

TOWN MEETING OF MAY 27, 2003
MINUTES

The May 27, 2003 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other commissioners present were Treasurer Donna L.M. Sheets, Commissioner Robert L. Gell and Commissioner Richard Price. Audience attendance sheet is attached hereto.

Minutes – After discussion, Commissioner Gell made a motion to approve the minutes of the May 13, 2003 meeting with a correction under the discussion of the town property on Baltimore Street to read as “After discussion, the Board decided to take no action”, seconded by Commissioner Sheets. The motion passed 4-0.

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

Plaque Presentation – President Vandervort presented a plaque to former Commissioner Jennifer L.M. Stanko thanking her for her term of service to the Town.

Bob Appleton, Greg Woods and Tim Trimble made a presentation to the Board regarding a maritime trade training school possibly being located in the Town. After much discussion, Commissioner Sheets made a motion to move forward in identifying issues to be resolved to make this project possible in town, seconded by Commissioner Price. The motion passed 4-0. Mr. Appleton stated they would be making a presentation at Cecil Community College on June 2nd at 5:30 p.m. if anyone was interested in attending.

PENDING BUSINESS

Cable Agreement – Tabled until next meeting.

Ordinance – Rescind Property Tax Discount – After discussion, Commissioner Gell made a motion to pass Ordinance 2003-02 to discontinue property tax discounts to be consistent with the County’s practice, seconded by Commissioner Price. The motion passed 4-0.

Barr & Webb properties – President Vandervort stated the structure on the Barr property had been razed. He further stated the Webb property was supposedly in the process of being transferred to new owner. After discussion, Commissioner Price made a motion not to proceed against the Webb Estate but to have Keith Baynes, the Town’s attorney, send a letter to Jay Emrey, the attorney handling the matter for Remle, Inc., the new owners, upon settlement of the property, seconded by Commissioner Sheets. The motion passed 4-0.

In response to Commissioner Gell’s question, Hershel Armour, one of the Town’s maintenance workers, stated Mr. Reinhart, a town resident, donated a POW/MIA flag for the cemetery. Mrs. Morgan stated Mr. Good had also brought one this date donated by his American Legion post.

National Night Out Against Crime – 08/05/03 – After discussion, Commissioner Sheets stated she would talk to Commissioner Doss about working on this together.

ARES/RACE Emergency Preparedness Drill – Use of Veterans Park 06/28 – 29/03 – After discussion, Commissioner Gell made a motion to allow them to use Veterans Park on those dates, seconded by Commissioner Sheets. The motion passed 4-0.

Temp Services – MML Conference – After discussion, Commissioner Price made a motion to hire a temporary clerk so Town Hall remained open during the time Mrs. Morgan was at the MML Conference, seconded by Commissioner Sheets. The motion passed 4-0.

Tree Removal – Caroline Street – President Vandervort stated there was a dead tree in the street right-of-way in front of the Pumpaly residence that needed to be taken down. He further stated there was a dead tree in front of the Fields' fence in Trinity Woods. Rosalyn Bott, an audience member, mentioned that the trees bordering the Town cemetery were dying and needed to be looked at. After discussion, the Board decided to have Cecil Tree Service give a price on the tree on Caroline Street and to contact Jay Waite to look at the trees bordering the cemetery.

Street Lights – Scott Gardens – After discussion, Commissioner Price made a motion to approve the lighting plan for tradition light style 70 watt, seconded by Commissioner Sheets. The motion passed 4-0.

Storm Water Management Pond – President Vandervort discussed the problem with the storm water management pond in Scott Gardens. He further stated he was not getting much cooperation from the developers on resolving the problem and concerns he had. President Vandervort stated he had told Mr. Hearne not to issue building permits to them and perhaps that might prompt them to work with him on it.

Mosquito Spraying – Commissioner Gell stated the Town was on the list but he didn't know the exact cost yet but it wasn't costly. After more discussion, Commissioner Price made a motion for the town to participate in the mosquito control program, seconded by Commissioner Sheets. The motion passed 4-0.

Town House Tool House Roof – Commissioner Gell presented 3 proposals for repair of the shed roof and siding. He stated the shed would need to be cleaned out before work could begin. After considering the proposals, Commissioner Gell made a motion to award the job to C&C Roofing, seconded by Commissioner Price. The motion passed 4-0.

Town House inspection – Commissioner Gell stated it would cost approximately \$450 to have a home inspection done. After discussion, Commissioner Gell made a motion to have a home inspection done for the purpose of using the house as a town hall, seconded by Commissioner Sheets. The motion passed 4-0.

Storm Water Management in Park & Town Hall – Commissioner Gell stated he had not but would contact an engineer to look at these areas.

When asked by Commissioner Gell about the light at Fair Green Park, Mrs. Morgan stated Mr. Bradley had not returned. After discussion, the Board asked Mrs. Morgan to contact Mr. Jones to get it fixed.

Commissioner Sheets asked what had been done on the Sheriff's Office contract. President Vandervort stated the Sheriff's Office was asking for a considerable increase in the hourly rate. He was waiting for some information from Commissioner Doss before he responded to the Sheriff regarding the contract.

At this time, 2140 hours, Commissioner Sheets left the meeting.

Chesapeake Bay Trust – President Vandervort stated the Town would not be getting a grant through the trust at this time. After discussion, he further stated the grant amount was a very small portion of the overall funding.

Commissioner Price stated he was concerned about the amount of development going on in or around town and wanted the Town to have a better process on how to deal with development questions, concerns, etc. He suggested a committee on strategic planning. After much discussion, Commissioner Gell made a motion to have Commissioner Price form a committee. After more discussion, no action was taken by the Board.

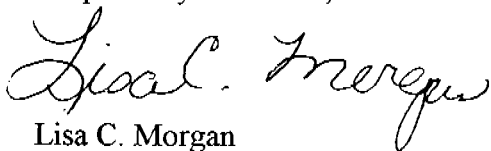
Budget – President Vandervort provided a draft of the FY04 budget. He stated the Board needed to set the tax rate. After discussion, the Board decided to have a special meeting on Wednesday at 7 p.m. to set the tax rate.

Don McMillan, an audience member, discussed someone's previous request to eliminate on-street parking or limit parking to one side of the street on Chesapeake Road with the Board. After discussion, the Board concluded to take no action on the request.

Mr. McMillan also asked what was being done about the porch at the Halls' residence. After discussion, no action was taken by the Board.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MAY 27, 2003
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Plaque presentation – Jennifer Stanko

PENDING BUSINESS

4. Cable Agreement
5. Resolution – Rescind property tax discount
6. Barr & Webb properties

NEW BUSINESS

7. National Night Out Against Crime – 08/05/03
8. ARES/RACE Emergency Preparedness Drill – Use of Veterans Park – 06/28-29/03
9. Temp – MML Conference
10. Tree Removal – Caroline Street
11. Street Lights – Scott Gardens
12. Budget

ROSTER

CHARLESTOWN TOWN MEETING

DATE: May 27, 2003

TIME: 7:30 p.m.

~~Joseph R. Gottf~~
~~Robert A. Dwyer~~
~~Smalley J. ...~~
Gregory M. Woods
Carmel
John Morgan
Andy Calvert
[Signature]
Jan C. Atkinson

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
LGIT Health Pool	health insurance - Jun '03		255.31-
Best Cleaning Services, Inc.	Inv #19711 - cleaning Town Hall - May '03	6170.1 - Medical Insurance	70.00-
Verizon	Acct #000017861803 96Y - telephone - Town Hall	6450.1 - Maintenance	148.61-
Rileighs Outdoor Decor	Inv #4529 - street light decorations & hardware	6740.1 - P&R Miscellaneous	7,612.94-
Queen Bee's Honey Pots	Inv #857 - (1) std toilet - athletic complex (1) h/c toilet - Fair Gr...	-SPLIT-	190.00-
M&M Flooring, Inc.	Inv #1746 - carpeting for town hall (includes installation)	6470.1 - Office Upgrade	1,605.27-
Pennsylvania Online	Customer ID: charlestownmd.org - remainder yearly domain r...	6219.1 - Other	269.46-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #323805 - lumber - Veterans Park light; Inv #...	-SPLIT-	119.53-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9053 - duplicate keys; film ...	-SPLIT-	54.76-
American Home & Hardware	Acct #658600 - Inv #922751 - hex bolts; stop nuts; chain - Fai...	-SPLIT-	93.96-
U.S. Postmaster	(4) tolls postage	6220.1 - Office Supplies	148.00-
Total 1010.1 - Cash-General Checking			10,567.84-
Total 1000.1 - General Fund Cash Accounts			10,567.84-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon Wireless	Acct #202583968-00001 - Inv #435293182 - (2) cell phones	7132.2 - Telephone	50.03-
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 - Telephone	41.21-
Technical Electronic Consult...	Inv #2451 - (1) chart driver motor & installation of motor	7120.2 - Contract Operating	647.26-
Cecil Co. Commissioners	Inv #15500010 - 1st qtr '03 sewer user fees	6550.2 - County Regional System User...	17,502.48-
Miller Environmental, Inc.	Inv #10060392 - water sys operations - Jun '03	7120.2 - Contract Operating	1,977.04-
Total 1010.2 - Cash - Utility Checking			20,218.02-
Total 1000.2 - Utility Fund Cash Accounts			20,218.02-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #16 - dust broom - shop; Inv...	-SPLIT-	20.44-
American Home & Hardware	Account #685600 - Inv #923721 - tool box; duct tape; sweepe...	6420.3 - General Maintenance	33.96-
Maryland Materials Inc.	Acct #60502 - Inv #158654 - 2.01 tons crusher run - streets	6300.3 - Streets	15.08-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #63895 - torq qard; oil filter - weed eater; In...	-SPLIT-	296.35-
Gilbert Enterprises Inc.	Inv#9388N - gasoline charges for town trucks & mowers - Apr...	-SPLIT-	374.53-
Total 1005.3 - New-Checking-Special (Special checking County)			740.36-
Total 1000.3 - Special Fund Cash Accounts			740.36-

Town of Charlestown
Accounts Payable Bills

05/27/03

Name	Memo	Split	Amount
TOTAL			<u>31,526.22-</u>

WORKSHOP MEETING OF MAY 14, 2003
MINUTES

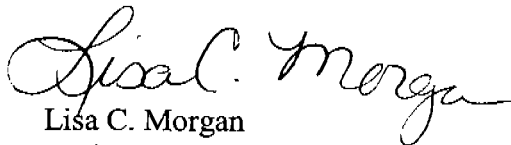
The May 14, 2003 workshop meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other commissioners present were Vice President Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Robert Gell and Commissioner Richard Price. Audience attendance sheet is attached hereto.

