ordered, seconded by Commissioner Sheets. The motion passed 5-0.

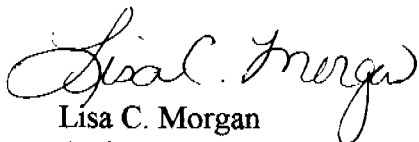
Mr. Hearne asked if the Board had any objections to him having the Consumer Confidence Report copied at Kinko's. After brief discussion, the Board agreed he could.

Mr. Armour, one of the Town's maintenance workers, asked if the Town had ordered the butt containers. Commissioner Doss stated County Purchasing had not called him back yet.

Rebecca Phillips, of Colonial Charlestown, Inc., briefly updated the Board on the progress made for the Colonial Fair on May 18th. After brief discussion, Mrs. Phillips asked the Board if they would be willing to pay for fireworks and said the cost was \$10,000. After some discussion, no action was taken on this request.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort adjourned the meeting at 10:45 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

MEETING OF MARCH 26, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Debbie Hollister/North East Little League – Use of Ball Field
4. Dr. Carl Roberts/Cecil County School Board – Proposed School Merger

PENDING BUSINESS

5. Charlestown Marina Lease
6. County Economic Development Commission – Recommendation for County Appointment
7. Youth Council Mtg. 03/30/02 9:30-11:30 Co. Commissioners' Admin Ofc.
8. March of Dimes Walk America – 05/04/02
9. Perryville High School United We Stand Event – 05/01/02
10. Robert & Robyn Rowe – Donation of Ship's Mast for Playground
11. Town House – Additional Tenant
12. Portable Toilets
13. MML Cecil-Harford Chapter Nominations – Secretary/Treasurer
14. MML Cecil-Harford Chapter Dinner – 04/18/02 @ Bel Air
15. MML Conference Registration – Early Registration Deadline 04/11/02

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 3/26/2002 TIME: 7:30 pm

John & Marcella Malinowski

Gudy Newsome

William C. Algard

Paula Doss

Jane Hunt

Roslyn Bott

Michael E. Remon

Shirley & Bill Doss

Debbie Miklas

Carl Filbert

Debra J. Cotton

Matt Egan

Patsy Clements

Richard Price

Carrie Algard

Dorothy Waldrop

Annie V. Hammons

Chalrus

Ly Ann

Bud Mallow

Val Hahn

Bob Phillips

Town of Charlestown

Accounts Payable Bills

3/26/02

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Verizon	Acct #0000017861803 96Y	6440.1 · Telephone	124.14-
Maryland Rural Developme...	Circuit Rider payment - 3rd qtr FY02 (01/01/02 - 03/31/02)	6330.1 · Administration	3,133.50-
AT&T	Acct #8014-058-9492 - Inv #6392489777 - long distance Tow...	6440.1 · Telephone	18.50-
LGIT Health Pool	Apr '02 medical insurance	6170.1 · Medical Insurance	243.66-
Harford Alarm System	Inv #461416 - reconnect disconnected jack (done when telep...	8460.1 · Alarms	135.00-
Woodward-Clyde Consultants	Inv #23982 - review constr cost est & new entrance - Scott G...	6613.1 · Scott Gardens	351.50-
landfill	Acct #1043 - landfill charges - February 2002	6651.1 · Trash Collection	80.91-
Merry Maids	cleaning Town Hall - 04/01/02	6450.1 · Maintenance	35.00-
Total 1010.1 · Cash-General Checking			4,122.21-
Total 1000.1 · General Fund Cash Accounts			4,122.21-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon Wireless	Acct #202583968-00001 - Inv #344231008- (2) cell phones	7760.2 · Miscellaneous	50.33-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	32.61-
Best Electric, Inc.	Inv #15806 & 15925 - repair telemetry lines damaged by Con...	7758.2 · Other Repairs	684.87-
Atlantic Coast Laboratories	Inv #94356 - monthly coliform testing	7121.2 · Laboratory Testing	8.00-
Fireline	Inv #643319 - annual fire extinguisher maintenance - water t...	7120.2 · Contract Operating	33.90-
Miller Environmental, Inc.	Inv #10040278 - water sys operations charges - Apr '02	7120.2 · Contract Operating	1,901.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #7485 - fire extinguisher - ...	7740.2 · Other	26.77-
Total 1010.2 · Cash - Utility Checking			2,737.48-
Total 1000.2 · Utility Fund Cash Accounts			2,737.48-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Maryland Materials Inc.	Acct #60502 - Inv #14921 - 3.24 tons crusher run - streets	6300.3 · Streets	23.65-
Gilbert Enterprises Inc.	Inv #27 - February '02 gasoline charges - town truck	6026.3 · Gasoline - Truck	113.39-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4318 - gloves; fire sealant... -SPLIT-		162.86-
Total 1005.3 · New-Checking-Special (Special checking County)			299.90-
Total 1000.3 · Special Fund Cash Accounts			299.90-
TOTAL			7,159.59-

TOWN MEETING OF MARCH 12, 2002

MINUTES

The March 12, 2002 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 Michael W. Doss, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. 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 February 11, 2002 workshop meeting. The motion was seconded by Commissioner Stanko and passed 4-0.

Commissioner Doss made a motion to approve the minutes of the February 26, 2002 meeting, seconded by Commissioner Stanko. The motion passed 4-0.

Accounts Payable – After discussion, Mr. Hearne stated he would call Mr. Coale again about the bill for a replacement pump at the Veterans Park lift station. Commissioner Doss made a motion to pay the bills, seconded by Commissioner Stanko. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc., presented the February 2002 water system operation report. She further stated the telemetry lines had been permanently repaired. President Vandervort asked Mr. Hearne about the bill for the repairs. Mr. Hearne stated once Best Electric billed the Town, he would forward the bill to Conectiv. Commissioner Doss asked Mrs. Hamilton if there had been any unexplained drops in the water level in the water tower. Mrs. Hamilton stated there had been a drop, about 25,000 gallon a day the last two days but William Algard and Hershel Armour, the Town's maintenance workers, had noticed a plumber possibly doing work on Carpenters Point Road. She further stated the drop might have been from a broken water lateral there. The Board asked to have the plumber contacted to see if that was the problem and Mrs. Hamilton stated today's usage was normal but would continue to monitor the level. Commissioner Doss stated he asked because the Town of North East was putting locks on their fire hydrants due to water theft so the thieves might come this way.

Dale Mumford – Lead Circuit Rider – Dale Mumford, the lead circuit rider for the Eastern Shore area, was introduced to the Board. He stated one of the ideas being worked on was coordinating services that could be offered to several towns, for example if several at determined more code enforcement was needed but that function would not require a full-time position in any one town, the towns may agree to share funding one code enforcement position. President Vandervort stated the Town had received a letter from the chairman of the Senate committee hearing SB312, the Town's request for urban renewal authority, asking for further information as to why this legislation was being requested. After discussion, Larry Metz, a member of the audience, stated that bill had been withdrawn. Commissioner Doss asked Mr. Hearne to contact Senator Baker's office.

Eric Wilson/Cecil Soccer League – Mrs. Morgan stated Eric Wilson, an under-8 boy's team coach, was requesting to use the ball field for practice once a week initially and possibly, later in the season, two nights. She stated the first practice would be Friday but after that, on Monday nights unless it needed to be a different night. Mrs. Morgan said Mr. Wilson would provide a copy of the league's insurance. Commissioner Doss made a motion to allow Mr. Wilson's under-8 boy's soccer team to use the ball field for soccer practice provided the Town received a copy of the league's insurance, seconded by Commissioner Stanko. The motion passed 4-0.

Dr. Susan Gell/Town Hall Renovations – Commissioner Gell stated Dr. Gell was ill and would be pleased to discuss the proposal at the next meeting. After discussion, Commissioner Doss made a motion that the Board itself plan the renovations. After more discussion, Commissioner Stanko seconded Commissioner Doss' motion. The motion passed 3-1.

Edgar McMullen – Cemetery – Edgar McMullen asked if the Board would be willing to amend the ordinance as he suggested and allow those people who own 5-grave site lots to purchase the two adjacent aisles to their lot thereby creating one additional grave site for which they would pay the Town \$250, the same amount currently set by the Town for a single grave site. After discussion, the Board agreed to have an ordinance drafted to amend the cemetery ordinance.

Mr. McMullen also asked if the deputies could be made aware that the Baltimore-Colonial Drive-Tasker Lane area was becoming a problem area.

PENDING BUSINESS

Paving Bids – Commissioner Stanko asked and Mr. Hearne stated references and insurance for each of the bidders had been checked. President Vandervort stated the lowest bid was from Dix Hollow and the second lowest was submitted by McGuirk Construction. After discussion, Commissioner Doss made a motion to award the work to McGuirk Construction. Commissioner Doss' motion died for the lack of a second. Commissioner Gell made a motion to award the work to Dix Hollow as bid, seconded by Commissioner Stanko. The motion passed 3-1.

Trash Bids – President Vandervort stated the current hauler had the lowest bid, which was actually lower than what they were charging the Town now. Commissioner Gell made a motion to award the contract to Waste Management of Delaware and to include both residential and commercial service. After discussion, President Vandervort stated he would like more information on what the cost for commercial service would be. Commissioner Gell amended his motion to award the contract to Waste Management for residential service, seconded by Commissioner Doss. The motion passed 4-0. Commissioner Gell asked information be gotten from the businesses on their trash needs.

Mr. Armour asked if the Board would purchase two cigarette butt receptacles. Commissioner Doss stated he would check with Cecil County Purchasing because we could probably get them cheaper that way. Mrs. Morgan stated Mr. Armour and Mr. Algard had also requested the purchase of 6 u-channel and 6 square 10 ft. sign posts at a total cost of \$181.20 plus freight. Commissioner Doss made a motion to authorize the purchase at the cost of \$181.20 plus freight. After more discussion, Commissioner Doss amended his motion to include the purchase of a "children at play" sign. Commissioner Stanko seconded the motion and it was passed 4-0.

Charlestown Marina Lease – Karl Fockler and Brian Shivery, representing the group interested in buying Charlestown Marina, discussed a new lease for the Town owned property. After much discussion, President Vandervort stated he would like it set at 8% of the assessment. After further discussion, Mr. Fockler stated they would raise the amount to \$20,000. Mr. Fockler and Mr. Shivery left the meeting. William Doss, a member of the audience, requested the Board continue to consider and negotiate the lease. After further comments among the Board members, they moved onto the next agenda item.

Larry Metz, a member of the audience, asked if the Town would install a street light at Veterans Park. President Vandervort stated it had been mentioned at the last meeting. Mrs. Morgan stated it was discussed but a motion was not made. After discussion, Mr. Metz also asked about working with the North East Little League on the ball field so the league could use it for games. Mrs. Morgan stated a league representative requested to be on the next meeting's agenda and so Board could ask these questions at the next meeting.

President Vandervort asked the Board what should be done about Mr. Price's equipment and the boats on the town property at the marina. The Board agreed to contact Keith Baynes, the Town's attorney, to start the procedure to get Mr. Price to remove them from the property.

Town House Trim Bids – Mr. Hearne stated the Town had received quotes from Grove Brothers, Steve Lewis, North East Home Improvements and Shore Roofing. After some discussion, Mr. Hearne stated he checked and Grove Brothers would provide a statement that their October quote included the dormers and they would honor the price. Commissioner Stanko made a motion to award the job to Grove Brothers for the quoted price contingent upon receiving that statement, seconded by Commissioner Doss. The motion passed 4-0.

President Vandervort stated the plaques for former President Letts, Meredith Lubking and Ruth Lewis had been ordered. Mrs. Morgan stated just ordered and not received yet and wanted to confirm she was supposed to have ordered 3. The Board stated all 3.

Shore Erosion Agreement with DNR – Commissioner Stanko asked and Mrs. Morgan stated the letters had been sent with copies going to Delegate Rudolph. Mr. Hearne stated the Town had received a letter stating that DNR had requested a no interest loan of \$50,000 be given to the Town. He stated they had sent the agreement and wanted it signed by the Town as soon as the loan was approved to encumber the money so the Town wouldn't lose it through budget cuts. Mr. Hearne asked if the Board would authorize President Vandervort to sign the agreement. Commissioner Stanko so moved, Commissioner Gell seconded and the motion passed 4-0.

Ethics Ordinance – Commissioner Doss stated the problem he had with the proposed amendment was it didn't contain anything about the appeal process. After discussion, the Board tabled the amendment until Mr. Baynes could redraft it to include information on the appeal process.

NEW BUSINESS

County Economic Development Commission – Recommendation for Appointment – Mrs. Morgan stated former President Letts had been appointed by the County Commissioners as Charlestown's representative. After some discussion, the Board tabled this until the next meeting.

Comprehensive Plan – Mr. Hearne stated the Comprehensive Plan was last updated in 1993 by URS Corporation and it was supposed to be updated every 6 years. After discussion, the Board asked Mr. Hearne to contact Tom DeLorimier, of URS Corporation, for guidance. Mrs. Morgan mentioned there was pending legislation that would require a lot more detail in a comprehensive plan and if the legislation passed, it would probably increase the cost of preparing the comprehensive plan.

County Youth Council Meeting – 03/30/02 9:30-11:30 Co. Commissioners' Admin. Bldg. - After some discussion, the Board asked Mrs. Morgan to see if someone with the Special Events Committee would be able to attend and report back to the Town. Mrs. Morgan stated she would

bring it up at the meeting tomorrow but didn't know if anyone could as it was the same day as the Easter egg hunt for the fire company.