President Vandervort stated the purpose of the workshop meeting was for Michael Vaughan, of Stewart Associates, make his presentation about the development of the 240 acre piece of property known as the TSMT property because they are requesting annexation into town. Mr. Vaughan answered questions from the Board and audience members about the proposed development. When asked, Mr. Vaughan stated one of the things we would need to request was a p.u.d. ordinance specifically for this development. He stated Stewart Associates would make commitments regarding trees, streets, parks, quality of building, sidewalks, lighting that the current zoning ordinance doesn't consider and in exchange certain densities or groupings might be considered. After much discussion, Mr. Vaughan stated the developer would like to have a commitment on annexation by September. After more discussion, Mr. Vaughn stated there had been discussions with the State and County levels about I-95 ramps to come off of Belvedere and Red Toad Roads and the idea, which was received well, would have the industrial park looking toward I-95 and relieve some of the impact on Rt. 40. Mr. Vaughan proceeded to make his formal presentation of the background of his company, the various properties owned and development being proposed or considered. He stated they hadn't finished the traffic impact study but the road from Rt. 40 to Rt. 7 wouldn't be a throughway because of the way it was planned. Mr. Vaughan stated there wouldn't be a reason to use it unless a person planned to go to one of the small shops. Mr. Vaughan stated they would provide a complete economic impact study to the Town that would look at tax revenues, cost of fire and police services, schools, waste, etc. based upon property values, tax rates, estimate of new children, etc. When asked, Mr. Vaughan stated he wouldn't rule it out but doesn't see a grocery store in that area. He stated they were thinking more along the lines of a village center with a small restaurant, boutiques, flower shop, maybe a gourmet food shop, etc. President Vandervort stated one thing to consider and would need to be considered early in the process was the post office. He stated right now the Charlestown Post Office was not serving the entire town; a section of Charlestown Manor, Trinity Woods and now Scott Gardens get mail through North East. Mr. Vaughan stated they would be willing to work as hard on that with the Town but might need to get Senator Sarbanes involved. After discussion, someone asked and President Vandervort stated the Town probably doesn't have the water capacity and this had been discussed about an additional tank and wells for that area with Mr. Vaughan. He further stated the Town would need to consider the State water allocation for the town because we might need to request an increase. Commissioner Doss stated the Town only has one tower now and, if a problem occurs, nobody has water but, with a second tank, then water would be available, it may be limited but available until the problem was fixed. Joseph Letts asked what would prevent the proposed townhouses becoming Section 8 housing like other townhouses built years ago are now. Mr. Vaughan

stated he couldn't predict economic trends for 20 years from now but they would be quality built to, hopefully, prevent that. Mr. Upperco, a Planning & Zoning Commission member, mentioned a Baltimore County development where they ran out of money and got a federal loan and federal law required 1 out of 8 homes be a section 8 home. After discussion, a woman in the audience mentioned she had managed section 8 housing and a lot depends on the management. After more discussion, Mr. Vaughan stated there would be strict covenants and restrictions. President Vandervort stated he owned section 8 housing and a single family 3-bedroom section 8 house, you're maxed out at \$700+ a month so you can't pay more than \$80,000 for a house, anything more than that the property owner wouldn't make any money on it. Mr. Burden stated lately the trend had been rental housing being sold to be permanent housing because they make more selling than renting. After more discussion, Mr. Burden asked if they were considering pathways or something other than a road to connect to that area to the existing town. Mr. Clements asked if a traffic light would be put on Rt. 7 there. Mr. Vaughan stated that would be determined by the traffic impact study and people trying to get to Rt. 40 would more likely not opt to go through there because, particularly with the traffic circle, the route would be slower than just staying on Rt. 7. President Vandervort asked about the areas labeled "condos", "townhouses" and "multi-family". Mr. Vaughan stated they're not sure they will be doing condos but multi-family could be apartments but that would be something to discuss with the Town. Mr. Rogers stated SHA had been requiring acceleration and deceleration lanes with development and would this happen there. Mr. Vaughan stated that would be determined by the traffic impact study. Mr. Burden asked where the entrances come out on Rt. 7. Mr. Vaughan explained the one would be halfway between the Town and the creek and the other would probably be closer to town. Mr. Upperco asked what Mr. Vaughan was looking from Planning and Zoning. Mr. Vaughan stated they were looking for a new p.u.d. ordinance to deal just with this development but he wasn't sure how that process worked. President Vandervort stated the Town Commissioners would solicit input from Planning and Zoning and incorporate that into the ordinance. Mr. Vaughan stated the ordinance would work on the specifics that would work within this general concept. After discussion, Mr. Vaughan stated that, after talking to President Vandervort, he would work with Mr. Rogers so the Town could start looking at the different details to be involved.

As there was no further business to be discussed, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MAY 13, 2003
MINUTES

The May 13, 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 Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner Richard Price. 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 April 8, 2003 meeting, seconded by Commissioner Gell. The motion passed 4-0.

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

Miller Environmental, Inc. – Monthly Report – Mr. Hearne explained that George Smith, of MEI, could not attend but was willing to come to the next meeting if necessary. After reviewing the report, the Board decided it was not necessary.

PENDING BUSINESS

Shoreline Erosion Project – President Vandervort stated there had been a walk-through of the project area on Sunday and John Huang, of John Huang & Associates, Inc., the project engineer, was in attendance to explain the project and answer questions or concerns the commissioners or residents may have. Mr. Huang explained the revisions made to the project plan and President Vandervort read aloud recommendations made in a letter from Mr. Huang regarding the project. After much discussion, Commissioner Gell made a motion to go ahead and submit the project plan for permitting, seconded by Commissioner Price. The motion passed 4-0.

Special Buffer Area Ordinance – Commissioner Price stated Mary Owens, planner for the Critical Area Commission, had reviewed the draft in its ordinance format and had discussed the requirement for two forms of mitigation for commercial properties with him. He further stated if the Board accepted this as our draft, the Critical Area Commission would hold a public hearing on the ordinance in Charlestown. Commissioner Gell made a motion to repeal the previous ordinance draft and pass Ordinance No. 2003-01 subject to Critical Area Commission approval, seconded by Commissioner Sheets. The motion passed 4-0.

Barr & Webb properties – Mr. Hearne stated both these properties had been condemned and the time period given in the notification to the owners had long expired. President Vandervort stated there was a question on who to pursue regarding the Webb property and Mr. Hearne mentioned Mr. Barr had both a razing permit and building permit for a new structure on the other property but waiting on financing. After brief discussion, Commissioner Gell made a motion to have Keith Baynes, the Town's attorney, pursue court action on these, seconded by Commissioner Sheets. The motion passed 4-0.

Ethics Commission – Appointment – Mr. Hearne stated David Jarinko, the incumbent commission member, was the only application for the opening. After brief discussion, Commissioner Gell made a motion to waive the interview requirement since Mr. Jarinko was the only applicant and to reappoint Mr. Jarinko to the Ethics Commission, seconded by Commissioner Price. The motion passed 4-0.

President Vandervort mentioned that there would be a workshop meeting tomorrow night at 7:30 p.m. at the Charlestown Fire House regarding the proposed Stewart Associates property annexation. After brief discussion, Mr. Hearne stated he was still attempting to contact Richard Hartnett but his answering machine wasn't working.

NEW BUSINESS

Building Permits – When asked, President Vandervort stated it had been a past practice, dropped until now, that the Board would get a list of permits approved in town for their information. Commissioner Gell stated the Board had discussed placing a commissioner on the Planning and Zoning Commission. President Vandervort stated it had been talked about considering doing that when the next opening came up on the commission. He further stated that a commissioner can attend a commission meeting now but wouldn't be able to vote. Mr. Foor stated he had been denied a permit because his rear setback was not 30 ft. and he had wanted to construct a rear deck. After brief discussion, President Vandervort stated Mr. Foor's house was on the property prior to the subdivision and was grandfathered and Mr. Foor could probably get a variance because it was a hardship he himself had not created. Judy Calvert submitted a written complaint against Howard Hall, a Planning & Zoning Commission member.

Cross-Country Garden Club – Use of Pavilion 07/15/03 3 p.m. – After brief discussion, Commissioner Sheets made a motion to allow the Garden Club to use the Veterans Park pavilion on 07/15/03, seconded by Commissioner Price. The motion passed 4-0.

Mosquito Control – Meredith Lubking, a resident, stated there were pockets of stagnant water throughout town and they were breeding grounds for mosquitoes. She asked if the Town would consider looking into mosquito spraying. After discussion, Commissioner Gell stated he would check into the mosquito spraying.