MML Nominations – Commissioner Doss stated this would be a two-year commitment because whoever was the District 10 Vice President the first year became the District 10 President the next year. After discussion, the Board agreed to nominate Robert Gell as District 10 Vice President.

Mrs. Morgan stated someone needed to volunteer to carry the Town flag in the MML Parade of Flags during the MML conference. After much discussion, President Vandervort stated he would carry it if Commissioner Sheets, who was not present tonight, didn't want to.

Mrs. Morgan stated the Town had received a memo from Pam Howard, Cecil County Treasurer, regarding pending SB898 that would require a town or the county, whoever generated the tax bill, to reimburse interest on the amount a buyer bid on a property sold at tax sale if after 30 days said sale was voided for any reason. After briefly reading and discussing the memorandum and copy of the legislation, Mrs. Morgan asked if the Board agreed to send a letter in opposition to this bill if President Vandervort reviewed, approved and signed the letter. The Board agreed.

Commissioner Gell stated the Town needed to respond quickly to Senator Blount's letter on the urban renewal legislation. Mrs. Morgan stated she would draft one for President Vandervort review and sign if he was satisfied with it.

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 4-0. President Vandervort adjourned the meeting at 10:51 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

MEETING OF MARCH 12, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Dale Mumford – Lead Circuit Rider
5. Eric Wilson/Cecil Soccer League
6. Eagle Scout candidate
7. Susan Gell/Town Hall Renovations
8. Edgar McMullen – Cemetery

PENDING BUSINESS

9. Charlestown Marina Lease
10. Paving Bids
11. Trash Bids
12. Town House Trim Bids
13. Shore Erosion Agreement with DNR
14. Ethics Ordinance

NEW BUSINESS

15. County Economic Development Commission – Recommendation for County Appointment
16. Comprehensive Plan
17. Youth Council Mtg. 03/30/02 9:30-11:30 Co. Commissioners' Admin Ofc.
18. MML Nominations

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 3/12/2002

TIME: 7:30 p.m.

- Beth Smith
- William C. Alford
- Mark M. Dally
- Harold C. Honour
- W. William Ross
- Shirley Ross
- Bob Phillips

Town of Charlestown

Accounts Payable Bills

3/12/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Alger Oil, Inc.	Acct #667541-18 - Inv #3845 - 119.5 gal x \$1.099/gal	6430.1 - Fuel	131.33-
Charm Net, Inc.	Acct #8419 - Inv #57764 - internet access 03/01/02 - 04/01/02	6440.1 - Telephone	16.95-
Sheriff's Patrol	Charlestown Patrol - period of 01/26/02 - 02/22/02	6920.1 - Police Protection	2,233.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 01/26/02 - 02/22/02	6920.1 - Police Protection	67.77-
Chesapeake Publishing Corp.	trash & garbage bid ad; Election Board vacancy ads	6215.1 - Advertising	130.40-
Hoopes Fire & Safety Equip...	Acct #200189 1 Inv #27307 - annual fire extinguisher inspecti...	6450.1 - Maintenance	40.90-
Baynes, Keith A.	research ethics ord; file Notice of Dismissal - Price; prepare ...	6310.1 - Legal Counsel	740.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	118.24-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	18.35-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	6.81-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	45.70-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	6.81-
Woodward-Clyde Consultants	Inv #20034 - review Scott Gardens PWA; review chgs to Loui...	6613.1 - Scott Gardens	685.50-
American Home & Hardware	Acct #685600 - Inv #824722 - frame roller; trim cover; trim ro...	-SPLIT-	103.86-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #305007 - washers, nuts, eye screw, rod, bit...	-SPLIT-	194.75-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21704699304 - 6X6 lumber; hvy duty cl...	6740.1 - P&R Miscellaneous	121.54-
Cecil County Chamber of C...	yearly membership fee & initial enrollment fee	6214.1 - Dues & Memberships	175.00-
Total 1010.1 - Cash-General Checking			4,836.91-
Total 1000.1 - General Fund Cash Accounts			4,836.91-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Atlantic Coast Laboratories	Inv #93981 - monthly coliform testing	7121.2 - Laboratory Testing	8.00-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	118.16-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	45.38-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	8.42-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	15.96-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	303.38-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	185.83-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	614.08-
Verizon Wireless	Acct #202583968-00001 - Inv #338009030 - (2) cell phones	7760.2 - Miscellaneous	50.33-
Miller Environmental, Inc.	Inv #10020276A - pass thru expenses - Feb'02 - repair kit for ...	7120.2 - Contract Operating	37.33-
U.S. Filter/Waterpro	Acct #94258 - Inv #8175881 - (6) 5/8" x 1/2" TRPL 1000 gal ...	7740.2 - Other	662.40-
Total 1010.2 - Cash - Utility Checking			2,049.27-

Town of Charlestown

Accounts Payable Bills

3/12/02

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			2,049.27-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#304503 - drill bits; washers; screws - shop; l...	6420.3 · General Maintenance	83.34-
Lowes's Home Centers Inc.	Acct #0120402 - Inv #21703898443 - cable; nylon switch pl; ...	-SPLIT-	459.25-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Mendenhall's Garage	inv #2155 - deck wheel for mower	6022.3 · Equipment Repair	6.95-
McAllister, Michael S.	relocate, stake, flag & paint previously set Tasker Lane right-...	6300.3 · Streets	285.00-
Keen Compressed Gas Co.	Acct #106222 - Inv #578693 - (1) grind wheel kit; (1) pk rods ...	6420.3 · General Maintenance	19.80-
Total 1005.3 · New-Checking-Special (Special checking County)			1,495.80-
Total 1000.3 · Special Fund Cash Accounts			1,495.80-
TOTAL			8,381.98-

Town Commissioners of Charlestown
Meeting of June 11, 2002
Minutes

The June 11, 2002 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:43 p.m. Other Commissioners present were Vice-President Michael W. Doss, Treasurer Donna M. Sheets and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Zoning Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Doss made a motion to approve the minutes of the May 28, 2002 meeting, seconded by Commissioner Sheets. The motion passed 4-0. After brief discussion, the Board went on to the next item.

Accounts Payable – President Vandervort stated he had received one complaint about a steep slope caused by the widening of Conestoga Street. He stated he would talk to the Town's maintenance workers about it but asked if the Board wanted to pay the paving bill or wait until after he does so. After brief discussion, Commissioner Doss made a motion to approve the bills, seconded by Commissioner Gell. The motion passed 4-0.

Miller Environmental, Inc.

Monthly Water System Operations Report – George Smith, of Miller Environmental, Inc. (MEI), presented the May '02 water system operations report to the Board. Commissioner Doss asked if the meter at 320 Tasker Lane was the one by the new road. Mr. Smith stated it was but they had not found a leak. Mrs. Atkinson, the property owner, stated there was water dripping from the meter. Mr. Smith stated he would have Beth Hamilton look at it again.

Water Tower Painting – President Vandervort stated the Town needed to paint the exterior of the bowl inside the tower. He further stated Corrosion Control had suggested emptying the tower for a month so they could paint. Mr. Smith stated he had discussed this with Mr. Hearne and recommended the Town does not do this for the following reasons: one, the Town would be relying solely on the wells to provide pressure and also need to install a blow-off valve to relieve pressure if it got too high, resulting in a lot of water loss during a time of drought, secondly, the Town would need to have an emergency generator because water pressure would drop immediately if the power went out, and lastly, as Commissioner Doss stated, the Town would not have any fire protection, his biggest concern. The Board asked Mr. Smith if he would put his concerns in writing and they would forward it with their request for Corrosion Control to delay the painting to late fall when condensation would not be a problem.

I&I Report – Mr. Smith provided copies of Transviron's report on the I&I problem. He asked the Board to review it. After discussion, Mr. Smith stated the cause of the increased flow needed to be investigated further to discover the cause and discussed the various ways the Town could opt to repair. After more discussion, Mr. Smith stated he had recommended the Town ask the county for the certification of calibration for the sewer flow meter. President Vandervort stated he had made that request at their last meeting and was told by the attorney they would work on that but the town hadn't gotten it. After more discussion, Mr. Smith stated the quote from Transviron was for CCTV scanning only, what method the Town chose to repair any problems would be an additional cost. He further stated there should be new grant monies available for FY04 and Mr. Hearne stated he would contact the Maryland Department of the

Environment about that. Mr. Smith asked the Board to review the report so it could be revised if necessary so a final report could be sent to MDE. After discussion, Mr. Smith stated the other thing CCTV scanning would provide was an accurate mapping of the system. President Vandervort stated the Board had asked to see if a set of the sewer system drawings could be found. Mr. Hearne stated he contacted both the county and Tatman and Lee (URS) and they didn't have a set.

Wellhead Security – Commissioner Doss stated that, based on alerts he had seen through his work, he was concerned about the wellheads and what the Town could do secure them better. Mr. Smith stated he would have to look at it. After more discussion, President Vandervort asked if the Town was reaching the point of time it needed to plan for another well. Mr. Smith stated he would need to look at the water allocation for bigger pumps at the 2 existing wells and asked if the Town wanted a recommendation. He stated the Town should be all right without further development. Mr. Hearne stated there was a 67-home subdivision in the works and Tatman & Lee had determined the existing wells could. After quick calculations, Mr. Smith stated it looked like the Town needed to come up with another 12 gallons/minute from the wells. He said he would look into it further and make a recommendation to the Town. Commissioner Doss stated some towns were pouring concrete pads around wellheads and building a steel sleeve over the wellhead, bolting it to the concrete. After discussion, the Board agreed this was something the Town needed to work on doing since the county and/or state will probably mandate.

Philip Miklas, representing the Charlestown Colonial Militia, asked the Board to consider a donation of \$1,500 to the militia. He explained the shirts and other uniform items were worn out and needed replacement. Mr. Miklas stated they would also like to purchase a new banner that would precede them when they march at various events. After discussion, Commissioner Gell made a motion to donate \$1500 to the Colonial Militia. President Vandervort asked him to amend his motion to donate the money out of the FY03 budget. Commissioner Gell amended his motion and the motion was seconded by Commissioner Doss and the motion passed 4-0.

Doris McDaniel asked if the Town had done anything further in removing the tree in front of her property on Conestoga Street. After discussion, Commissioner Doss made a motion to take the tree down, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort stated the Town would contact Cecil Tree Service to take the tree down.

Add-On Paving – Mr. Hearne discussed the quotes from Chris Yaiser, of Dix Hollow Contracting on Cooper Avenue and the road cut on Louisa Lane. President Vandervort mentioned Mrs. Stanko had said they would pay for the road cut paving at the last meeting. Mr. Hearne stated she did but Mr. Stanko had come in tonight and said he thought the builder should pay it. After much discussion, Mr. Hearne stated he had a document form regarding road cuts and paving thereof that was signed when a building permit was issued. President Vandervort asked him to look at who signed that form for the Stankos' permit and that's whom the Town should send a letter to giving them so many days to pave the road cut or the Town would have it paved by Dix Hollow and bill them. After brief looking, Mr. Hearne stated Mrs. Stanko had signed that form. Commissioner Doss so moved, seconded by Commissioner Gell. The motion passed 4-0.

Comprehensive Plan Proposal – After discussion, Mr. Hearne stated they didn't specify whether the quote of \$750 included the cost of bound copies. After discussion, Commissioner Gell made

a motion to have URS update the comprehensive plan for \$750, seconded by Commissioner Doss. The motion passed 4-0.

Salute to Cecil County Veterans – Donation – After discussion, the Board declined to make a donation but stated individuals should feel free to donate.

MML Conference Workshop – Totally Web Government – Mr. Hearne stated the MML had added an additional workshop about web government. Commissioner Doss mentioned he wanted to attend.

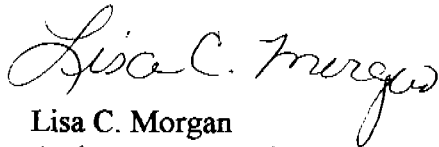
Purchase of 4th of July Flags – Mr. Hearne stated Mrs. Morgan was requesting the Board's approval to purchase the flags. He also mentioned Mrs. Morgan needed to get permission from whoever owned the utility poles, Conectiv or Verizon, and State Highway as the poles were along the highway. After discussion, Commissioner Gell made a motion to purchase the flags contingent on Mrs. Morgan first getting such permission, seconded by Commissioner Sheets. The motion passed 4-0.

Mr. Hearne stated the Town wanted him to apply for FY04 Waterway Improvement Program funding for dredging at the town pier. He further stated he wanted to apply also for additional construction funding for the wave screen. The Board agreed he should apply for both projects.

FY03 Budget – President Vandervort asked if the Board was ready to set the FY03 budget that the motion be contingent upon the changes discussed at the workshop meeting just prior to the town meeting and adjustment of the figures caused by the accounts payable approved tonight. The Board agreed and Commissioner Gell so moved to set the budget as agreed, seconded by Commissioner Doss. The motion passed 4-0.