Mower – William Algard, one of the Town's maintenance workers, stated the older mower had over 3,000 hours on it. He further stated it had been patched, welded and still runs but if it went, they would not be able to keep up with the grass. Mrs. Morgan explained the quote was off the State bid list and included a 48" plow package. After discussion, Commissioner Price made a motion to purchase (1) John Deere model 345 mower with 48 inch deck and 48 inch plow package, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Gell abstained). Hershel Armour, another maintenance worker, asked if they could also purchase a new Stihl weedeater. Mrs. Morgan stated the last time, in 2001, when one was purchased it cost \$235. After brief discussion,

Commissioner Gell made a motion to purchase (1) Stihl weedeater, seconded by Commissioner Sheets. The motion passed 4-0.

Salute to Cecil County Veterans – Donation – President Vandervort asked what the Board had decided in the past. Mrs. Morgan stated the Town had decided not to donate but left it to individuals to make private donations if they wanted. After discussion, there was no motion made.

Mrs. Lubking asked about a replacement POW/MIA flag for the town cemetery. Mrs. Morgan stated Rod Good was getting one through the American Legion but due to demand, it was on back order. Mrs. Lubking stated she had seen a vendor selling them at Burkheimer's for \$12 or \$15. Mrs. Morgan stated she would check on it.

Tax Discount – Mr. Hearne stated Pam Howard, Treasurer for Cecil County, had sent a letter to the Town that the County was discontinuing the early pay discounts on real property taxes. He stated the Town had two options: one was to pass a new resolution also discontinuing the tax discounts so the Town was in line with the County or, two, opt to do, or have some other entity do, our own tax billing. After discussion, the Board decided to pass a resolution or whatever was needed to match the County.

LGIT Ballot – After discussion, Commissioner Gell made a motion to agree with the nominations listed, seconded by Commissioner Sheets. The motion passed 4-.

President Vandervort mentioned that he had intended to present a rough draft of the budget but would get drafts to commissioners before the next meeting.

Commissioner Sheets mentioned the Town had several picnic tables and asked if one could be placed at the Town property at Calvert and Conestoga Streets. The Board agreed to do that. Commissioner Gell stated there was an on-going problem with water pooling in the post office parking lot and suggested having an engineer or contractor look at it. After discussion, Mr. Algard stated they had looked at the water lying in Veterans Park and suggested the Town have the engineer or contractor look at that too. Commissioner Gell stated he would contact them. He further stated the handrails, aluminum and core-drilled, for the handicapped ramps were being made and should be installed soon.

Commissioner Gell stated he had two quotes and was waiting for a third quote to replace the roof of the boathouse.

President Vandervort stated he meet with another pile driving company on Saturday and he should have a quote from them shortly. He further stated a special meeting to act on this might be necessary depending on when the company was ready to start the work.

Mrs. Morgan stated the Board had discussed getting name tags a while ago and she had styles, colors and a price of \$9.95 each. After discussion, Commissioner Sheets made a motion to get the oval name tags (black background, white lettering, with town seal and magnetic backing, seconded by Commissioner Price. The motion passed 4-0.

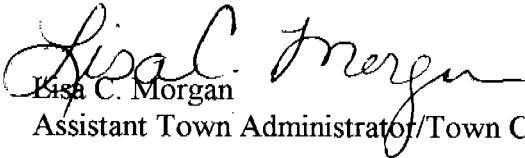
Mr. Armour asked if the Town would send a letter to Mr. Whitby to remove the picnic table, bolted to a tree so it can't be moved, from town property so he can mow. After some discussion, the Board decided to take no action.

Ben Suppa, of Chesapeake Road, asked if the Town would put up signs prohibiting on-street parking in the 300 block of Chesapeake Road. He stated it was difficult for him or deliverymen to get to his residence because of parked cars, sometimes on both sides of the road. After more discussion, the Board decided to look at the area before tomorrow night's workshop meeting.

Sandra Williams, of Tasker Lane, stated the Town had agreed to put signs there to delineate between what was the town street and what was private property. After some discussion, President Vandervort asked Mrs. Morgan to order 2 private drive signs.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:30 p.m.

Respectfully submitted,


Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/13/2003 TIME: 7:30 PM

- Bell & Shuley Ross
- Robert Tom
- Howard & Doris Hall
- Yvonne L. Lutting
- Judy Calvert
- Rosalyn R. Bott
- Carl Bush
- Val Hahn
- Charles Hahn
- Joan Bradley
- Jean Atkinson
- Allyne Murphy

TOWN MEETING OF MAY 13, 2003
AGENDA

7:30 P.M.

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

PENDING BUSINESS

4. Shoreline Erosion Project
5. Special Buffer Area ordinance
6. Barr & Webb properties
7. Ethics Commission – Appointment

NEW BUSINESS

8. Cross-Country Garden Club – Use of pavilion 07/15/03 3 p.m.
9. Mosquito Control
10. Building Permits
11. Mower
12. Salute to Cecil County Veterans – Donation
13. Tax Discount
14. LGIT Ballot

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
LazerBlazers.Com	(1) plaque - Stanko	6216.1 · Memorials	31.50-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 04/05/03 - 05/02/03	6920.1 · Police Protection	89.80-
Sheriff's Patrol	Charlestown Patrol - period of 04/05/03 - 05/02/03	6920.1 · Police Protection	2,475.00-
Maryland Rural Development...	Circuit Rider program - 4th qtr FY'03	6330.1 · Administration	3,133.50-
AT&T	Acct #8014-058-9492 - Inv #6392547350 - long distance - To...	6440.1 · Telephone	15.54-
URS Corporation	inv #484876 - Stewart Associates review	6219.1 · Other	515.42-
Waste Management	Acct #275-0049441-0276-5 - Inv #1194850-0276-8 - trash re...	6651.1 · Trash Collection	3,465.44-
Chesapeake Publishing Corp.	advertising ethics commission opening	6215.1 · Advertising	105.96-
Flagpole Lighting	Acct #2105 5729 9992 - April bill	6420.1 · Electric	66.17-
Baynes, Keith A.	reivew & comment - Comcast agreement; conversation regar...	-SPLIT-	1,012.50-
North East Florist, Inc.	funeral arrangement - Lynch; (1) black bow	6216.1 · Memorials	74.00-
Charm Net, Inc.	Acct #15683 - Inv #129496 - internet service - 05/01/03 - 06/0...	6440.1 · Telephone	16.95-
Town Pier Electric	Acct #2056 2019 9997 - Apr '03 bill	6420.1 · Electric	6.81-
Comfort Station Electric	Acct #2096 4129 9992 - Apr '03 bill	6420.1 · Electric	7.13-
Connectiv	Acct #2096 3159 9997 - Apr '03 bill	6420.1 · Electric	100.40-
Garage electric	Acct #2096 5479 9995 - Apr '03 bill	6420.1 · Electric	25.21-
Conowingo Country Store & ...	Inv #213639 - (1) brass ball for flagpole at post office	6450.1 · Maintenance	24.50-
Chesapeake Electric Service	Inv #29 - add 4 receptacles to Town Hall; add 2 2-line jacks in...	-SPLIT-	660.00-
Northeastern Supply, Inc.	Acct #10523 Inv #326429 - pvc ball; valve - comfort station	6410.1 · Repairs	6.23-
Pennsylvania Online	Customer ID: charlestownmd.org - monthly domain reg fee	6219.1 · Other	24.95-
Best Cleaning Services, Inc.	Inv #19635 - cleaning services - Town Hall	6450.1 · Maintenance	70.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #1820 - trashcans to form b...	-SPLIT-	83.33-
landfill	Acct #1043 - landfill charges - Apr '03	6652.1 · Landfill	10.29-
Staples	Acct #7972 3200 0002 7426 - office supplies	6220.1 · Office Supplies	61.82-
Total 1010.1 · Cash-General Checking			12,082.45-
Total 1000.1 · General Fund Cash Accounts			12,082.45-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Atlantic Coast Laboratories	Inv #101258 - lab fees - Apr '03	7121.2 · Laboratory Testing	16.00-
Mahoney, Joseph	telephone & office conferences - sewer service agreement	6663.2 · Legal	1,750.00-
Rt 7 electric	Acct #2096 9259 9993 - Apr '03 bill	6533.2 · Station RT. #7	39.29-
Sta 3 electric	Acct #2096 4739 9994 - Apr '03 bill	6532.2 · Station #3	194.68-
Miller Environmental, Inc.	Inv #10050391 - water sys operations - Apr '03	7120.2 · Contract Operating	1,977.04-
Sta 1 electric	Acct #2096 3069 9996 - Apr '03 bill	6531.2 · Station #1	116.75-
Well 3 Electric	Acct #2096 5769 9994 - Apr '03 bill	7131.2 · Electric	194.00-

05/13/03

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
Well 1 Electric	Acct #2096 5499 9991 - Apr '03 bill	7131.2 · Electric	327.97-
Water Tank Electric	Acct #2096 5489 9993 - Apr '03 bill	7131.2 · Electric	247.35-
Verizon Wireless	Acct #202583968-00001 - Inv #428633563 - (2) cell phones	7132.2 · Telephone	50.03-
Total 1010.2 · Cash - Utility Checking			4,913.11-
Total 1000.2 · Utility Fund Cash Accounts			4,913.11-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #474 - epoxy glue; refills; toi...	6420.3 · General Maintenance	32.88-
Street Lighting	Acct #2055 3529 9973 - Apr '03 bill	6010.3 · Street Lights	641.46-
El's Truck Tire & Auto Centers	Acct #640 Inv #5238 - (6) tires; (6) tire valves - new truck	6024.3 · Truck Repair	1,005.00-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #62431 - torq gard; oil filter; oil; line; fuel sta...	6022.3 · Equipment Repair	54.73-
Kunkle Service Co.	Acct #36904 - Inv #318710 - engine degreaser - town truck	6024.3 · Truck Repair	6.66-
Burke Equipment Co.	Acct #40769 - Inv #31659 - bolt; stud; spring washer; nut - ku...	6022.3 · Equipment Repair	7.96-
Total 1005.3 · New-Checking-Special (Special checking County)			1,748.69-
Total 1000.3 · Special Fund Cash Accounts			1,748.69-
TOTAL			18,744.25-

TOWN MEETING OF AUGUST 27, 2002
MINUTES

The August 27, 2002 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Vice-President Michael W. Doss arrived shortly after the meeting began as indicated in these minutes. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Accounts Payable – After brief discussion of Miller Environmental's bill for the I&I project, Vice-President Michael W. Doss arrived at the meeting, 7:38 p.m. After further discussion, Commissioner Stanko made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 5-0.

Karl Fockler – Northeast River Dredging – Mr. Fockler discussed the Army Corps. of Engineers' plan to dredging sections of the Northeast River. He asked the Board to consider sending a letter to the Army Corps. of Engineers supporting the dredging and identifying businesses that would benefit. After brief discussion, the Board agreed to send a letter.

Charlestown P.T.A. – Donation – Barbara Loving, president of the Charlestown P.T.A., stated in May, the P.T.A. had asked the Board to consider budgeting a \$1000 donation to the P.T.A. to match the previous year's donation. She discussed the programs the school has planned this year for the children. After brief discussion, Commissioner Stanko 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).

Deena Knobloch – Water Service – Long Beach Road – Ms. Knobloch discussed the possibility of getting water service to her residence on Long Beach Rd. in exchange for annexation. After much discussion, the Board decided to check with URS Corporation, the Town's engineers, and Keith Baynes, the Town's attorney, to check on the feasibility of connecting to the existing 6" line in that area and legal ramifications, if any, respectively.

Susan Suppa – Condemned House on Chesapeake Road – Mrs. Suppa presented a petition requesting the Town pursue having the house at 380 Chesapeake Road torn down. After much discussion, the Board asked Mr. Hearne to check with the County if they had received any response from Mrs. Calvert, the property owner, and with Mr. Baynes as to what the procedure was to enforce the condemnation.

PENDING BUSINESS

Town House – Mr. Hearne stated Grove Brothers had provided a quote of \$1,085 to fix the flat roof at the town house. After discussion, the Board decided to have the Town maintenance workers do the work. After more discussion, the Board requested the town maintenance workers to get the repairs the renters had mentioned done as soon as possible.

Tree – Tasker Lane – Mrs. Morgan stated Mrs. Moore, of Charlestown Place, had complained of a dead tree on Tasker Lane behind her property. She further stated Mr. Algard and Mr. Armour had looked at the tree and it was on town property. After discussion, the Board asked to have two quotes obtained for taking it down. Commissioner Gell asked if the tree at the boat ramp had been trimmed. President Vandervort stated he thought it should be taken down when he looked at it but wanted to look at it again. After more discussion, the Board asked Mr. Algard and Mr. Armor to try to trim the one branch.

Potential Chesapeake Bay Trust Grant for Shoreline Erosion project – Mr. Hearne discussed applying for a Chesapeake Bay Trust grant funding for the project. After brief discussion, the Board stated he should send in the application.

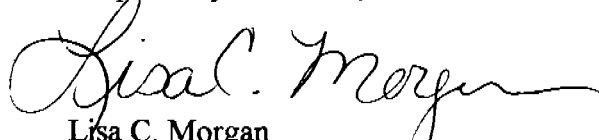
Mr. Hearne stated Lee's Marina was planning to hold a benefit pig roast on Sept. 7, 2002 for an individual who was injured in a boating accident and was asking the Town for permission to use Lot B for overflow parking during the event. After brief discussion, Commissioner Stanko made a motion to allow Lee's Marina to use Lot B for overflow parking on Sept. 7, 2002 for the pig roast, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Doss abstained).

Commissioner Stanko asked about the status of the handicapped ramps. Mr. Hearne stated he needed to get a county permit, which shouldn't take long, and the work was planned after the grass-cutting season was done.

Commissioner Stanko discussed the ethics ordinance issue with the other members of the Board. After much discussion, Commissioner Stanko made a motion to send a letter to the State Ethics Commission lifting the exemption. The motion died from a lack of a second.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/27/2022 TIME: 11:30 P.M.

- Marshall C. Arnou
- Mark Huffman
- Val Horn
- William C. Cleard
- Bob Loung
- Michelle Ingrabana
- S. Suppa
- Rebecca Phillips
- Bob Phillips
- Chris Capano
- Benee Shatt
- Deena Knoblauch
- Randy Knoblauch
- Je. P. A.

TOWN MEETING OF AUGUST 13, 2002
MINUTES

The August 13, 2002 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Commissioner Jennifer L.M. Stanko and Commissioner Robert L. Gell. Vice-President Michael W. Doss arrived later in the meeting as indicated in these minutes. 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 July 23, 2002 minutes, seconded by Commissioner Gell. The motion passed 2-0-1 (Commissioner Vandervort abstained).

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

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the July 2002 water system operations report to the Board.

At this time, 7:40 p.m., Vice-President Michael W. Doss arrived at the meeting.

Mrs. Hamilton also stated the water leak on Ogle Street was the result of a crushed service lateral where it tied into the water main and the leak had been repaired. After brief discussion, the Board decided that the Town was responsible for the cost of the repair since the leak occurred before the water meter.

PENDING BUSINESS

Add-On Paving – President Vandervort stated the Town had gotten three quotes for the Cooper Avenue paving: Dix Hollow - \$1,225.00; Tom Squires - \$3,120.00; McGuirk - \$3,467.00. After brief discussion, Commissioner Gell made a motion to award the work to Dix Hollow for \$1,225.00, seconded by Commissioner Doss. The motion passed 4-0.

Fund Balance Upgrade for Utility Billing (support expires 09/31/02) – After brief discussion, Commissioner Doss made a motion to purchase the upgrade for \$2,595 and to pay \$769 for annual support, seconded by Commissioner Stanko. The motion passed 4-0.

NEW BUSINESS

Town House – President Vandervort stated Keith Levesque and David Donaldson, the town house renters, sent a letter informing the Town of some plumbing problems in the bathroom and kitchen and problems with the appliances. After discussion, the Board decided the town maintenance workers would check and coordinate repairs with the renters. William Algard, one of the maintenance workers, stated Grove Brothers had mentioned the flat roof was in bad condition. After discussion, Mr. Algard stated Grove Brothers would provide a quote for the roof. Commissioner Gell asked if the house had been checked for lead paint and after some discussion, Mr. Hearne stated he would check on lead testing requirements.

35th Annual Upper Shore Decoy Show Brochure – Ad – After brief discussion, Commissioner Doss made a motion to do a business card ad for \$25, seconded by Commissioner Gell. The motion passed 4-0.

Wood chips for playground – 20 C.Y. – Mrs. Morgan stated Mr. Algard had estimated the Town needed to purchase 20 C.Y. of chips for the playground. Mrs. Morgan stated the last time the Town purchased the wood chips it was \$14.00 per C.Y., not including freight. After brief discussion, Commissioner Doss made a motion to authorize the purchase of 20 C.Y. contingent upon the cost not exceeding \$1,000, seconded by Commissioner Stanko. The motion passed 4-0.

Cecil County Sheriff's Office – Monthly Report – Sgt. Ronald Schmidt, of the Cecil County Sheriff's Office, presented the July 2002 Charlestown patrol report to the Board.

Fire Suppression Water Usage Billing – Mr. Hearne stated he was made aware after the fact that the construction crew put in a separate line for the fire suppression system at the school. He further stated other towns do not bill their schools for these connections and only North East had water meters on these lines; other towns do not because of liability concerns if a meter blocked water flow. After brief discussion, Commissioner Stanko made a motion not to bill the school for the water connection for the fire suppression system, seconded by Commissioner Doss. The motion passed 4-0.

Paving Road Cut – 465 Frederick St. – Mr. Hearne stated the Town had sent 2 letters to Mr. Chakar, the property owner at 465 Frederick St., to have the road cut paved. Hershel Armour, one of the maintenance workers, asked about paving the road cut on Louisa Lane Ext. Mr. Hearne stated it hadn't been paved and he wasn't sure an occupancy permit had been issued although the house was occupied. He stated he would check into that. After discussion, the Board asked Mr. Hearne to send a letter to Mr. Chakar mentioning that Dix Hollow would be doing paving in the town and he could contact them for a price but if he didn't take care of it, the Town would have it paved and bill him the cost.

MML proposed amendments to bylaws & policy statement – Mr. Hearne stated the deadline to submit any proposed amendments to the MML's bylaws or policy statements was August 30, 2002.

Tree @ Boat Ramp – President Vandervort stated the town maintenance workers had trimmed the tree but, upon looking at the tree, it was rotten at the base, almost completely hollowed out and recommended the Board consider cutting the tree down. After some discussion, the Board asked Mr. Hearne to submit a permit to cut down the tree after checking with Mary Ann Skilling, the Critical Area circuit rider from the Maryland Department of Planning, about Critical Area requirements because the tree was in the Critical Area buffer.