President Vandervort stated he would like to go into executive session following adjournment of the town meeting so he could update the Board on the Charlestown Marina lease situation. The Board agreed and Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the town meeting at 9:23 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JUNE 11, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
Water Tower Painting
I&I Report

PENDING BUSINESS

4. Budget

NEW BUSINESS

5. Add-On Paving
6. Comprehensive Plan Proposal
7. Salute to Cecil County Veterans – Donation
8. MML Conference “Totally Web Government” Workshop
9. Purchase of 4th of July Flags

ROSTER

CHARLESTOWN TOWN MEETING

Regular Meeting

DATE: 6/11/2002

TIME: 7:30 p.m.

~~John Hall~~

Phil Miklas

Val Hahn

George A. Smith

Paul C. Addison

Town of Charlestown

Accounts Payable Bills

6/11/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Waste Management	Acct #275-0049441-0276-5 - Inv #0976199-0276-6 - May tras...	6651.1 - Trash Collection	3,980.90-
Chesapeake Publishing Corp.	ad - Ord amending cemetery ordinance	6215.1 - Advertising	48.90-
Charm Net, Inc.	Acct #6419 - Inv #61778 - internet access 06/01/02 - 07/01/02	6440.1 - Telephone	16.95-
Baynes, Keith A.	review complaint, prep answer; prep pkg to LGIT atty; conf &...	6310.1 - Legal Counsel	540.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	112.02-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	14.14-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	9.61-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	27.02-
Injured Workers' Ins. Fund	Policy #2801346-RT - initial premium - Workmen's Comp	6160.1 - Workmen's Compensation	634.00-
Rising Sun Herald	1 yr subscription to Herald	6210.1 - General Government	16.00-
landfill	Acct #1043 - landfill charges - May '02	6651.1 - Trash Collection	13.50-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	292.58-
Radio Shack	Acct #00001903060981 - Inv #399398 - (4) 5-pk cassette tapes	6220.1 - Office Supplies	51.96-
Total 1010.1 - Cash-General Checking			5,757.58-
Total 1000.1 - General Fund Cash Accounts			5,757.58-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	116.75-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	72.42-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	51.43-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	344.90-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	207.23-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	134.28-
Verizon Wireless	Acct #202583968-00001 - Inv #356561941 - (2) cell phones	7760.2 - Miscellaneous	50.33-
Total 1010.2 - Cash - Utility Checking			977.34-
Total 1000.2 - Utility Fund Cash Accounts			977.34-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 - Street Lights	641.46-
American Home & Hardware	Acct #685600 - Inv #839995 - 3" 221/2 el, dwv - shop; inv#84...	6420.3 - General Maintenance	37.59-
Lowe's Home Centers Inc.	Acct #0120402 - Inv #21712980525 - lumber - street barricad...	6300.3 - Streets	86.51-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #308993 - portland cement; chain - streets; l...	-SPLIT-	159.23-

Town of Charlestown

Accounts Payable Bills

6/11/02

Name	Memo	Split	Amount
Dix Hollow Contracting Inc.	Inv #DH-CHA.104 - Tasker Lane; Inv #DH-CHA.103 - Conest...	-SPLIT-	17,495.00-
Total 1005.3 · New-Checking-Special (Special checking County)			18,419.79-
Total 1000.3 · Special Fund Cash Accounts			18,419.79-
TOTAL			<u>25,154.71-</u>

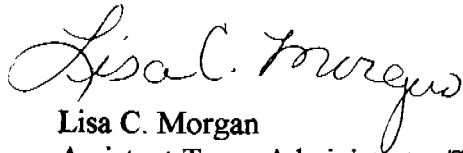
Town Commissioners of Charlestown
Workshop Meeting of June 11, 2002
Minutes

The June 11, 2002 workshop meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 6:48 p.m. Also present were Treasurer Donna M. Sheets and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto. President Vandervort stated the purpose of the workshop was to work on the FY03 budget.

After much discussion, the Board agreed to leave the amount budgeted for legal services at the same amount as FY02 and to increase the Planning and Zoning Administrative budget to \$2,000 because the comprehensive plan needed to be updated and new books reprinted. The Board had, at a previous meeting, lowered the special event budget, removing the \$10,000 cost for fireworks but, after more discussion, decided to put the \$10,000 back in and then argue over when to have them. After more discussion, the Board left the amount for police protection at \$40,000, the same as the FY02 budget. After much discussion, President Vandervort stated the budget would be \$26,000+ from long-term reserves for sewer operations in FY03. Commissioner Gell pointed out that the budget was estimating \$32,000 in repairs and that was what the reserved money was for. At this time, Commissioner Doss arrived at the meeting. In discussing the water fund, President Vandervort stated the Town needed to budget \$31,500 for painting the water tower so that would reduce the long-term maintenance amount from \$49,000 to \$17,500. In the special fund, President Vandervort stated the Board had agreed to discontinue the annual transfer of \$10,000 from the general fund to help maintain the streets because the street fund had become self-supporting. After discussion, President Vandervort stated all the income for the street fund was from gas & motor tax revenues and those monies could not be used for anything else.

As there was no further discussion, President Vandervort adjourned the meeting at 7:43 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

Workshop

DATE: 6/14/2002

TIME: ^{6:30}
~~7:30 PM~~

Howard Haef

TOWN MEETING OF MAY 28, 2002
MINUTES

The May 28, 2002 Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort. Also present was Vice President Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko, and Commissioner Robert L. Gell. Audience attendance sheet is attached hereto.

Minutes – Commissioner Doss made a motion to approve the minutes of the May 14, 2002 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

Accounts Payable – After brief discussion, Commissioner Doss made a motion to pay the bills contingent on changing one payment listed to the Mummers to be payable to Rebecca Phillips, seconded by Commissioner Sheets. The motion passed 5-0.

Plaque Presentation – President Vandervort presented a plaque to former President Joseph G. Letts, Sr. for his years of service to the Town.

Ed Insley/Boy Scouts – Donation – After brief discussion, Commissioner Gell made a motion to donate the same amount as last year to the Boys Scouts to attend summer camp provided scouts from Charlestown would benefit first, seconded by Commissioner Doss. The motion passed 5-0.

Dawn Hadry – Basketball Hoops – Dawn Hadry and several other residents from the Trinity Woods area complained to the Board about Commissioner Gell telling certain residents in Trinity Woods they needed to remove portable basketball hoops to their property. The other members of the Board stated what Commissioner Gell had done had not been discussed with them as it should have been and no action had been decided on. After much discussion, the Board decided no action was needed.

Colonial Fair – Rebecca Phillips, the event organizer, stated the event went well although held on Sunday rather than Saturday because of the rain. She further stated she couldn't report exactly how much was raised until Charles Murphy, the treasurer for Colonial Charlestown reported to her but she believed it would be around \$3000. After discussion, President Vandervort asked whether the original cost of the t-shirts would be refunded to the Town and Colonial Charlestown keeping the markup amount they charged for the shirts at the fair. Mrs. Phillips stated the Town had given the funds as a \$1000 donation. Commissioner Doss stated it was given as a donation without any specification but the Board may decide, if Colonial Charlestown holds the fair, to provide funding differently next year and made a motion Colonial Charlestown would not have to refund any money for t-shirts to the Town, seconded by Commissioner Sheets. The motion passed 5-0.

PENDING BUSINESS

Charlestown Marina Lease – President Vandervort stated Keith Baynes, the Town's attorney, has advised the Board that they should refrain from any discussion on this matter publicly and if the Board needed to discuss this issue, they needed to go to executive session.

Budget – The Board reviewed the proposed FY03 budget. President Vandervort stated he was projecting the sewer fund was not going to balance next year so the Board will need to look at

that. After much discussion, the Board decided to hold a workshop meeting at 6:30 p.m. on Tuesday, June 11th to work further on the budget.

Mrs. McDaniel, of 222 Conestoga Street, stated the tree in front of her property was rotten and needed to be taken down and believed it was on town property. After much discussion, Commissioner Stanko made a motion for the Town to remove the tree if the tree was on town property, seconded by Commissioner Gell. The motion passed 5-0. Also Mr. Ashworth was concerned about the slope where Dix Hollow had put in the cut during the road widening on Conestoga Street. President Vandervort stated he would look at it with Dix Hollow. Commissioner Gell asked and the Board agreed to have the maintenance workers fill in some of the low spots at Veterans Park. Hershel Armour, one of the maintenance workers, stated the service pole there needed replaced. The Board decided to have the electrical contractor installing the lighting at Veterans Park look at that also.

FY03 Property Tax Rate – Commissioner Gell made a motion for the property tax rate to stay the same as it is, seconded by Commissioner Sheets. The motion passed 5-0.

NEW BUSINESS

Cecil County Historical Society – Donation – Commissioner Gell requested that it be removed from the agenda as the letter was sent to the Town in error and the society was only soliciting for private donations.

Ordinance regarding no parking at fire boat pier – Commissioner Doss asked if the Town could pass an ordinance or resolution that clearly stated emergency personnel vehicles were allowed to park at the fire boat pier. He stated this was an on-going issue with the adjacent property owner. The Board decided to look at the parking ordinance and discuss what may be done.

Proposed FY04 Waterway Improvement Projects (due 07/01/02) – Mrs. Morgan stated any waterway improvement projects needing FY04 funding needed to be submitted to the State by July 1st. After discussion, Commissioner Doss asked and the Board agreed to re-submit for the dredging at the town pier.

2nd Meeting in June – After brief discussion, Commissioner Sheets made a motion to cancel that meeting, seconded by Commissioner Doss. The motion passed 5-0.

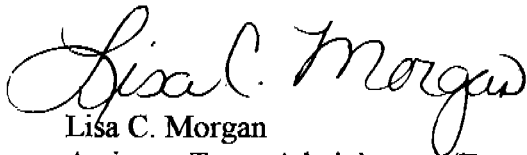
Mrs. Morgan stated the Maryland Municipal League (MML) had changed the dates of the Legislative Conference so the Board could keep October 24th for the Chapter Dinner or revert to the traditional third Thursday date of October 17th. After brief discussion, the Board decided to hold the dinner on October 17th. Mrs. Morgan stated she would change the date with the Wellwood Club.

Commissioner Stanko requested some daytime patrol hours be scheduled next month because of boaters speeding in the town. President Vandervort mentioned an incident of an individual getting water from the firehouse for a tanker and paying the Town for the water. After discussion, Commissioner Doss made a motion there would be no further water sold to anybody for the purpose of filling a tanker or to truck the water out of town, except for the fire company, seconded by Commissioner Stanko. The motion passed 5-0.

Edgar McMullen asked about the junked cars, etc. in town. Mrs. Morgan stated there was a list that was given to President Vandervort. Rosalyn Bott stated Cooper Avenue needed to be repaired. Mrs. Morgan stated Mr. Hearne was supposed to contact Dix Hollow about doing Cooper Avenue as an add-on. There was much discussion after Mrs. Bott mentioned the current postmaster would be leaving next week and the Town needed to pay attention on developments with the post office.

As there was no further business to be discussed, Commissioner Gell made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort adjourned the meeting at 10:56 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 MAY 28, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Ed Insley/Boy Scouts – Donation
4. Dawn Hadry – Basketball Hoops
5. Edgar McMullen
6. Colonial Fair

PENDING BUSINESS

7. Charlestown Marina Lease
8. Budget
9. FY03 Property Tax Rate

NEW BUSINESS

10. Cecil County Historical Society – Donation
11. Ordinance regarding no parking at fire boat pier
12. Proposed FY04 Waterway Improvement Projects (due 07/01/02)
13. 2nd Meeting in June

ROSTER

CHARLESTOWN TOWN MEETING

DATE: May 28, 2002

TIME: 7:30 p.m.

~~Frank Benson Jr.~~

John S. Bussell

Alexis McDaniel

~~Gregory Lupton~~

Shirley J. Stead

George Argubauer

Michele Angeobauer

~~Joe Gold~~

Rebecca Phillips

Bob Phillips

Franklin E. Bost

Gene C. Atkinson

Rebecca J. Aronowitz

Grace Thomas

Val Palm

Lydia

Angela

Norman W. Davis

Harold E. Bennett

William C. Clifford

Edgar McMillan

Town of Charlestown

Accounts Payable Bills

5/28/02

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Alger Oil, Inc.	Acct #667541-18 - Inv #961770 & 961663 - furnace maintena...	-SPLIT-	298.00-
LGIT Health Pool	Jun '02 medical insurance	6170.1 · Medical Insurance	243.66-
Radio Shack	Acct #00001903060981 - Inv #397758 - (3) 5-pk cassette tapes	6220.1 · Office Supplies	23.97-
Don McGrath Mummies Stri...	Mummers band - Colonial Fair	-SPLIT-	100.00-
Ace Printing	Inv #7340 - 1 date stamp	6221.1 · Supplies	44.00-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	131.37-
York Building Products	Acct #4568 - Inv #966-01 - 1.26 ton sand for concrete barrica...	6960.1 · Miscellaneous	9.26-
Total 1010.1 · Cash-General Checking			850.26-
Total 1000.1 · General Fund Cash Accounts			850.26-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	32.96-
Miller Environmental, Inc.	Inv #10060280 - water sys operations contract - Jun '02	7120.2 · Contract Operating	1,901.00-
Total 1010.2 · Cash - Utility Checking			1,933.96-
Total 1000.2 · Utility Fund Cash Accounts			1,933.96-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #5384 - bandaids; epoxy gl...	-SPLIT-	77.16-
Total 1005.3 · New-Checking-Special (Special checking County)			77.16-
Total 1000.3 · Special Fund Cash Accounts			77.16-
TOTAL			2,861.38-

TOWN MEETING OF MAY 14, 2002
MINUTES

The May 14, 2002 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort. Also present was Vice President Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko, and Commissioner Robert L. Gell. 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 April 23, 2002 meeting, seconded by Commissioner Doss. The motion passed 5-0. Commissioner Gell asked if the executive session minutes were to be approved and President Vandervort stated they would deal with that later in the agenda.