Municipal Infractions – President Vandervort stated half the letters are ready to send as he had checked those properties to make sure the violation still existed. He stated although it wasn't on the list, the Town needed to send a letter to Mr. Knapp, of Avalon Yacht Basin, because of violations. After some discussion, Mrs. Morgan stated the Town did not have citation books and she would contact District Court. After more discussion, the Board asked to have the town maintenance workers take pictures of the violations at Avalon Yacht Basin before a violation letter was sent.

Local Emergency Planning Committee (LEPC) Mtg. – 09/18/02 1 p.m. – Commissioner Doss stated he would attend the meeting.

The Board discussed the situation with Mr. Porter's construction equipment in Trinity Woods. After some discussion, the Board decided to look at the area again and would discuss if a violation letter should be sent to Mr. Porter.

Cecil County Chamber of Commerce – Ad – Mrs. Morgan stated the Town would be listed in the directory for free and she had provided information to the Chamber but the Board could also pay for an ad. After discussion, the Board did not take any action on this.

Mrs. Morgan stated she had checked with McDonald's Safety Equipment, the company County Purchasing dealt with for traffic safety equipment, and their cost for both the vests and flashlights were lower, saving the Town around \$35. She further stated President Vandervort authorized the purchase from McDonald's because of shortness of time before the concert in the park this Saturday.

Mr. Hearne mentioned the Town had received information regarding a federal grant available for boating facilities accommodating transient boats 26 ft. or larger. He stated in the past the Town had decided not to seek the funding. The Board did not take any action on this.

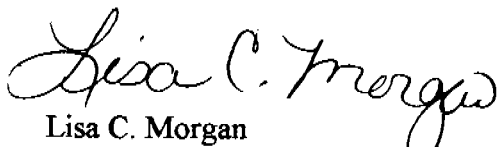
Commissioner Gell asked if the Board to consider assigning certain areas of responsibility to each commissioner so perhaps more could be accomplished between meetings. Commissioner Doss mentioned he hadn't been able to get a quote to install the lights from an electrician. Commissioner Stanko and Vernon Bryant suggested electricians to be contacted.

Larry Metz asked the Board why the Cecil County Women's Democratic Club couldn't use the Calvert St. lot for parking. Mr. Hearne stated he did not get a response from LGIT, the Town's insurance company, although he had called them but did talk to Keith Baynes, the Town's attorney, who advised against doing so because of the liability to the Town. After discussion, the Board decided that until the Town checked with LGIT, talked to Mr. Baynes again, and discussed the situation further, they would not change their decision. Commissioner Doss mentioned that if the Town allowed parking there, they needed to keep a certain amount of space open because, due to the school construction, it was the only landing site for the medi-evac helicopter.

President Vandervort mentioned he had looked at the drainage ditch at the athletic complex, in response to a complaint. He stated the ditch needed to be cleaned out so water would flow rather than sit in the ditch.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:10 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF AUGUST 13, 2002
AGENDA

7:30 P.M.

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

PENDING BUSINESS

5. Add-on Paving
6. Fund Balance Upgrade for Utility Billing (support expires 9/31/02)

NEW BUSINESS

7. Town House
8. 35th Annual Upper Shore Decoy Show brochure – Ad
9. Wood chips for playground – 20 C.Y.
10. Fire Suppression Water Usage Billing
11. Paving Road Cut – 465 Frederick St.
12. MML proposed amendments to bylaws & policy statement
13. Tree @ boat ramp
14. Municipal Infractions
15. Local Emergency Planning Committee (LEPC) Mtg. – 9/18/02 1 p.m.

ROSTER
CHARLESTOWN TOWN MEETING

DATE: 8/13/2002 TIME: 7:30 PM

Mich M Muller 7-25

H. Hall

Rebecca C Phillips 8-13, 2002

Michael C. Remon

Bob Phillips 8/13/02

Beth Hamilton

William C. Alford 8-13-02

Jan C. Atkinson 8/13/02

Jim [unclear]

Lucy R. Bell

8/13/02

Town of Charlestown

Accounts Payable Bills

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Merry Maids	cleaning Town Hall - 08/19/02	6450.1 - Maintenance	35.00-
Charles S. Harris	(18) golf shirts (includes digitizing)	6219.1 - Other	381.00-
MD Dept. of Planning	(2) copies Cecil County Tax Map #500; (2) copies Cecil Coun...	6219.1 - Other	30.00-
Baynes, Keith A.	review motion & answer filed - Price; review P&Z minutes & ...	-SPLIT-	337.50-
Waste Management	Acct #275-0049441-0276-5 - Inv #1912388-0276-3 - Jul '02 t...	6651.1 - Trash Collection	3,465.44-
Radio Shack	Acct #00001903060981 - Inv #406405 - (4) 5-pk cassette tapes	6220.1 - Office Supplies	51.96-
Charm Net, Inc.	Acct #6419 - Inv #111501 - internet access 08/01/02 - 08/31/02	6440.1 - Telephone	16.95-
Local Government Insuranc...	Cust #LGIT-0028 Inv #1387 - building & liability insurance for...	-SPLIT-	6,869.00-
Chesapeake Publishing Corp.	(1) year subscription	6219.1 - Other	80.05-
Town of Millington	reimburse Town's share of Mr. Hearme's expense for MML Co...	6212.1 - Conference Expenses	320.18-
LGIT Health Pool	Aug '02 medical insurance	6170.1 - Medical Insurance	255.31-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #311602 - lumber for tire swing - Fair Green...	6740.1 - P&R Miscellaneous	24.26-
McCrone, Inc.	Inv #1 & inv #2 - survey of town-owned parcel on Fred St.	6219.1 - Other	2,100.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	127.15-
URS Corporation	Inv #53971 - inspection water service Youngblood resub; Inv ...	2061.1 - Youngblood Resubdivision	951.50-
American Home & Hardware	Acct #885600 - Inv #863847 - solder; coupling; adapter & oth...	-SPLIT-	55.94-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21719088541 - vanity & sink - TownHall ...	6410.1 - Repairs	244.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	242.97-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	13.25-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	37.39-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	0.62-
Total 1010.1 - Cash-General Checking			15,639.47-
Total 1000.1 - General Fund Cash Accounts			15,639.47-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	159.50-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	95.80-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	13.38-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	41.70-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	80.89-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	442.58-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	193.16-
H.I.E. Contractors, Inc.	inv #2002-61 - dig up & repair leaking water service - cut out ...	7756.2 - Other Repairs	575.00-
Verizon Wireless	Acct #202583968-00001 - Inv #369357559 - (2) cell phones	7760.2 - Miscellaneous	50.33-

Town of Charlestown

Accounts Payable Bills

8/13/02

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			1,652.34-
Total 1000.2 · Utility Fund Cash Accounts			1,652.34-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #311302 - drill bit to repair mower deck; Inv ...	-SPLIT-	133.41-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #57510 - repairs to mower	6022.3 · Equipment Repair	140.71-
Advantage Ford	Acct #11395 -Inv #FOCS35909 - oil & filter change - new truck	6024.3 · Truck Repair	28.75-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			944.33-
Total 1000.3 · Special Fund Cash Accounts			944.33-
TOTAL			18,236.14-

TOWN MEETING OF DECEMBER 10, 2002

MINUTES

The December 10, 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 and Treasurer Donna M. Sheets. Commissioner Jennifer L.M. Stanko arrived late as indicated herein. 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, 2002 meeting, seconded by Commissioner Sheets. The motion passed 3-0.

Accounts Payable – After discussion, Commissioner Doss made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 3-0. After more discussion, Commissioner Sheets made a motion to purchase a coffee urn contingent on it not costing more than \$40, seconded by Commissioner Doss. The motion passed 3-0.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc., presented the November 2002 operations report to the Board. President Vandervort asked if Verizon had been back regarding the leaking around their cable. Mrs. Hamilton stated she sent them pictures of the problem but she had not seen them there again.

Michael Erickson, of Reams Document Imaging, Inc., made a presentation about laserfiche equipment and services.

At this time, 8:30 p.m., Commissioner Stanko arrived at the meeting.

PENDING BUSINESS

Cell Phone Antennas – President Vandervort stated Keith Baynes', the Town's attorney, comments were sent to AT&T and URS, the Town's engineers, and the Town had received the engineering drawings. After discussion, Mr. Hearne stated Mr. Baynes suggested, as long as other terms were acceptable, the Board could include language that the lease was approved subject to URS reviewing and approving the engineering drawings. After discussion, the Board agreed a special meeting could be held regarding the lease.

Open House – Mrs. Morgan informed the Board of arrangements made.

FY04 POS Grants (deadline 01/15/03) – Commissioner Sheets stated she was still waiting for Mr. Porter to return her call.

NEW BUSINESS

Trinity Woods PWAs – Mr. Hearne stated he was still working on the agreements for Phase IIB. He further stated he heard Mr. Porter was selling the property once final approval was received. Mr. Hearne stated Mr. Baynes had sent a memorandum to be recorded in the Land Records so it's known there are public works agreements on the property.

President Vandervort mentioned the County Commissioners signed the sewer agreement at their December 3rd meeting.

Building Permits – President Vandervort stated this information had been provided each month but then stopped and he asked to have it provided again so the Board could see what construction was going on around town.

Inclement Weather Policy – After discussion, President Vandervort stated he closed the Town Hall because of the weather last Thursday but he had Mrs. Morgan use 8 hours of annual leave. After discussion of the County's policy, the Board agreed closing the Town Hall would be at the discretion of the President and if it was closed, employees would be paid but if it was not closed, employees would need to take annual leave or not receive pay if they didn't have annual leave and restored the 8 hours annual leave to Mrs. Morgan.

Streetscape – Mrs. Morgan stated letters to the Streetscape committee members had been sent but then received a call from Tom Revelle, of the State Highway Administration, who wanted to meet with the Board to introduce the project engineer and discuss the project. The Board decided to have Mr. Revelle and the engineer come to the January 14th meeting.

Mrs. Morgan stated she had given the "If I were Mayor" contest information to Commissioner Sheets to take to the school. She also mentioned the Maryland Municipal League was asking towns to send letters to President Bush regarding the necessity of keeping local homeland security funding in the budget. The Board agreed to send a letter.

Edgar McMullen, cemetery caretaker, asked if the Board would set the cost for the cremation lots he was laying out at the cemetery. After some discussion, Commissioner Doss made a motion to set \$300 and \$600 as the cost for 3 ft. wide and 6 ft. wide lots respectively, seconded by Commissioner Sheets. The motion passed 4-0.

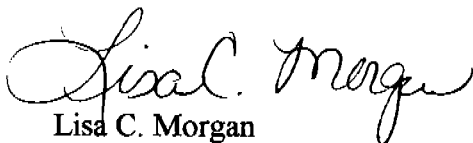
Christmas Bonuses – After brief discussion, Commissioner Stanko made a motion to give Christmas bonuses to the Town employees and Mr. Hearne at the same amounts as last year, seconded by Commissioner Doss. The motion passed 4-0.

Don McMillan, an audience member, was concerned about someone blocking off street access to the water. After some discussion, the Board stated they would need to look into the matter and see if the town street ran to the water.

Renovations – After discussion, Commissioner Stanko made a motion to accept the quote from MDI, except for those items not highlighted, at \$4,234.02, seconded by Commissioner Sheets. The motion passed 4-0.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn, seconded by Commissioner Stanko. The motion passed 4-0. President Vandervort adjourned the meeting at 9:25 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF DECEMBER 10, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Michael Erickson, Reams Document Imaging, Inc.

PENDING BUSINESS

5. Cell Phone Antennas
6. Open House
7. FY04 POS Grants (deadline 01/15/03)

NEW BUSINESS

8. Trinity Woods PWAs
9. Building Permits
10. Inclement Weather Policy
11. Streetscape
12. Christmas Bonuses

Town of Charlestown

Accounts Payable Bills

1/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Charm Net, Inc.	Acct #6419 - Inv #118461 - internet access 12/01/02 - 12/31/02	6440.1 - Telephone	16.95-
URS Corporation	Inv #275335 - Scott Gardens - site visit sewer & stormwater i...	2063.1 - Escrow - Scott Gard - Roads ...	2,762.50-
Waste Management	Acct #275-0049441-0276-5 - Inv #1086064-0276-7 - Nov '02 ...	6651.1 - Trash Collection	3,465.44-
URS Corporation	Inv #275465 - revision of Town comprehensive plan	6960.1 - Miscellaneous	441.50-
Alger Oil, Inc.	Acct #667541 Ticket #915054 - 76.6 gal x \$1.199/gal	6430.1 - Fuel	91.84-
First National Bank of North ...	Safety Deposit Box Annual Fee	6219.1 - Other	48.00-
Chesapeake Publishing Corp.	Election ad	6240.1 - Election	61.13-
Baynes, Keith A.	conf re: interrogatories - Calvert property; review & comment...	-SPLIT-	670.00-
Cecil County Chamber of C...	yearly membership fee	6214.1 - Dues & Memberships	150.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	141.40-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	37.80-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	36.61-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	59.63-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	6.81-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #316024 - paint thinner - comfort station; in...	-SPLIT-	450.69-
American Home & Hardware	Acct #685600 - Inv #690454 - latex primer - comfort station v...	-SPLIT-	217.73-
York Building Products	Acct #4568 - Inv #2884-01 -- 2.17 tons masonry sand - handi...	6490.1 - H/C Ramps (grant)	16.82-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	80.33-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21729971831 - lumber; b...	-SPLIT-	352.04-
Total 1010.1 - Cash-General Checking			9,107.22-
Total 1000.1 - General Fund Cash Accounts			9,107.22-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	138.25-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	83.93-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	18.97-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	35.09-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	288.09-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	157.41-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	463.13-
Miller Environmental, Inc.	Inv #10110285B - November '02 pass thru expenses	7120.2 - Contract Operating	145.30-
Total 1010.2 - Cash - Utility Checking			1,330.17-

Town of Charlestown

Accounts Payable Bills

1/02

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			1,330.17-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Inv #316062 - silicone sealant - shop	6420.3 · General Maintenance	13.47-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			654.93-
Total 1000.3 · Special Fund Cash Accounts			654.93-
TOTAL			11,092.32-

TOWN MEETING OF JULY 23, 2002
MINUTES

The July 23, 2002 Town Meeting of the Town Commissioners of Charlestown was called to order by Vice-President Michael W. Doss at 7:30 p.m. Other commissioners present were Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko, and Commissioner Robert L. Gell. President Steven W. Vandervort arrived later in the meeting as indicated in these minutes. 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 July 9, 2002 meeting, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Doss abstained).

Michael Hanlon – Principal – Charlestown Elementary School – Michael Hanlon introduced himself to the Board as the new principal of Charlestown Elementary School and brief discussed the addition construction at the school with the Board and members of the audience.

PENDING BUSINESS

Add-On Paving – Mr. Hearne stated there were bids from Dix Hollow & McGuirk Construction. After discussion, Commissioner Gell made a motion to accept the bid from Dix Hollow. The motion died from a lack of a second. Commissioner Stanko made a motion to get additional bids, seconded by Commissioner Sheets. The motion passed 3-1.

NEW BUSINESS

Community Service – Commissioner Doss stated he talked to the Parole officer and set up the community service for the individual who did the graffiti on the basketball court. He further stated he told them the Town was only interested in individuals sentenced to community service for crimes in town.

Quit Claim Deed – Mr. Hearne stated John Zartler had requested a quit claim deed for the area between the old and new street right-of-way on Tasker Lane from the Town. Mr. Hearne also mentioned Mr. Zartler was also trying to sell one parcel of his property there but there was a question as to whether that would create a non-conforming lot. At this time, 7:53 p.m., President Vandervort arrived at the meeting and Vice-President Doss turned the chair of the meeting over to him. After much discussion, Commissioner Doss stated the quit claim deed could be given but the question of an error on the tax map and the tax roll would have to be taken care of before the parcel Mr. Zartler wanted to sell could be transferred. After more discussion, Commissioner Gell made a motion to give a quit claim deed to Mr. Zartler, seconded by Commissioner Doss. The motion passed 5-0. Mr. Hearne stated he would have Mrs. Morgan revised the deed so the dollar amounts are the same.

Accounts Payable – Mr. Hearne stated the bill of \$8505.62 for Miller Environmental should be for \$8000 as that was what the contract stated. Mr. Hearne stated there were two payments not listed, one to Commissioner Sheets reimbursement her expenses at the MML Conference and one for Darryl Youngblood reimbursing him the difference between the amount the Town required him to escrow for engineering costs and the total engineering costs. After discussion, Commissioner Stanko made a motion to pay the bills with the exception of the MEI bill but with the addition of the reimbursements to Mr. Youngblood and Commissioner Sheets, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Sheets abstained).

Fund Balance Upgrade for Utility Billing – After discussion, the Board asked for Mrs. Morgan to get a price for the upgrade for them to discuss at the next meeting.

NEW BUSINESS

Safety Vests & Flashlights – Special Events – After some discussion, the Board tabled this, at Commissioner Doss' suggestion, so the Town could check with County Purchasing to see if they had cheaper prices for these items.

WILMAPCO Draft Plan Workbook – Mr. Hearne stated the workbook was received after the deadline of July 2, 2002 but the Town could still make comments that would be considered for the September report. After discussion, a member of the audience mentioned a water taxi. President Vandervort stated he was not sure if the water taxi docked at the town pier was the one being operated in the area but the one at the town pier was owned by Larry Metz. He further stated he would look into the situation further.

Crime Control & Prevention FY03 Grant – Mr. Hearne stated the Town had received notice the Town was awarded the additional lighting grant in the amount of \$2,000. Commissioner Doss stated the electrician never called him back and, at Commissioner Sheets' suggestion, the Board asked to have a local electrician contacted, Henry Schwartzman, for a quote.

DNR Notice to Proceed – Shoreline Erosion Project – Mr. Hearne stated the Town had the paperwork back on the project and could proceed to have the project designed.

Sewer Agreement – Cecil County – President Vandervort stated the meeting with the County Commissioners was 1 p.m. tomorrow at the County offices. President Vandervort discussed with the Board the Town's position on the sewer agreement.

Sheriff's Department Agreement – Mr. Hearne stated the period for canceling the contract had been changed from 30 to 90 days and after brief discussion, Commissioner Stanko made a motion to sign the contract, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Doss abstained).