Accounts Payable – After brief discussion, Commissioner Stanko made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 5-0.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc., presented the April 2002 monthly water operations report. President Vandervort asked if the property on Bladen Street was identified through the smoking testing report as having gutters tied into the sewer. Mr. Hearne stated the home was built after the test and he would send a letter asking if they were tied into the sewer.

Charlestown P.T.A. – Donation – Barbara Loving, of the Charlestown P.T.A., asked the Town to consider donating the same amount as they had donated last year, \$1000, and providing the Board with a list of the events held for the kids last year. After some discussion, Mrs. Loving stated they were also working on their Kits for Kids project, to provide basic school supplies to each child on the first day of school and asked if anyone knew of someone interested in donating to that project, any donation would be greatly appreciated.

Samuel & Ruth Noel – Use of Calvert Street lot for parking 6/15 & 6/29 – Mr. Hearne stated Mr. & Mrs. Noel was requesting to use the lot on those days for parking while they were having a graduation party and a 25th anniversary party. After discussion, Commissioner Doss made a motion to check with Keith Baynes, the Town's attorney, regarding liability and if that wasn't an issue, they could use it, seconded by Commissioner Sheets. The motion passed 5-0.

Edgar McMullen asked the Board about additional land for a cemetery. After some discussion, the Board stated they would still consider the problem.

Colonial Fair – Commissioner Sheets reminded President Vandervort he needed to prepare his speech and mentioned Rebecca Phillips, the event organizer, had asked if the Town could extend coverage Friday night into the morning hours on Saturday. After discussion, Commissioner Stanko stated she would ask for additional coverage but it depended on whether the Sheriff's Office had a deputy who could fill those hours. Commissioner Gell asked about the installation of the light at Veterans Park. Commissioner Doss stated the lights hadn't been ordered yet as the Town was waiting to hear from Area Electric.

PENDING BUSINESS

Charlestown Marina Lease – President Vandervort stated the Board met in closed session on April 24, 2002 to discuss the lease and also agreed to lease the property to Mr. Trolian contingent on certain conditions each party needed to meet. He further stated since then Phil Price had filed a lawsuit against the Town. President Vandervort stated Mr. Baynes had advised the Board not to discuss this issue any more than we had to. After discussion, Commissioner Gell stated he asked Mrs. Morgan for a copy of the minutes but she said the minutes were sealed and asked the Board to unseal the minutes. After discussion, President Vandervort asked Commissioner Gell if he was making that a motion and Commissioner Gell declined to make it a motion. President Vandervort stated McCrone, Inc. had quoted \$2100 to survey the property. After some discussion, Commissioner Doss made a motion to have McCrone survey the property for \$2100, seconded by Commissioner Stanko. The motion passed 4-1. After more discussion, the Board asked Mr. Hearne to clarify if the Town had 2nd party coverage on C dock and the slips. Commissioner Doss made a motion to close C dock until repaired and this situation was resolved, seconded by Commissioner Stanko. After discussion, the motion passed 4-1. Commissioner Doss made a motion to repair any boards that need it immediately and follow up with further advice from Mr. Baynes, seconded by Commissioner Sheets. The motion passed 5-0.

Town Hall Renovations – Mr. Hearne stated there was nothing new.

Handicapped Ramps – Mr. Hearne stated he needed to send a letter to request funds and then forward letters to the EPA and State agencies.

Trinity Woods – Roads – Mr. Hearne stated the Town had a letter of credit from Larry Porter, the developer of Trinity Woods, in an amount URS Corporation, the Town's engineers, believed would cover the cost of repaving Revelation Road. He asked the Board for a motion to have Mr. Baynes prepare the deeds to transfer the roads and the water lines to the Town. Commissioner Sheets so moved, seconded by Commissioner Stanko. The motion passed 5-0.

Budget – President Vandervort stated he had given out copies of the first draft of the budget. After discussion, he further stated balancing the sewer fund was giving him the most difficulty but the Board will be discussing budget figures for the next couple of meetings.

Emergency Preparedness Drill – 06/22 & 6/23 – Use of Veterans Park – Commissioner Doss stated RACE/ARES along with Cecil County Emergency Management would like to use Veterans Park on June 22nd & June 23rd to take part in a nationwide emergency preparedness drill. Edgar Insley, the Boys Scout scoutmaster, was given a copy of the information as participation in this event may satisfy a communications badge they needed to earn. After some discussion, Commissioner Gell made a motion to allow them to use Veterans Park on those days, seconded by Commissioner Sheets. The motion passed 5-0.

FY03 Health Insurance Rates – After some discussion, Commissioner Gell made a motion to select the exclusive provider, no opt-out, with the \$10 co-pay, unlimited drug max. for \$255.71, seconded by Commissioner Doss. The motion passed 5-0.

FY03 Property Tax Rate – Mr. Hearne stated the Board needed to set the tax rate because the Office of Assessments and Taxation usually request it by the end of May. After discussion, President Vandervort stated he wanted to delay until the next meeting if possible but he didn't himself didn't want raise the rate and the proposed budget was based on the current tax rate.

After discussion, Mr. Hearne stated if the Assessments Office needed it sooner, he would call the Board.

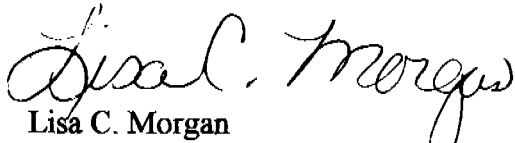
Commissioner Sheets asked if the Board had decided if Mrs. Morgan would be attending the 3 days of the MML Conference. After discussion, Commissioner Gell made a motion for Mrs. Morgan to attend the 3-day conference, seconded by Commissioner Sheets. The motion passed 3-2.

Commissioner Stanko asked if the next police schedule could include some daytime patrols in town. Commissioner Doss stated it should also be noted there was a problem with kids creating ramps at Fair Green with mulch from the playground and construction debris from the fire company construction site.

Commissioner Sheets asked if the Board would make a final determination on where the tire swing should go. After discussion, they agreed to look at the playground after the meeting. Commissioner Doss also stated the Board had discussed putting up a fence around the area and prices should be looked into.

As there was nothing further to be discussion, President Vandervort adjourned the meeting at 9:46 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MAY 14, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Plaque Presentation
4. Miller Environmental, Inc. – Monthly Report
5. Charlestown PTA – Donation
6. Samuel & Ruth Noel – Use of Calvert St. for Parking
7. Edgar McMullen
8. Colonial Fair

PENDING BUSINESS

9. Charlestown Marina Lease
10. Town Hall Renovation
11. Handicapped Ramps
12. Trinity Woods – Roads

NEW BUSINESS

13. Budget
14. Emergency Preparedness Drill – 6/22 & 6/23 – Use of Veterans Park
15. FY03 Health Insurance Rates
16. FY03 Property Tax Rate

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 5/14/2002 TIME: 7:30 p.m.

- Brendice Lubbing
- Michael E. Armon
- Jack C. Atkinson
- W. Hall
- George H. Smithy - 2078 I
- C. M. Mully
- Barbara Loving
- Norman Doss
- Trey Pice
- Sh / Lin
- Ed Insley
- Beth Insley
- Shuley Doss

Town of Charlestown

Accounts Payable Bills

5/13/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Merry Maids	Service Charge	6960.1 - Miscellaneous	1.60-
City of Havre de Grace	Service Charge	6960.1 - Miscellaneous	1.09-
Tee Printing Inc.	cleaning Town Hall - 05/13/02	6450.1 - Maintenance	35.00-
Waste Management	Inv #02-144 - artwork for Cecil Harford MML Chapter quilt	6219.1 - Other	268.30-
Sheriff's Patrol	(30) t shirts & (12) 2x t shirts - Colonial Fair	6965.1 - Colonial Fair	289.00-
Sheriff's Patrol	Acct #275-0049441-0276-5 - Inv #961193-0276-6 - April tras...	6651.1 - Trash Collection	3,980.90-
Baynes, Keith A.	gasoline for Charlestown Patrol - period of 03/23/02 to 04/19/...	6920.1 - Police Protection	117.35-
Charm Net, Inc.	Charlestown Patrol - period of 03/23/02 to 04/19/02	6920.1 - Police Protection	3,175.50-
McCarthy's Comfort Stations	prepare cemetery amendment; representation in Dist ct - Pric...	-SPLIT-	427.50-
Connectiv	Acct #6419 - Inv #60458 - internet access 05/01/02 - 06/01/02	6440.1 - Telephone	16.95-
Garage electric	Inv #191 - (2) portable toilet - athletic complex & Fair Green ...	6740.1 - P&R Miscellaneous	110.00-
Comfort Station Electric	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	111.87-
Flagpole Lighting	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	14.69-
Town Pier Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	6.92-
Benjamin Lumber Co., Inc.	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	42.25-
Staples	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	6.92-
Dix Hollow Contracting Inc.	Acct #1186 - Inv #307773 - glass; caulk; push points - post of...	-SPLIT-	42.52-
	Acct #7972 3200 0002 7426 - office supplies & new printer	-SPLIT-	324.76-
	Inv #DH-CHA.102 - Athletic Complex paving	6715.1 - Other	11,970.00-
Total 1010.1 - Cash-General Checking			20,943.12-
Total 1000.1 - General Fund Cash Accounts			20,943.12-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Service Charge	6960.1 - Miscellaneous	3.70-
Sta 3 electric	Service Charge	6960.1 - Miscellaneous	2.69-
Lift Station electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	116.94-
Rt 7 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	75.78-
Well 1 Electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	20.60-
Well 3 Electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	15.63-
Water Tank Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	288.65-
Verizon Wireless	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	90.92-
Miller Environmental, Inc.	Water tank Acct #2096 5489 9993	7131.2 - Electric	230.10-
	Acct #202583968-00001 - Inv #344231008- (2) cell phones	7760.2 - Miscellaneous	51.35-
	Inv #10040278-A - after hours call out - 04/18/02 for possible...	7120.2 - Contract Operating	60.84-

Town of Charlestown
Accounts Payable Bills

5/13/02

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			957.20-
Total 1000.2 · Utility Fund Cash Accounts			957.20-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Dix Hollow Contracting Inc.	Inv #DH-CHA.101 - Conestoga Street widening	6300.3 · Streets	11,475.00-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #53915 - belt blades; filter; spark plug; oil f...	6022.3 · Equipment Repair	130.01-
Gilbert Enterprises Inc.	Inv #8630N - April '02 gasoline charges - town trucks & mowers	-SPLIT-	213.16-
Total 1005.3 · New-Checking-Special (Special checking County)			12,459.63-
Total 1000.3 · Special Fund Cash Accounts			12,459.63-
TOTAL			34,359.95-

TOWN MEETING OF AUGUST 28, 2001

MINUTES

The August 28, 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 Sheets made a motion to approve the minutes of the July 10, 2001 meeting, seconded by Commissioner Doss. The motion passed 4-0. Commissioner Sheets made a motion to approve the minutes of the July 24, 2001 meeting. The motion died due to the lack of a second. The Board decided to table the minutes until the next meeting.

Accounts Payable – Commissioner Vandervort made a motion to approve the bills, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Sheets abstained).

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the July 2001 monthly water system operations report to the Board. Mr. Hearne asked if anyone had been chemical spraying at the building near the water tower. He further stated William Algard and Hershel Armour told him there was someone up there spraying to control the weeds and it might be someone from Bell Atlantic. Mr. Smith stated he didn't know but if he knew what kind of chemical they were using, he could get a safety data sheet to the Town to see if it should not be used around the well. Mr. Hearne stated Mr. Smith had sent a letter to the Town addressing Keith Baynes', the Town's attorney's, comments on the contract. Mr. Smith stated MEI agreed to make changes to the contract in response to two of Mr. Baynes' comments. After brief discussion, Mr. Vandervort made a motion to accept the contract with the changes made by MEI as stated in their letter as items 1 and 2 based on comments made by Mr. Baynes and to have President Letts sign the contract on behalf of the Town Commissioners, seconded by Commissioner Sheets. The motion passed 4-0.

PENDING BUSINESS

I&I – Mrs. Morgan stated she had reviewed the information provided by Mr. Smith and 1/3 of the properties have been repaired. She further stated the remainder still needed to be repaired or further inspection made because the property owner was not home at the time and the inspection would require entering into the residence. Mrs. Morgan stated she would contact Mr. Smith and work on dates and times for these further inspections.

Edgar McMullen – Change of Address for Church – Mr. McMullen stated a few days ago there was a problem with the telephone in the elevator but the repairman had a problem locating the church because of the address. He further stated the electric company had assigned the address as 514 Bladen Street even though the church fronts onto Market Street. Mr. McMullen stated this wasn't the first time people have had a problem locating the church. He asked if the Town would look into how the street address could be changed to 240 Market Street. The Board asked Mr. Hearne or Mrs. Morgan to look into how this could be done.