Commissioner Stanko stated Tom Scott, a fire company member, asked if the fire hydrants in town were being maintained. Commissioner Doss stated MEI maintained them and last

year, the Town had bought bonnet seals that they replaced on the hydrants. Mr. Hearne stated the only thing MEI hadn't done was the hydrant flushing because of the drought.\

Commissioner Stanko stated she had not received a written response to a letter she sent to President Vandervort and stated she wanted her letter read into the minutes. President Vandervort read the letter into the minutes as follows:

“Dear Mr. Vandervort,

During a May 2002 town meeting, the Commissioners discussed adding some repairs to the proposed paving contract and at this time I asked if it would be possible to get an estimate on the road cut in front of our residence on Louisa Lane. At the June 11, 2002 meeting, bids submitted by Dix Hollow were presented. I was unable to attend that meeting. However, my husband dropped off some paperwork for me and was advised by Mr. Hearne that the road cut bid was \$350. My husband asked Mr. Hearne if our contractor was responsible for paving and was advised that it was our responsibility. During the meeting, the bid for the road cut, who should pay for the paving and how the paving should happen was discussed. The minutes indicate that a letter should be sent to us advising us to pave the road cut by a certain time or the Town would have it paved and bill us. To date, we have not received a letter from the Town. After reading the minutes of the meeting, we understood the Town's position to be that we were responsible for getting a contractor, paying for a contractor and having the paving completed. During the July 9, 2002 meeting, the bids from Dix Hollow were discussed and I advised the Commissioners that we would be seeking other bids as we felt \$350 was too much money. At this point, Mr. Hearne advised the Commissioners that Mrs. Morgan, the clerk, had accepted \$350 from an anonymous source to pay for the road cut in front of 202 Louisa Lane. I do not understand why Mrs. Morgan would accept money on my husband's and my behalf. The minutes of the meeting clearly indicate that we are responsible to get a contractor, paying for a contractor and having the paving completed. As we have not even selected a contractor I would suggest the Town immediately return the money to the anonymous source. I would also request Mrs. Morgan be advised she is not authorized to accept money on my husband's behalf or my behalf. Lastly, I would like to advise the Commissioners that we are in the process of getting bids to have the road cut paved. We will then seek reimbursement from our building contractor as the Town of Charlestown's specifications for water service lateral tie-in under Contracts W-90-1 & W-94-1 Section 6 Restoration and Cleanup, Section 601 Restoration of Pavements, Curbs and Sidewalks states 'all pavements, road surfaces, sidewalks, driveways and curbs that the Contractor is required to be replace shall be reconstructed in accordance with the latest Maryland Department of Transportation Standards and Specifications for construction and materials as well as compactable limits. If there are any questions or problems, please contact me.”

Commissioner Stanko stated the road cut had been paved. After much discussion, the Board decided the monies needed to be returned to the anonymous source.

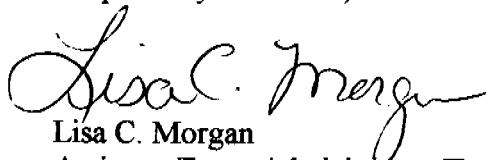
Commissioner Stanko asked if the letters regarding property clean up been sent. Mr. Hearne stated Mrs. Morgan was working on them. After discussion, the Board decided the properties should be checked before letters were sent out to make sure the violation still existed.

Mr. Hearne stated the Town's maintenance workers had taken pictures of the town-owned property on Baltimore Street and Mr. Whitby had placed a picnic table and hammock there. The Board discussed the matter. Mr. Hearne stated there was a problem with a house on Chesapeake Road where the property owner was doing some renovations. He further stated if the renovations exceeded the value of the improvements already existing, the property owner would have to elevate the structure. He further stated he had intended to put a stop work order on the property because the permit for the renovations had been approved yet although it had been submitted. Mr. Hearne stated the Planning and Zoning Commission had tabled the permit to the August meeting because Mr. Borderieux was not present. Mr. Hearne also stated there was a dilapidated house across the street and one right next to that one had an electrical line lying on the roof. He stated the electric company had put a sleeve on the line but they had provided information that indicated the property owner was responsible to have the service line reattached to the residence.

President Vandervort stated the Board had decided to fix C-dock but in looking at the dock further, he suggested the Town re-deck C-dock. Commissioner Doss stated he agreed but if new pilings needed to be driven, that should be done too. President Vandervort stated it would cost \$3-4,000 to re-deck but if new pilings were needed, he would come back to the Board on that. After much discussion, Commissioner Stanko made a motion to authorize up to \$4,000 be spent to re-deck C-dock, seconded by Commissioner Doss. The motion passed 4-1.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 23, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Michael Hanlon – Principal – Charlestown Elementary School

PENDING BUSINESS

4. Add-On Paving

NEW BUSINESS

5. Community Services
6. Quit Claim Deed – Zartler
7. Fund Balance Upgrade for Utility Billing (support expires 9/31/02)
8. Safety Vests & Flashlights – Special Events
9. WILMAPCO draft plan workbook
10. Crime Control & Prevention FY03 grant
11. DNR Notice to Proceed – Shoreline Erosion Project
12. Sewer Agreement – Cecil County
13. Sheriff's Department Agreement

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/23/2002

TIME: 11:30 pm

Joan C. Atkinson
Val Hahn
John R. Zuch
John A. Zantler
SANDRA WILLIAMS
Michael J. Haylor
John H. Hays
Harold C. Connor
Pasalya Bott

Town of Charlestown

Accounts Payable Bills

7/22/02

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Merry Maids	cleaning Town Hall - 07/22/02	6450.1 · Maintenance	35.00-
Queen Bee's Honey Pots	Inv #339 - (2) portable toilets - athletic complex & Fair Green...	6740.1 · P&R Miscellaneous	110.00-
3rd MD Colonial Charlestown...	donation	6211.1 · Donations	1,500.00-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	130.52-
Moore's Tree Service	take down (1) tree - Conestoga Street	6960.1 · Miscellaneous	400.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #0997517-0276-4 - June tra...	6651.1 · Trash Collection	3,980.90-
Maryland Rural Water Asso...	membership dues	6214.1 · Dues & Memberships	150.00-
Wal-Mart	Acct #6032 2020 0054 7977 - Inv #2114 - tape recorder - To...	6250.1 · Office Equipment	19.84-
Total 1010.1 · Cash-General Checking			6,326.26-
Total 1000.1 · General Fund Cash Accounts			6,326.26-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	34.20-
Miller Environmental, Inc.	Inv #10060280-A - pass through expenses - 12/12/01 - 07/02/...	7120.2 · Contract Operating	8,556.24-
Miller Environmental, Inc.	Inv #10080282 - water sys ops contract - Aug '02	7120.2 · Contract Operating	1,977.04-
Total 1010.2 · Cash - Utility Checking			10,567.48-
Total 1000.2 · Utility Fund Cash Accounts			10,567.48-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal-Mart	Acct #6032 2020 0054 7977 - Inv #541 - (2) manure forks	6420.3 · General Maintenance	47.88-
Gilbert Enterprises Inc.	Inv #8832N - Jun'02 gasoline charges - town trucks & mowers	-SPLIT-	173.35-
Total 1005.3 · New-Checking-Special (Special checking County)			221.23-
Total 1000.3 · Special Fund Cash Accounts			221.23-
TOTAL			17,114.97-

TOWN MEETING OF JULY 9, 2002
MINUTES

The July 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 Treasurer Donna M. Sheets, Commissioner Jennifer L.M. Stanko, and Commissioner Robert L. Gell. Vice-President Michael W. Doss arrived later in the meeting as indicated herein. 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 June 11, 2002 workshop meeting and the June 11, 2002 regular meeting, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Stanko abstained).

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

Miller Environmental, Inc. (MEI) – Monthly Report – Beth Hamilton, of MEI, presented the June 2002 water system operations report to the Board. After discussion, Mr. Hearne stated the Board could include what the current State mandatory water restrictions were in the utility billing insert. Mrs. Hamilton stated the leak at 320 Tasker Lane was repaired when the water meter bottom plate was replaced and the navigation lights on the water tower were working. After more discussion, Mrs. Hamilton discussed the situation of water productions versus water demand. After more discussion, Mrs. Hamilton stated she would check to see if the sensor at the tower could be adjusted so well 2 would kick on sooner. After more discussion, Mr. Hearne and Mrs. Hamilton stated George Smith, of MEI, was working on a recommendation regarding the water supply and demand.

At this time, Commissioner Doss arrived at the meeting.

Rebecca Phillips – Mrs. Phillips stated during the Colonial Fair they were concerned about using extension cords from the electrical outlets at the comfort station around the water puddles in Veterans Park and asked if the Town would consider installing electrical outlets at the pavilion. After discussion, Commissioner Doss stated if he doesn't receive a quote from the electrician he contacted, he would contact another one and further stated, either way, this work would be quoted also. Mr. Hearne asked Mrs. Phillips to contact Mrs. Morgan regarding Colonial Charlestown's flea market.

PENDING BUSINESS

Add-On Paving – Mr. Hearne stated one quote was to pave a part of Cooper Avenue and, as requested by Commissioner Stanko, a separate quote for paving a road cut on Louisa Lane. Commissioner Stanko stated the prices quoted for each job were high. After discussion, Mr. Hearne stated someone had anonymously paid the Town the \$350 quoted for paving the road cut. After a lot of discussion, the Board decided to get another quote from McGuirk Construction.

Special Buffer Area – G. Richard Price stated they may be close to having a workable document for the special buffer provisions and reviewed the current draft with the Board. After little discussion, Mr. Price stated he would contact Mary Owens, of the Critical Area Commission, to forward a final draft to the Town.

NEW BUSINESS

Women's Democratic Club of Cecil County – Use of Calvert Street lot for parking – Mr. Hearne reminded the Board when a previous request had been made that Keith Baynes, the Town's attorney, had recommended against allowing parking on the lot due to liability concerns and suggested parking be done at lots A and B. The Board requested a response be sent stating they would not allow use of the Calvert Street lot but lots A and B could be used for parking.