Eric Wilson/Cecil Soccer League – Mr. Wilson stated he lived at 708 Ogle Street and would be coaching an U-8 boys team for the Cecil Soccer League. He stated the team used the athletic complex field for practices last year and would like to do so again this year. Mr. Wilson stated practices would be for 4-6 weeks. Commissioner Doss asked if the league would provide a copy of their insurance. Mr. Wilson stated he would be able to provide a copy before practice started. Commissioner Doss made a motion to allow the U-8 boy teams from Cecil Soccer League to use the athletic complex field

for practice provided that they provided a copy of the insurance, seconded by Commissioner Sheets. The motion passed 4-0.

Special Buffer Provisions – Mr. Hearne stated he still needed to have the Planning and Zoning Commission approve the map and list designating the parcels to be within the special buffer area.

Fire Boat Pier – Commissioner Vandervort stated Ronald Daniels, of the Charlestown Fire Company, had told him he was satisfied with the pier. Mr. Hearne stated Ken Ropp, of the Maryland Department of Natural Resources (DNR), had made his final inspection of the pier today. He stated Mr. Ropp was still concerned about the debris visible at low tide in the area and the maintenance float. Mr. Hearne stated Mr. Ropp had talked to Bob Bender and he agreed to move the float but Mr. Ropp won't release the final grant monies until the float was moved and the debris was cleared. Mr. Hearne stated he had also talked to Mr. Ropp about grant monies to electrify the pier. He stated there was a grant but the Town would need to spend \$60,000 in order to get \$30,000 back. Commissioner Vandervort stated the Town should check with Mr. Daniels on what the fire company wanted to do. Commissioner Doss stated that was a project they would be looking to do a year from now because right now the fire company was concentrating on getting the new firehouse done. President Letts asked if the Town could release the retainage to Crandell's. Mr. Hearne stated yes. Commissioner Vandervort asked Mr. Armour, who was present, if he and William Algard, another town maintenance worker, if they could remove the debris at low tide. Mr. Armour stated they would.

Town Hall Renovations/Addition – President Letts stated he had nothing new.

Shoreline Erosion – President Letts stated the Town needed to do something in that area quickly as the land was eroding fast. Mr. Hearne stated he had received an information packet from Len Casanova, of DNR, but he hadn't read it yet. He asked the Board to read the information for the next meeting. He further stated if the Board wanted him to, he would contact Mr. Casanova to see if he would come to a town meeting regarding this matter. President Letts stated Mr. McMullen and Valerie Hahn, another Charlestown property owner, met with David Wilson, of the RC&D Council, about the erosion. Rosalyn Bott, a member of the audience, asked if there was any grant money available. Mr. Hearne stated the State would only do loans now for this kind of project. Commissioner Doss asked if anyone had talked to a legislator about floating a State bond for the project. After much discussion, the Board asked Mr. Hearne to talk to Delegate Rudolph and other legislators about floating a bond.

Widening of Conestoga Street – Mr. Hearne stated URS had not completed the specs for it yet and would have Mrs. Morgan contact them tomorrow. He further stated he thought Friday a crew was working on removing the remaining wires and pole on Tasker Lane. President Letts asked if they had. Mr. Hearne stated he hadn't been done there yet. President Letts stated he would check on it tomorrow. Mr. McMullen asked if the engineering had been done on Tasker Lane. Mr. Hearne stated it hadn't but need to contact URS to get that done also. Mr. Hearne stated he would like to have URS do specs for the athletic complex also since that involved grant money and didn't want to get in a situation where the State wanted specs done and we didn't. He said he hadn't gotten a reply from Sandi Trent, of Program Open Space, yet on whether they would require specs. After some discussion, President Letts asked to have URS contacted so they could start on specs for Tasker Lane. Mr. Hearne asked what about the athletic complex. The Board agreed on doing specs for the complex too. Mrs. Morgan stated she would call URS. Mr. Hearne stated it was also suggested by one contractor that the Town considering purchasing the asphalt itself because it would be cheaper. Commissioner Vandervort stated it might not because usually a contractor will make it up for his profit. Mr. Hearne stated Mr. Armour and Mr. Algard suggested paving right up to the walking track and mention curb stops were being requested through POS for FY02.

Cooper Ave – Street sinking - Mr. Algard stated there was an area on Cooper Avenue that had sunken in. He further stated it could be dug out and patched. The Board decided to have that done with the other paving.

Maryland Portable Concrete – Mr. Hearne stated this was the repair to the driveway on Louisa Lane and the contractor was probably waiting until he bid on the other paving the Town had to do.

Phillip Price – Commissioner Doss stated Mr. Price still owed the Town. Commissioner Vandervort stated Mr. Baynes didn't believe discussion on a new lease would affect anything regarding the litigation with Mr. Price. He further stated Mr. Price might pay faster if the Town discussed a new lease with the potential purchasers. Commissioner Doss stated Karl Fockler, representing the potential purchasers, asked if he could submit a proposal to the Town and he told him it would be all right. Commissioner Vandervort stated the Town should counter with a proposal of its own.

Lift Station – Mrs. Morgan stated Commissioner Vandervort was supposed to look at it.

Auditor – Commissioner Vandervort asked if Mr. Hearne had checked references. Mr. Hearne stated he had called the references given by William Saddler and Associates and, although most were for non-profit organizations and they hadn't done a municipal audit for several years, all the organizations contacted were very satisfied with his work. Commissioner Doss made a motion to award the FY01 audit to William Saddler & Company, seconded by Commissioner Sheets. The motion passed 4-0.

Trees Near Barr Property – President Letts stated he was not sure the trees were on town property. After some discussion, Mr. McMullen stated his grandmother had owned the cottage years ago and it was found that half of the structure was on town property. President Letts stated then the trees are on town property and asked Mr. Algard if he and Mr. Armour could trim the branches. Mr. Algard stated he would have to look at it because they might be too high. The Board agreed if Mr. Algard and Mr. Armour could not trim the tree that Cecil Tree Service be contacted to do so.

Tree On Adkins Property – President Letts stated the tree was already trimmed but was still living. Mr. Hearne stated the property owners were concerned it would fall on the house once they were finished rebuilding. After some discussion, Mr. McMullen stated he believed the width of Black Avenue was 20 ft. After more discussion, the Board believed the tree was on the Adkins' property and they would need to get a permit to remove the tree.

Water Tower – Interior Painting – Mr. Hearne stated the Board needed to accept Corrosion Control's offer to do the interior painting for \$31,500 as they had only frozen the price for 30 days and their offer was tendered on August 1st. He further stated Corrosion Control was recommending the painting be done in the spring. Commissioner Vandervort made a motion to award the painting of the interior wet areas to Corrosion Control for \$31,500, seconded by Commissioner Sheets. The motion passed 4-0.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated he had the paperwork from the State for the grant. He further stated the Board needed to decide who would be able to sign forms for payment and the Town needed to establish a non-interest bearing account for the monies. Mr. Hearne stated the Town also needed to conduct an environmental study before starting the work. Mr. Hearne stated once those things were done, the Town had until October 2003 to complete the project.

Town House Trim Painting – President Letts stated Steven Lewis, who installed the replacement windows, recommended having a professional painter do the trim painting as it was in very bad condition. After brief discussion, the Board decided to have Claude Thomas, who had been hired to paint the Town Hall, look at it and provide a quote to the Town. Commissioner Vandervort stated the

Town wouldn't need another quote if Mr. Thomas' quote was under \$2500 but if over \$2500, would need to.

Sewer Agreement – Commissioner Vandervort stated he had met with Joseph Mahoney, the attorney who had been involved in draft the original agreement for the Town with the County, and talked to him about the issues involved with the agreement. He further stated Mr. Mahoney would schedule a meeting between the Town and County Commissioners. President Letts stated the Board would prefer to have the meeting here. Commissioner Vandervort stated he would call Mr. Mahoney and let him know.

FY02 Retrofit Sidewalk Grant Money – Mr. Hearne stated the application with a drawing was being sent to Don Yingling, of the State Highway Administration, tomorrow. He further stated this work needed to be done by December. Commissioner Doss stated the fire company had talked about installing sidewalk with curbing around the front of the firehouse. He stated that would make the road appear narrower and perhaps slow traffic around the curve. Mrs. Bott stated she believed Mr. Daniels was supposed to talk to Delegate Rudolph about that. Commissioner Doss stated he wasn't sure if Mr. Daniels had but would check.

Ordinance – Property Maintenance – Mr. Hearne stated the ordinance would amend the existing one changing the penalty from a misdemeanor to a municipal infraction. Commissioner Vandervort asked what would happen if the fine wasn't paid. Mrs. Morgan stated she believed the section of the Annotated Code Mr. Baynes cited in the penalty section might detail that. She further stated she would contact Mr. Baynes about it. After brief discussion, Mr. Hearne stated the Town would need to purchase a camera that would date and time the pictures. He stated the Assistant State's Attorney he had met with would like to have photos taken the day before or the same day as the court case as well as at the time the infraction was cited for.

Ordinance and Resolution – Building Codes – Mr. Hearne stated the Town had followed the County that used the BOCA and CABO codes. He further stated the County would be changing to the IBC. Mr. Hearne stated the ordinance would state the Town would follow what the County used and the resolution would set the specific codes so if the County changed, it would be easier for the Town to change by resolution than by ordinance. Commissioner Vandervort suggested and the Board agreed to table this until the next meeting so the Board had an opportunity to read both the ordinance and resolution.

Cross Connection Control Plans – Mr. Hearne stated he had received the information from Zoe Goodson, of the Maryland Department of the Environment, and she had included a sample ordinance. He further stated he talked to Lewis George, Town Administrator for Elkton, who will forward their ordinance when he was done.

321 Tasker Lane – Damage to Water Meter – Mrs. Morgan stated Beth Hamilton, of MEI, had the part on order.

Town Pier Slips – Mrs. Morgan stated she hadn't checked the pier. Mr. Armour stated all the slips were filled. Mr. Algard stated someone had a boat in the transient slip. Mr. Armour stated the boat was gone today. Commissioner Doss stated the next time the same boat was found there, the Town would tow his boat. Commissioner Vandervort stated the Town should ticket the owner. Mr. Algard stated the same boat had been in a slip last year for over a month.

Medical Insurance – Mr. Hearne stated he had gotten information from two different organizations, LGIT and the State. He stated he looked at the information and it appeared LGIT's insurance was

cheaper. After much discussion, Mrs. Bott asked if the Town could afford to offer insurance to its employees without raising taxes. President Letts stated at this point the Town was just looking into the costs. Mr. McMullen suggested the Board have a workshop meeting to concentrate on just this. The Board tabled further discussion until the next meeting.

NEW BUSINESS

Stormwater Management Ordinance – Mr. Hearne stated at the end of July the County adopted a new ordinance and asked the Board to read it. He stated the County was to begin enforcement of the new ordinance after October 15th and the Town would need to pass this for the County to enforce stormwater management for the Town.

Upper Bay Museum – 34th Annual Upper Shore Decoy Show – Mrs. Morgan stated the Town had always taken a quarter page ad in the brochure. She further stated Mr. Lynch indicated he needed to know by the end of this week if the Town wanted to take an ad. After brief discussion, Commissioner Sheets made a motion to purchase a quarter page ad in the Upper Shore Decoy Show brochure, seconded by Commissioner Doss. The motion passed 4-0.

LGIT – Infrared Loss Control – Mrs. Morgan stated the service was being offered by LGIT to its members. She further stated it would be infrared detection of hot spots in electrical wiring of old buildings. After some discussion, the Board stated it would be interested in having the service as long as there was no cost to have it done. Mrs. Morgan stated she would check with LGIT before replying.

9th Annual Community Forestry Workshop 10/30/01 – Westminster – The Board reviewed the information and no commissioner indicated they were interested in attending.

Landfill Charges – Mrs. Morgan stated landfill charges were exceeding the amount of recyclables the Town was collecting. She stated this was the first time since the Town starting trash collection that the Town had had to pay landfill fees. Commissioner Vandervort stated he believed the Town should continue the current practice because it really was a service all residents do appreciate. After discussion, the Board decided to continue the current practice and restated construction material would not be collected.

Fund Balance – Mrs. Morgan stated Fund Balance had developed a Windows-based utility billing program. She stated she had received information on the cost for the program and a list of printers that are compatible with the program. Mrs. Morgan stated after a certain period of time, Fund Balance would no longer provide technical support for the DOS-based program the Town was using. She stated she would have the information for the next meeting.

Town Directory – Commissioner Sheets stated she would like the Town consider a town directory that would have a map color-coded to indicate various districts, the town parks, etc. She stated she contacted Paint 'N Place Signs, a company that has done these for other towns, and they told a 4x4 sign would cost approximately \$500-600. Commissioner Sheets stated this would be one sign centrally located in town. Larry Metz, the owner of the Wellwood Yacht Club, suggested the Town have the sign lit as many of the complaints were from people coming into town after dark. Commissioner Sheets stated if the Board was interested in how much such a directory would cost, she would continue working on it. The Board agreed it was interested.

Halloween Parade – Commissioner Sheets stated the Town had been interested in holding a Halloween parade, pumpkin painting for the kids. She stated she had talked to Mr. Metz about holding the event at the Wellwood. She stated she would continue on this. Commissioner Sheets asked if the Town

would consider organizing a special events committee that would schedule similar events throughout the year for the town. The Board agreed to put that in the next newsletter to see if anyone was interested in serving on the committee. William Doss, a member of the audience, stated Commissioner Doss should check into using Arts Council funding for music in the park.

County Health and Safety Fair – Mr. Hearne stated the County held an organization meeting on August 22nd on the Health and Safety Fair to be held on October 5th. He stated town employees and family members were welcome to attend the fair. Commissioner Doss asked to have his name submitted to the County as a participant.

Critical Area Commission Agreement – Mr. Hearne stated the Town needed to sign the Critical Area Commission agreement. He further stated the Town would receive \$1500 for enforcement of the Critical Area regulations. The Board agreed to have President Letts sign the agreement.

Larry Porter – Paving in Trinity Woods – Commissioner Sheets stated Mr. Porter indicated he had the money to do the paving but wanted to wait until he was done with Section IIB. President Letts stated he could understand that because there would be heavy equipment and trucks going over it until construction was done. Commissioner Vandervort stated if Mr. Porter finished the road now it would be tore up again when construction was done. After more discussion, Commissioner Sheets stated she had received numerous complaints from residents in Trinity Woods about getting the road finished and believed they had a valid complaint. She stated some of those residents had lived there for 6 years or more with the road unfinished. After more discussion, Commissioner Doss suggested the Town ask Mr. Porter if a construction entrance could be utilized for any construction being done in Section IIB. Commissioner Doss asked if Tatman and Lee would need to inspect. Mr. Hearne stated they inspected when he patched it the last time and they would check it again. Commissioner Sheets made a motion to have Mr. Porter finish paving the whole road, seconded by Commissioner Vandervort. The motion passed 4-0.

Mr. Hearne mentioned Larry Brown had been withdrawing water for his power washing business from the Town's fire hydrants and not paying for it. Mr. Algard stated he had been using the fire hydrant at the Beachcomber. Mrs. Bott asked if Mr. Daniels could get the wrench he had given to Mr. Brown back. Mr. Hearne stated he would contact Mr. Brown.

Maryland Municipal League Legislative Conference – 10/18-10/20 College Park – Mr. Hearne stated the conference was scheduled from October 18th to October 20th in College Park, Maryland if a commissioner was interested in attending. He asked anyone interested to contact him or Mrs. Morgan about registration and hotel information.

Erosion & Sediment Control Enforcement – Mr. Hearne stated the Town had received a letter from the State asking if we wanted to do erosion and sediment control enforcement in-house. He further stated the Town did not have the staff or training in order to do so. He suggested the Town leave enforcement to the Soil Conservation District office as we always had. The Board agreed.

Mosquito Spraying – Mr. Hearne stated the Town had received complaints from the marinas about mosquitoes. He further stated he talked to Linda Bray, of the County Commissioners' Office, and she said the State employee could not spray within 100 ft. of the water. She sent a letter stating that and suggested if the Town itself would spray, the marinas would benefit by dispersion of the spray. Mr. Hearne stated he believed the cost would be approximately \$50 per application. He further stated the spraying season was almost done for this year but the Town could keep this option in mind for next year.

TMDLs – Total Maximum Daily Loads – Mr. Hearne stated the State was trying to set standards for the total amount of pollutants allowed to flow into a river daily but still maintain water quality. He further stated the State was seeking information and the Town didn't need to take any action at this point. Mr. Hearne stated he was sure the Town would receive further information on this from the State.

Post Office – Mrs. Morgan stated Irene Whalen, the postmaster, appreciated the Town purchasing the paint and supplies to do the lobby area of the post office. She stated Mrs. Whelan was asking if the Town would allow her to purchase new shades or mini-blinds and heat registers. After some discussion, Commissioner Sheets made a motion to authorize the purchase of mini-blinds and heat registers, the amount not to exceed \$150, seconded by Commissioner Vandervort. The motion passed 3-1. The Board asked Mrs. Whelan to turn invoice in after purchases were made.

Charlestown Fire Company – Request for Donation – Mrs. Morgan stated the fire company was making their annual donation drive at this time. She stated the amount was already budgeted in the FY02 budget. The Board agreed to forward the donation to the fire company.

Program Open Space – Co. Planning Commission 9/17 & Co. Commissioners 9/18 – Mr. Hearne stated the Town's request for Program Open Space monies for bleachers, lighting and kick-out mats would be presented to the County's Planning Commission on September 17th and, if approved, would then be presented to the County Commissioners at their September 18th meeting if any commissioner wanted to attend these meetings.

Program Open Space – State Application (Due 09/16/01) – Mr. Hearne stated there was a new program through the State so municipalities didn't have to go through the county for POS funding. Mr. Hearne stated this would be for improvements to existing parks and creation of new parks. He suggested the Town consider constructing a permanent restroom, either at Fair Green Park or the athletic complex, or both. Mr. Hearne stated he could refer back to the construction cost for the comfort station when it was built. After brief discussion, the Board decided to move on to the next item on the agenda.

Chamber of Commerce – Request for Donation – After brief discussion, the Board declined to make a donation.

Boys & Girls Club – Request for Donation – Commissioner Sheets stated there were 20 Charlestown children attending the Boys & Girls clubs located in North East and Perryville. She further stated she had been looking into how much interest there would be for a club in Charlestown. Commissioner Sheets stated the club would need a meeting place and monies to pay employees. After more discussion, President Letts asked what the Board wanted to do regarding the current request. The Board decided to defer the matter until the next meeting.

Stan Hearne – Work Plan – Mr. Hearne stated MRDC was requiring he develop and the Town approve a work plan for him. He further stated it would be a plan of action of what he was to accomplish on behalf of the Town in the upcoming year. Mr. Hearne stated he wasn't finished with the plan yet but asked the Board if it would allow President Letts to approve it when done. Commissioner Vandervort stated the office was President Letts' responsibility so he should sign it and the Board agreed.

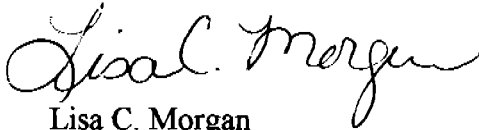
Resident Agent Resolution – Mrs. Morgan stated the State law was changed and towns were now required to file the name of a resident agent, authorized to be served civil process on behalf of the Town, with Maryland Assessments and Taxation by October 1, 2001. After some discussion, the Board agreed Mr. Baynes, if he agreed, should be the resident agent. Mrs. Morgan stated she would contact him and pull the necessary form and sample resolution off the web.

2001 TREE-mendous Maryland Program – Mrs. Morgan stated the Town received a list of trees, and their costs, available through the TREE-mendous Maryland Program if the Town was considering doing any planting this spring.

Commissioner Vandervort asked if the Board was going to address the issue of police coverage. Commissioner Doss asked what the issue was if the matter was over with completely or where it stood. Mr. McMullen suggested the Board meet with the Ethics Commission. Commissioner Doss stated his attorney asked the Ethics Commission for another hearing and was denied. Commissioner Vandervort asked how the patrol schedules were done. President Letts stated he had no comment at this time per the advice of his attorney. As there was no further discussion, the Board moved on.

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 10:35 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF AUGUST 28, 2001
TENTATIVE AGENDA

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Edgar McMullen – Change of Address for Church

PENDING BUSINESS

5. Water System Operations Contract
6. I&I
7. Special Buffer Provisions/Other Plantings
8. Fire Boat Pier
9. Town Hall Renovations/Addition
10. Shoreline Erosion
11. Widening of Conestoga Street
12. Tasker Lane
13. Athletic Complex paving
14. Cooper Avenue – Street sinking
15. Maryland Portable Concrete
16. Phillip Price
17. Lift Station
18. Auditor
19. Trees – Near Barr Property
20. Tree – Adkins Property
21. Water Tower – Interior Painting
22. Town House Trim Painting
23. Handicapped Ramps – Town Hall & Post Office
24. Sewer Agreement
25. FY02 Retrofit Sidewalk Grant Monies
26. Ordinance – Property Maintenance
27. Ordinance & Resolution – Building Codes
28. Cross Connection Control Plans
29. Damage to Water Meter – 321 Tasker Lane
30. Town Pier Slips
31. Medical Insurance

NEW BUSINESS

32. Stormwater Management Ordinance
33. Upper Bay Museum – 34th Annual Decoy Show
34. LGIT – Infrared Loss Control
35. 9th Annual Community Forestry Workshop 10/30/01 Westminster
36. Landfill Charges
37. Fund Balance

38. Town Directory
39. Halloween Parade
40. County Health & Safety Fair
41. Critical Area Commission Agreement
42. Larry Porter – Paving in Trinity Woods
43. MML Legislative Conference – 10/18 – 10/20 College Park
44. Erosion & Sediment Control enforcement
45. Mosquito Spraying
46. TMDLs
47. Post Office
48. Charlestown Fire Company – Request for donation
49. Program Open Space – Co. Planning Comm (9/17) Co. Comm (9/18)
50. Program Open Space – State Application (due 09/16/01)
51. Chamber of Commerce – Request for donation
52. Boys & Girls Club – Request for donation
53. Stan Hearne – Work Plan
54. Resident Agent Resolution
55. 2001 TREE-Mendous MD Program

Town of Charlestown

Accounts Payable Bills

8/28/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Sheriff's Patrol	Charlestown Patrol - period of 6/16/01 - 07/13/01 & 07/14/01 ...	-SPLIT-	6,697.50-
Sheriff's Patrol	gasoline for Charlestown Patrol - periods of 06/16/01 - 07/13/...	-SPLIT-	250.56-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	176.92-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	13.64-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	6.84-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	41.47-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	7.99-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	127.17-
Mac's Shacks	Acct #110342 - inv #18384 - (1) portable for Travels w/ Geo; ...	-SPLIT-	330.00-
KM-T Enterprises - Bernard ...	Inv #753 & inv #847 - temp services - Bevan, Jessica	6340.1 · Temp Services	236.25-
Strimel, Eli M.	reimburse Homeowner's Tax Credit on 2001-2002 Tax bill - T...	4111.1 · Property Taxes	23.41-
Smith, Grace G.	10% disc for H.O. tax credit - FY2001-2002 taxes - Tax ID #5...	4111.1 · Property Taxes	24.82-
landfill	Acct #1043 - landfill charges - July 2001	6651.1 · Trash Collection	69.20-
Erickson's	repair 2 flags	6960.1 · Miscellaneous	100.00-
AT&T	Acct #6014-058-9492 - inv #6392459387- long distance Tow...	6440.1 · Telephone	12.25-
Harvey & Harvey	Acct #275-0049441-0276-5 - inv #0805816-0276-2 - July tras...	6651.1 · Trash Collection	3,638.58-
Terminix	termite contract	6450.1 · Maintenance	44.00-
Central Printing & Office Su...	(1) bx letterhead; (1) bx envelopes; (1) bx window envelopes	-SPLIT-	194.00-
Edwin A. & John O. Crandell...	Inv #4 - retainage	6718.1 · Fireboat pier (grant reimbursab	13,193.30-
Charm Net, Inc.	Acct #6419 - inv #47667 - internet access 08/01/01 - 09/01/01	6440.1 · Telephone	16.95-
Baynes, Keith A.	ltr & tax bill to Phil Price; file Motion for Default Judgment - P...	-SPLIT-	202.50-
Radio Shack	Acct #00001903060961 - Inv #363621 - (2) 5-pk cassette tapes	6220.1 · Office Supplies	25.98-
Bradley Electric Service	Inv #206 - install underground service to light pole - Fair Gre...	6715.1 · Other	775.00-
Sheets, Donna M.	reimburse for meal & mileage expenses - MML Conference	6212.1 · Conference Expenses	179.47-
Maryland Materials Inc.	Acct #60502 - inv #145432 - 3.03 tons crusher run - pole bam	6961.1 · Pole Barn	22.12-
American Home & Hardware	Acct #685600 - inv #777435 - paint for stocks; inv #782028 - ...	-SPLIT-	55.03-
Benjamin Lumber Co., Inc.	Acct #1186 - inv #296313 - lag screws & flat washers to insta...	6718.1 · Fireboat pier (grant reimbursab	6.72-
York Building Products	Acct #4568 - inv #198830 & inv #198831 - 3/4" gravel for pol...	6961.1 · Pole Barn	288.86-
Arrow Electrical Supply Co.....	Inv #3017795-01 - electrical box & mat'l to install photo contr...	6715.1 · Other	47.86-
Home Depot	Acct #7901 762944 9 - inv #1101630 - paint & materials - po...	6450.1 · Maintenance	322.65-
Northeastern Supply, Inc.	Cust #10523 - Inv #656485 - (1) regulator for Halsey-Taylor f...	-SPLIT-	101.04-
Maryland Rural Water Asso...	Ref #V333 Acct #MD.VMEMINC membership dues	6214.1 · Dues & Memberships	150.00-
Total 1010.1 · Cash-General Checking			27,382.08-
Total 1000.1 · General Fund Cash Accounts			27,382.08-

Town of Charlestown

Accounts Payable Bills

8/28/01

Name	Memo	Split	Amount
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 Telephone	37.72-
Corrosion Control Corporation	Cust ID #CHARLS Inv #7401 - painting exterior of water tank...	-SPLIT-	42,325.33-
Best Electric, Inc.	Inv #15101 - cost of installing 2-220 volt electrical lines to wa...	7755.2 Paint Tower	158.67-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 Station #1	127.11-
Sta 3 electric	Station 3 Acct #2096 4738 9984	6532.2 Station #3	87.07-
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	45.10-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 Electric	129.92-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 Electric	109.14-
Miller Environmental, Inc.	Inv #10090171 - water system operations charge	7120.2 Contract Operating	1,901.00-
Verizon Wireless	Acct #202583968-00001 - Inv #286553638- (2) cell phones	7760.2 Miscellaneous	54.30-
Miller Environmental, Inc.	Inv #10060168-A - hydrant flow testing - Scott Gardens	7760.2 Miscellaneous	140.73-
Miller Environmental, Inc.	Inv #10050167-B - I&I Mgmt & Inspection Services	6510.2 Operating expenses-repairs	1,519.65-
Utility Piping Systems, Inc.	Acct #202593 - Inv #2046718 - (6) 5/8 x 1/2 SR11 TRPL 1000 ...	-SPLIT-	698.03-
Total 1010.2 - Cash - Utility Checking			<u>47,343.71-</u>
Total 1000.2 - Utility Fund Cash Accounts			<u>47,343.71-</u>
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Mac's Shacks	Inv #18374 & Inv #18512 - (1) portable toilet - shop - for July ...	-SPLIT-	110.00-
American Home & Hardware	Acct #885800 - Inv #296086 - concrete to replace post for str...	6410.3 Road Signs	27.72-
Gilbert Enterprises Inc.	Inv #8287C - Jun'01 gasoline charges - town truck & mowers	-SPLIT-	236.34-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #48134 - blades; oil (both mowers); Inv #5...	-SPLIT-	173.23-
Kunkle Service Co.	Acct #36904 - Inv #257350 - emission test passer - old town t...	6024.3 Truck Repair	17.58-
Allstate Sign & Plaque Corp.	Acct #32470 - Inv #56107 - 12 bottom spacer w/ star shaped ...	6410.3 Road Signs	78.89-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv#9136; Inv #3989; Inv #565...	-SPLIT-	110.58-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 Street Lights	641.46-
Total 1005.3 - New-Checking-Special (Special checking County)			<u>1,395.78-</u>
Total 1000.3 - Special Fund Cash Accounts			<u>1,395.78-</u>
TOTAL			<u><u>76,121.57-</u></u>

TOWN MEETING

OF

TUESDAY

AUGUST 14, 2001

HAS BEEN CANCELLED

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

WORKSHOP MEETING OF DECEMBER 11, 2001
MINUTES

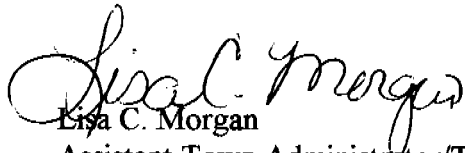
The December 11, 2001 workshop meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 6:35 p.m. Other commissioners present were Vice-President Steven W. Vandervort, Treasurer Michael W. Doss, and Commissioner Jennifer L.M. Stanko. Also present was Stanley W. Hearne, Zoning Administrator, Delegate Rudolph, Walid Saffouri, of the Maryland Department of Natural Resources, and Len Casanova, of the Maryland Department of the Environment. Audience attendance sheet is attached hereto.

President Letts stated the purpose of the meeting was to discuss the erosion problem between Cather Avenue and Tasker Lane. Delegate Rudolph stated after jointly visiting the site, the Town Commissioners, Mr. Saffouri and Mr. Casanova had met a month ago to discuss this project. He stated the result of that meeting was Mr. Casanova and Mr. Saffouri had been working together on several options and funding. Mr. Casanova stated he had come up with three alternatives. He reviewed each alternative, along with an analysis of the level of protection it would provide that area, and an estimate of the cost. After much discussion, Commissioner Stanko asked if they impacted the flow, if that would impact the plant. Mr. Casanova stated any impact on the flow would impact the plant. He further stated the only way to know how would be to have an expert, an expert in plants, review the design. Commissioner Doss stated he couldn't believe erosion would be allowed to continue to save a plant, that doesn't make sense. After much more discussion, Mr. Casanova stated those were the options and the Town needed to decide on which option to go with based on what the Town wanted to protect and what can be afforded. After more discussion, Mr. Casanova stated potential grant funding on a 75-25 split and the remaining 25% could be a long-term loan. After brief discussion, Delegate Rudolph asked if the design funding could be 100% grant funded and the rest at the 75-25 split. Mr. Saffouri stated they preferred to do a 75-25 split from the beginning. Delegate Rudolph stated his concern was if the Town had a design done and the project cost came back as much higher than anticipated and the Town couldn't move forward. He asked Mr. Casanova and Mr. Saffouri how much they estimated the design phase to cost. Mr. Casanova stated, and Mr. Saffouri agreed, the design phase cost would be around \$20,000-\$30,000. Commissioner Vandervort asked Mr. Casanova if he was recommending the last design. Mr. Casanova stated yes as he was taking into consideration the concern over the endangered plant and that design would have no or the least impact on the area the plant was in. After more discussion, Mr. Casanova stated there was the need to protect the water and sewer lines for a two block length of area. He further stated historically the shoreline was eroding at a rate of 3.7 feet a year for the last 100 to 150 years. Commissioner Doss stated if something was put here at the stream that would capture the sediment. Commissioner Stanko stated that was the wall Mrs. Hahn didn't want. Commissioner Doss stated no with both walls forming a channel, she was for that. Commissioner Vandervort stated the design Mrs. Hahn was shown back in 1995 had the two walls and then when they were removed from that design, she was against it

because she felt the Town was doing nothing to protect her property and was sure her beach was going to wash away. Commissioner Stanko asked if a revetment was done with something coming out at the end of the stream, that would still protect the area and keep the sand in. Commissioner Vandervort stated if a groin was going out of the stream, Mrs. Hahn wouldn't object to that and it would probably do what we need to have done. Commissioner Stanko stated it wouldn't do anything to protect the water and sewer lines up there. Delegate Rudolph asked if there was some optimal point where the erosion would stop and not continue. Mr. Casanova stated no, the erosion would continue and may even get worse as we firmly believe the sea level was rising. Commissioner Doss stated we had been lucky that we hadn't had a lot of bad storms. Commissioner Vandervort stated a groin needed to be put at this side of the stream mouth then the sediment wouldn't go any further and the stream would continue to flow. Commissioner Vandervort asked Mr. Casanova if this would be effective. Mr. Casanova stated if you put something there it would trap natural materials and you may be able to keep this clear. Mr. Saffouri asked if they would be able to get a permit. Mr. Casanova stated it's getting into a low water area and may depend on the character of the groin. Commissioner Doss stated he was more in favor of putting a groin there than a revetment. Commissioner Stanko asked how the water and sewer lines would be protected. She stated she didn't think that one jetty would protect them. After discussion, Commissioner Stanko stated she was more concerned about protecting the water and sewer lines against damage. Commissioner Vandervort asked Mr. Casanova if, in the second option, the groin and the revetment placements were reversed, putting the groin down here by the stream and putting the revetment here only as far up as we need to both protect the lines and preserve the vegetation they were concerned about. After discussion, Delegate Rudolph stated the Board needed to decide what option you select, keeping in mind the cost variation between the options. He stated the State had committed to a 75-25 grant for this project and MDE a loan for the 25% but asked Mr. Casanova and Mr. Saffouri what the Town's next step should be. Mr. Casanova stated they needed to select an option and then they could introduce a permit sketch in-house and get advice on whether permits were obtainable. After discussion, Commissioner Vandervort stated if the groin was there, we may not need the revetment at that end because that's where revetment was undesirable as it was the only usable section of the park. He further stated we're not so against having the revetment further down because the water was not so easy to access there and it would then protect the water and sewer lines. He asked what Mr. Casanova thought. Commissioner Stanko suggested doing the revetment down here with a jetty coming out of the stream mouth but not starting the revetment until there. After discussion, Mr. Casanova stated it would be best to stay as far away from the endangered plant as possible. After more discussion, Delegate Rudolph stated he believed they were talking about putting a jetty on this side of the stream mouth with a small groin here to protect that edge and then starting the revetment here and extending it down the shoreline to protect the water and sewer lines. President Letts stated that was the idea. Delegate Rudolph asked Mr. Casanova and Mr. Saffouri to work on this option with the cost figures but reminded the Board it was their decision which option to go with. He then asked what the Board needed to do once they selected an option. Mr. Saffouri stated they could submit the pre-application now and Mr. Hearne had the paperwork. Delegate

Rudolph asked when Mr. Saffouri needed the paperwork. Mr. Saffouri stated he needed it as soon as possible because he had submitted the project concept in-house already and by December 12th would be cleared to go for funding so once he had the paperwork he could go to the Board of Public Works to initiate a grant. Commissioner Stanko asked Mr. Hearne to get the paperwork in tomorrow. Mr. Saffouri further stated he was looking at a \$50,000 grant initially to fund the design and then after the design was completed, probably into FY03 by then, we would go after the remaining funding for construction. After more discussion, Delegate Rudolph asked if Mr. Hearne would be able to get the pre-application done before the holiday and Mr. Hearne stated he would. Mr. Casanova stated he would, hopefully, be able to provide the new drawings, along with the protection assessment and cost estimates by then. President Letts thanked Delegate Rudolph, Mr. Casanova and Mr. Saffouri for attending the meeting and adjourned the workshop meeting at 7:50 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 DECEMBER 11, 2001
MINUTES

The December 11, 2001 Meeting of the Town Commissioners of Charlestown was called to order by President Joseph G. Letts, Sr. at 7:50 p.m. Other commissioners present were Vice President Steven W. Vandervort, Treasurer Michael W. Doss, and Commissioner Jennifer LM. Stanko. 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 November 26, 2001 meeting, seconded by Commissioner Stanko. The motion passed 4-0.

Accounts Payable – Commissioner Doss made a motion to pay the bills, seconded by Commissioner Vandervort. The motion passed 4-0. Commissioner Doss stated this was the first time the firefighters tax credit was being refunded to firefighters anywhere in Maryland.

Miller Environmental, Inc. – George Smith, of Miller Environmental, Inc. (MEI), presented the October and November 2001 monthly water system operations reports to the Board. Commissioner Vandervort asked if the patch on the soda ash tank mentioned in one of the reports was a permanent repair. Mr. Smith stated it was.

PENDING BUSINESS

Stephen Porter/Trinity Woods – Debris Pile – President Letts stated Mr. Porter had not cleaned up the area or moved the equipment as he said he would at the last town meeting. Commissioner Doss stated he looked at it today and it was the same mess. After some discussion, Commissioner Stanko stated and the Board agreed the Town needed to send Mr. Porter a letter giving him ten days to remove the debris and equipment from the property within 10 business days effective tomorrow. Commissioner Vandervort suggested the Board give President Letts some discretion in dealing with Mr. Porter to get compliance. The Board agreed.

Paving Bids – Mrs. Morgan stated Michael McGuirk, of McGuirk Construction, had completed his bid proposals on all the paving work. President Letts stated Mr. McGuirk had proposed repairing any damaged sidewalks from the school down to the Charlestown Paca House. He further stated the proposal was about \$100 more than the amount of money the Town had gotten through the Sidewalk Retrofit Program. Commissioner Doss made a motion to have McGuirk Construction repair damaged sidewalks for \$3,622, seconded by Commissioner Vandervort. The motion passed 4-0. Mrs. Morgan stated she would call Mr. McGuirk tomorrow. President Letts stated the Town would take the specs given by Mr. McGuirk and get prices from other paving contractors for the remaining paving work.

Town Hall Renovations – President Letts stated he would talk to Steven Lewis about the addition.

Phillip Price – Mr. Hearne stated the Town needed the appraisal done first before they could set a court date. Commissioner Vandervort stated he talked to Mrs. Ulrich, of Ulrich & Ulrich, the appraisers, and the Lee's Marina appraisal should be here shortly. Mr. Hearne stated Mr. Ulrich still needed to do the Charlestown Marina appraisal.

Town House Trim – Mrs. Morgan stated William Algard, one of the Town's maintenance workers, was supposed to get another quote but she didn't know if he had contacted anyone. She stated she would talk to him about it tomorrow.

Handicapped Ramps – Town Hall & Post Office – Mr. Hearne stated he was waiting for responses from the EPA, the State Clearinghouse, the Maryland Department of Natural Resources and the Maryland Historical Trust.

Sewer Agreement – Commissioner Vandervort stated the Town hadn't received the draft proposal from the County yet. He stated he would contact Mr. Mahoney, the Town's attorney for this matter, and have him work on a counter proposal for the Town.

Medical Insurance – After some discussion, President Letts asked Mr. Hearne to contact the representative from Local Government Insurance Trust and see if she would attend the next meeting to give a presentation on the medical coverage.

Town Directory – Mrs. Morgan stated Paint N' Place Signs had provided a quote for a town directory with lexan cover, with streets marked and numbering for individual structures, and a "you are here" spot for \$2,150. Commissioner Vandervort made a motion for Paint N' Place Sign to do a town directory for \$2150, seconded by Commissioner Doss. The motion passed 4-0.

East Coast Greenway – Mr. Hearne stated Commissioner Sheets had scheduled Mrs. Ehrlich to attend the second meeting in January.

Special Buffer Area Committee – Richard Price reviewed the draft he, Mr. Hartnett and Commissioner Vandervort had been working on. After much discussion, Mr. Price asked if the Town would authorize a meeting with Ren Seray, executive director of the Chesapeake Bay Critical Area Commission and discussing this draft with him. Commissioner Doss made such motion, seconded by Commissioner Stanko. The motion passed 4-0.

Streetscape Task Force – President Letts asked if there had been a response from Reverend Lewis, pastor of St. John's United Methodist Church. Mrs. Morgan stated Reverend Lewis had not been able to suggest a parishioner for the task force. President Letts stated then they needed to go with the members they had already. Commissioner Doss stated the task force would then be comprised of an even number of people. President Letts stated he needed to think about another person then. Commissioner Doss stated he was looking for the first meeting to be in mid-January. Commissioner Vandervort asked if anyone had

talked to the owners of the Market Street Café about having a representative on the task force. President Letts stated he would check.

Gas & Oil Tanks – Commissioner Doss stated they were ready to be moved yet. Mrs. Morgan stated the Town would not be tax exempt from State tax. She further stated on federal tax the Town would only be exempt for the diesel since the gasoline would mainly used for the town trucks.

Wave Screen – Mr. Hearne stated he would be meeting with Mr. McMillan on Thursday at 1 p.m. Commissioner Vandervort stated he wanted to attend and asked Mrs. Morgan to remind him of the meeting.

Cecil County Sheriff's Office – Monthly Report – Sgt. Ronald Schmidt, of the Cecil County Sheriff's Office, presented the October and November '01 monthly patrol report. Commissioner Doss asked how the patrols had been going. Sgt. Schmidt stated parents seem to be more concerned with juvenile alcohol and tobacco problems. He further stated there had been a drop since the summer months. President Letts stated the Town received a letter from Major Ron Plummer, director of law enforcement for the Sheriff's Office, stated foot patrols would be conducted during every patrol shift. Mrs. Morgan asked if the Sheriff's Office was doing property checks on a Bladen Street residence. Sgt. Schmidt stated they were. Larry Metz, a member of the audience, asked if these property check request forms were available at the Town Hall. Sgt. Schmidt stated he would get some sent. Edgar McMullen, another member of the audience, stated he was satisfied with the Sheriff's Office's work.

Antennas on the Water Tower – Mr. Hearne stated Sky Hook, Inc., the subcontractor for Verizon, repaired the antenna arrays on the water tower. Commissioner Vandervort asked if anyone checked to see if they had damaged the paint on the tower. Mr. Hearne stated he would ask Mr. Algard to look for any damage.

Hershel Armour, one of the Town's maintenance workers, stated the Town would need to build a berm around the gas and oil tanks if they decide to use them. He stated the berm could be done at the same time the ramp to the new pole barn was done. Commissioner Vandervort asked how installing the tanks at the garage would benefit the Town. Commissioner Doss stated the maintenance workers would have the supplies right there instead of having to go to the gas station plus if the Town went with a major supplier, the Town would get a lower price per gallon and save a portion of the gas tax, whatever amount of gas the Town used in the mowers because that would be exempt from the federal tax.

NEW BUSINESS

Ethics Ordinance – Commissioner Stanko stated the current ethics ordinance doesn't allow a person due process to appeal or review evidence and the Town didn't an ethics ordinance since it was exempted from having one by the State. Commissioner Vandervort stated the

Town does have an ethics ordinance though. After more discussion, President Letts stated the Town should look into what's in COMAR and about the due process problem.

MML Electrical Aggregation Survey – Mrs. Morgan stated the MML wanted to know if the Town was more interested in the opt-in option or opt-out option for electrical aggregation. She stated if the Town opted to become an electrical aggregator, it would need to decide on which option for its residents: opt-in would be to allow the residents to remain as they are unless they opt to have the Town as its electrical aggregator or opt-out would be all residents would have the Town as its electrical aggregator unless they opted otherwise. After some discussion, Commissioner Doss stated the Town didn't want to be an electrical aggregator at all so this point was moot and the Board agreed.

MML Essay Contest – Mrs. Morgan stated the Town has received the applications for the essay contest the MML is sponsoring. She asked if one of the commissioners was interested in talking to the 4th grade classes at the school about the contest. After some discussion, Commissioners Vandervort and Sheets stated they would make the presentation to the school.

POS Grants (deadline: 01/14/02) – Mr. Hearne stated he had talked to Sandy Trent, of Program Open Space, and she stated the Town needed to get bleachers that were handicapped accessible since this was the only set of bleachers. He further stated he would apply for additional funding if needed once the equipment company was contacted for a price. Mr. Hearne stated the grant he was talking about tonight was the direct grant from the State to the Town that didn't need to be submitted to the county for consideration. Commissioner Stanko suggested the Town apply for funding for the handicapped walkway at the comfort station. She also suggested applying for handicapped bleachers under this grant rather than waiting for the next application round for the County POS monies. Mrs. Morgan asked Commissioner Doss if he wanted to submit for funding for the athletic complex lighting. Commissioner Doss stated yes but he didn't have that information with him tonight.

Condemnation Legislation – Mr. Hearne stated the Town received information that a State senator may be considering introducing legislation to provide for a municipality in another county to have the power to condemn properties. He further asked if the Town wanted the ability to do the same, they needed to send a letter to that senator or Senator Baker asking him to sponsor or co-sponsor legislation. The Board agreed.

Mr. McMullen stated the area of Black Avenue had been improved except for the Gabor property. He asked what the Town could do about the property. After some discussion, Mrs. Morgan stated she had talked to Kathleen Nowakowski, the property owner, about capping the water and sewer lines to eliminate the utility bill but Mrs. Nowakowski would need to get the Board's approval first. Rosalyn Bott, a member of the audience, asked if sewer was hooked up to the Patchell property on Cooper Avenue. Mrs. Morgan stated that would be more of a health department complaint. The Board asked to have the health department contacted.

Dr. Gell – Resignation from Ethics Commission – President Letts stated the Town received Dr. Gell's resignation from the Ethics Commission to be effective November 30, 2001 as he was running for Commissioner. After some discussion, Commissioner Doss made a motion to accept Dr. Gell's resignation from the Ethics Commission, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Stanko abstained). Mrs. Morgan asked the Board if they wanted to appoint a replacement now or advertise as it has been done in the past. The Board agreed to advertise the opening.

Edgar Insley thanked the Board for letting him bring his boy scout troop to a town meeting. He stated that last year the Board gave him a \$500 donation allowing 3 boys to attend camp and asked if the Board would donate the same amount this year. After some discussion, Commissioner Stanko made a motion to donate \$500 to the Boy Scout troop allowing 3 boys to attend camp with the stipulation that the 3 boys be Charlestown residents, seconded by Commissioner Vandervort. The motion passed 4-0.

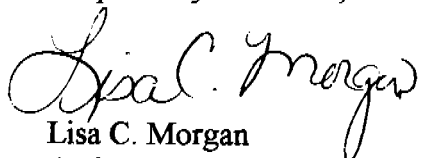
Vacation – Stan – Mr. Hearne reminded the Board that he would be on vacation the week of Christmas.

Commissioner Stanko mentioned the Christmas party at the elementary school for the kids was a great success and there were a lot of activities for the kids to do.

Commissioner Doss stated there were six incidents of cars leaving the roadway at the curve at Cecil and Market Streets. He asked if the Town would contact the State Highway Administration about putting up guardrails or something. The Board agreed to talk to them about it.

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 4-0. President Letts adjourned the meeting at 9:45 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF DECEMBER 11, 2001
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report

PENDING BUSINESS

4. Stephen Porter/Trinity Woods – Moving Equipment
5. Paving Bids
6. Town Hall Renovations/Addition
7. Shoreline Erosion
8. Phillip Price
9. Town House Trim Painting
10. Handicapped Ramps – Town Hall & Post Office
11. Sewer Agreement
12. Medical Insurance
13. Town Directory
14. East Coast Greenways
15. Lee's Marina Lease
16. Retrofit Sidewalk Lease
17. Special Buffer Area Committee
18. Streetscape Task Force
19. Gas & Oil Tanks
20. Wave Screen
21. Antennas on Water Tank

NEW BUSINESS

22. Ethics Ordinance
23. Christmas Decorations
24. MML Electrical Aggregation Survey
25. MML 4th Grade Essay Contest (deadline: 03/03/02)
26. POS grants (deadline: 01/14/02)
27. Condemnation Legislation
28. Dr. Gell – Resignation from Ethics Commission
29. Vacation - Stan

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/11/2001

TIME: 7:30 P.M.

Edward M. Muller

Val Taha

RICHARD PRICE

RICH HARTWELL

Russell Bott

Heusel Amoser

Gregory A. Smith

Ed J. [unclear]

Town of Charlestown

Accounts Payable Bills

2/11/01

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 · Electric	104.06-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 · Electric	11.90-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 · Electric	6.84-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 · Electric	69.90-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 · Electric	6.84-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	128.14-
Charm Net, Inc.	Acct #6419 - Inv #53635 - internet access 12/01/01 - 12/31/01	6440.1 · Telephone	16.95-
Woodward-Clyde Consultants	review paving & review of revised plats	6615.1 · Trinity Woods Phase IIB	2,075.50-
American Home & Hardware	Acct #685600 - Inv #809358 - base for post office loading do...	6450.1 · Maintenance	17.99-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21731889363 - whiteboard; privacy scre...	6961.1 · Pole Barn	196.99-
AT&T	Acct #8014-058-9492 - Inv #5392476889 - long distance Tow...	6440.1 · Telephone	6.90-
Sheets, Donna M.	reimburse for candy; prizes; novelties for Holiday party	6964.1 · Holiday party	161.19-
Cecil County School of Tech...	raffle tickets for Colonial Fair	6965.1 · Colonial Fair	95.00-
Woodward-Clyde Consultants	review plat - Scott Gardens	6613.1 · Scott Gardens	779.00-
Crothers-Littles Ins.	Acct #CH011206094732 Inv #1103 - bond - Morgan, Lisa	6520.1 · Fidelity Bonds	100.00-
First National Bank of North ...	Safety Deposit Box Annual Fee	6219.1 · Other	48.00-
Chesapeake Publishing Corp.	Election ads	6240.1 · Election	171.15-
Harvey & Harvey	Acct #275-0049441-0276-5 - Inv #0877093-0276-1 - Novemb...	6651.1 · Trash Collection	3,638.58-
Algard, William	reimburse for master triplex 2-2 & 1-4 stephens underground ...	6961.1 · Pole Barn	215.42-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #300554 - lumber for pole barn	6961.1 · Pole Barn	138.60-
landfill	Acct #1043 - landfill charges - November 2001	6651.1 · Trash Collection	37.70-
Merry Maids	cleaning Town Hall - 12/17/01	6450.1 · Maintenance	35.00-
Bott, Rosalyn	firefighters tax credit - FY2000-2001 tax year	4111.1 · Property Taxes	80.00-
Bott, Gary	firefighters tax credit - FY2000 - 2001 tax year	4111.1 · Property Taxes	80.00-
Daniels, Ronald	firefighters tax credit - FY2000 - 2001 tax year	4111.1 · Property Taxes	80.00-
DeCoursey, James	firefighters tax credit - FY2000-2001 tax year	4111.1 · Property Taxes	80.00-
Doss, N. William	firefighters tax credit - FY2000-2001 tax year	4111.1 · Property Taxes	80.00-
Luglio, Joseph	firefighters tax credit - FY2000 - 2001 tax year	4111.1 · Property Taxes	80.00-
Shockley, Kenneth M.	firefighters tax credit - FY2000-2001 tax year	4111.1 · Property Taxes	80.00-
Stanko, George F.	firefighters tax credit - FY2000-2001 tax year	4111.1 · Property Taxes	80.00-
Starling, Malcolm	firefighters tax credit - FY2000-2001 tax year	4111.1 · Property Taxes	80.00-
Total 1010.1 · Cash-General Checking			8,781.65-
Total 1000.1 · General Fund Cash Accounts			8,781.65-
1000.2 - Utility Fund Cash Accounts			

Town of Charlestown

Accounts Payable Bills

2/11/01

Name	Memo	Split	Amount
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10010275 - water system ops charges - Jan '02	7120.2 - Contract Operating	1,901.00-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	95.65-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	44.15-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	21.85-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	22.49-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	222.30-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	249.23-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	388.31-
Verizon Wireless	Acct #202583968-00001 - Inv #319367197 - (2) cell phones	7760.2 - Miscellaneous	50.33-
Atlantic Coast Laboratories	Inv #24312 - coliform testing	7121.2 - Laboratory Testing	8.00-
Total 1010.2 - Cash - Utility Checking			3,003.31-
Total 1000.2 - Utility Fund Cash Accounts			3,003.31-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Kunkle Service Co.	Acct #36904 - Inv #269875 - gear oil - old truck; Inv #270031...	-SPLIT-	28.79-
U.S. Filter/Waterpro	Acct #94258 - Inv #7924240 - 80 ft. 12" corrugated pipe - 216...	6300.3 - Streets	272.80-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #51196 - part for mower	6022.3 - Equipment Repair	8.18-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv#300897 - straw for drain pipe repair - Caroli...	6300.3 - Streets	14.00-
McGovern, William P. Inc.	Site #1579 Inv #13308 - (1) portable toilet @ shop - period of...	6420.3 - General Maintenance	55.00-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 - Street Lights	641.46-
Gilbert Enterprises Inc.	Inv #8541N - November '01 gasoline charges - town trucks	6026.3 - Gasoline - Truck	185.85-
Total 1005.3 - New-Checking-Special (Special checking County)			1,206.08-
Total 1000.3 - Special Fund Cash Accounts			1,206.08-
TOTAL			12,991.04-