Sheriff's Office Agreement – After discussion, Commissioner Sheets made a motion to accept the contract contingent upon the document being corrected to read "Sheriff's Office", seconded by Commissioner Gell. The motion passed 3-0-2 (Commissioners Doss and Stanko abstained).

FY03 Local Government Insurance Trust (LGIT) Safety Grant – Mr. Hearne stated the Town had been unsuccessful in obtaining monies under this grant ever since LGIT had changed the qualifications, looking more toward innovative and original programs and put safety equipment itself at a low priority. After much discussion, the Board had suggested submitting for funding to secure the wellheads, install a fence around the playground behind Town Hall, and for training seminars, etc. for the Town's maintenance workers.

Commissioner Stanko asked if clean-up letters had been sent to property owners whose property had been listed. President Vandervort stated the letters had not been sent yet but should be by the next meeting.

Commissioner Doss stated the individual who defaced the basketball court admitted doing so while in custody at the Detention Center on an unrelated charge. He further stated he contacted Parole and Probation and as part of the 25 hours of community service ordered on the unrelated charge, the individual will be removing the graffiti and that which is under the ship structure at the playground and performing any other work the Town may have for him. Commissioner Doss stated the Parole and Probation coordinator asked the Town to send a letter if the Town was interested in having Charlestown residents sentenced to community service perform that work in town. Commissioner Doss made a motion to have a letter sent, seconded by Commissioner Sheets. The motion passed 5-0.

Dorothy Gonce – Discontinue Water Service – Dorothy Gonce wrote a letter requested discontinuance of water service to the second structure on her property. After discussion, the Board stated she needed to understand if service was discontinued, service could not be reconnected in the future because the property was in a single-family dwelling area and the

service would need to be capped properly and inspected by County Permits and Inspection. The Board requested a response stating that be sent to Mrs. Gonce.

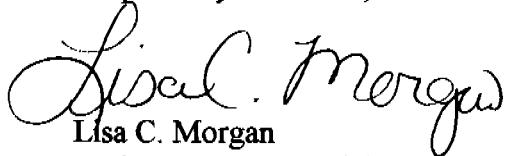
Commissioner Gell stated Al Wein, the County Administrator, had called and said they hadn't gotten any response from Joseph Mahoney, the attorney who was supposed to be handling the matter for the Town and Mr. Wein had provided a list of dates the County could meet with the Town. President Vandervort stated he would show the list to Mr. Mahoney and if he couldn't handle it, he would contact Mr. Baynes and set up a meeting date and let the Board know when the meeting would be.

President Vandervort stated the Board had met in executive session on June 11, 2002 directly after the town meeting to discuss the current situation with Charlestown Marina and he further stated the Board had taken no action during the session.

Mr. McMullen asked if the Town would be removing some of the old road left after the Town had put in the new section of Tasker Lane. After discussion, President Vandervort stated he would meet with Mr. McMullen on Saturday so Mr. McMullen could show what area he wanted removed. Mr. McMullen also stated he had talked to Mr. Zartler, the adjacent property owner, who had indicated he wanted some brush removed but not the pavement. President Vandervort stated the Town would need to contact Mr. Zartler but he would meet with Mr. McMullen on Saturday.

Commissioner Doss made a motion to adjourn the meeting and go into executive session to discuss the Charlestown Marina situation, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort adjourned the meeting.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JULY 9, 2002
AGENDA

7:30 P.M.

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

PENDING BUSINESS

5. Add-On Paving
6. Special Buffer Area

NEW BUSINESS

7. Women's Democratic Club of Cecil County – Use of Calvert St. lot for parking
8. Sheriff's Office Agreement
9. FY03 LGIT Safety Grant
10. Dorothy Gonce – Discontinue Water Service

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/9/2002

TIME: 7:30 pm

Rebecca C. Phillips

Bob Phillips

RICHARD PRICE

Betsy Hart

Hattie Salada

~~Betsy Salada~~

M. William Am

Joan C. Atkinson

Ricky McCall

Town of Charlestown

Accounts Payable Bills

7/09/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Merry Maids	cleaning Town Hall - 07/08/02	6450.1 - Maintenance	35.00-
Charm Net, Inc.	Acct #6419 - Inv #109480 - internet access 07/01/02 - 07/31/02	6440.1 - Telephone	16.95-
Chesapeake Publishing Corp.	FY03 budget workshop mtg; CDBG grant release of funds ad...	-SPLIT-	224.13-
Maryland Municipal League	FY03 membership dues	6214.1 - Dues & Memberships	697.96-
LGIT Health Pool	Jul '02 medical insurance	6170.1 - Medical Insurance	255.31-
Carrot-Top Industries, Inc.	(23) 3x5 Amer flags on 5x1" poles; (23) holders; (23) steel ba...	6715.1 - Other	879.75-
Maryland Rural Developme...	Circuit Rider payment - 4th qtr FY02 (04/01/02 - 06/30/02)	6330.1 - Administration	3,133.50-
Verizon	Acct #000017861803 96Y	6440.1 - Telephone	122.61-
U.S. Postmaster	annual post box rent	6219.1 - Other	20.00-
American Home & Hardware	Acct #685600 - Inv #856592 - door closer (post office); Inv #...	-SPLIT-	194.46-
Lowe's Home Centers Inc.	Acct #120402 - Inv #21717286272 - lumber - c dock; Inv #21...	-SPLIT-	419.64-
Sheriff's Patrol	gasoline for Charlestown Patrol - periods of 04/20/02 - 05/17/...	-SPLIT-	234.71-
Sheriff's Patrol	Charlestown Patrol - periods of 04/20/02 - 05/17/02; 05/18/02...	-SPLIT-	8,163.50-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #2414 - spray paint; maski...	-SPLIT-	67.98-
Zeager Bros., Inc.	Cust #2116300 Inv #60402 - (5) small kick out mats (2) lg kic...	6716.1 - Fairgreen Park	1,860.32-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	187.54-
landfill	Acct #1043 - landfill charges - Jun '02	6651.1 - Trash Collection	41.86-
McCarthy's Comfort Stations	Inv #235 - (2) portable toilet - athletic complex & Fair Green ...	6740.1 - P&R Miscellaneous	220.00-
McCarthy's Comfort Stations	Inv #247 - (1) portable toilet - Colonial Fair	6965.1 - Colonial Fair	50.00-
Queen Bee's Honey Pots	Inv #271 - (2) portable toilets - athletic complex & Fair Green...	6740.1 - P&R Miscellaneous	110.00-
Connectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	167.30-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	12.57-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	21.72-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	37.41-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	14.19-
Total 1010.1 - Cash-General Checking			17,188.41-
Total 1000.1 - General Fund Cash Accounts			17,188.41-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
U.S. Postmaster	(6) rolls postage	-SPLIT-	222.00-
U.S. Postmaster	(8) rolls postage	-SPLIT-	296.00-
Atlantic Coast Laboratories	Inv #95905 - monthly coliform testing - May '02; Inv #96298 ...	-SPLIT-	32.00-
Verizon Wireless	Acct #202583968-00001 - Inv #362863847 - (2) cell phones	7760.2 - Miscellaneous	50.33-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 - Telephone	34.79-

Town of Charlestown

Accounts Payable Bills

7/09/02

Name	Memo	Split	Amount
Miller Environmental, Inc.	Inv #10070281- water sys operations contract - Jul '02	7120.2 · Contract Operating	1,901.00-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 · Station #1	140.21-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	97.27-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 · Lift Station	7.75-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	39.20-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	376.50-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	203.58-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	78.85-
Total 1010.2 · Cash - Utility Checking			3,479.48-
Total 1000.2 · Utility Fund Cash Accounts			3,479.48-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Home & Hardware	Acct #85600 - Inv #856593 - tire foam; car wash; hand clea...	6420.3 · General Maintenance	8.10-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #8740 - bleach; Lysol kitch...	6420.3 · General Maintenance	9.75-
Gilbert Enterprises Inc.	Inv #8767G - May'02 gasoline charges - town trucks & mowers	-SPLIT-	286.33-
Mendenhall's Garage	Inv #2738 - trimmer string - weed eaters - shop; Inv #827355 ...	-SPLIT-	107.66-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #54951 - idler; belt - mower; Inv #55498 - ...	-SPLIT-	251.69-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			1,304.99-
Total 1000.3 · Special Fund Cash Accounts			1,304.99-
TOTAL			21,972.88-

TOWN MEETING OF OCTOBER 22, 2002

PUBLIC HEARING – Special Buffer Area

The Public Hearing held on October 22, 2002 on the creation of a Special Buffer Area and regulations pertaining thereto 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.

The Board reviewed the draft on the Special Buffer Area and the regulations pertaining thereto with Dr. G. Richard Price. After discussion, the Commissioners considered and decided to include language regarding the required caliper and/or size of the plantings and language about required replacement of those plantings if they do not survive. The Board asked if there was any public comment on the draft and, as there was no comment, the Board decided to have the draft forwarded to Keith Baynes, the Town's attorney, to be written in ordinance form. Commissioner Stanko made a motion to close the public hearing, seconded by Commissioner Doss. The motion passed 5-0.

TOWN MEETING

The October 22, 2002 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort directly after the public hearing was closed.

Minutes – Commissioner Gell made a motion to approve the minutes with the following changes: Commissioner Stanko had asked about the handicapped ramps and Commissioner Sheets made the motion on setting the Halloween trick or treat hours with Commissioner Stanko seconding the motion. The motion to approve the minutes was seconded by Commissioner Sheets and the motion passed 4-0-1 (Commissioner Vandervort abstained).

Accounts Payable – Commissioner Sheets stated a check for \$100 was needed for the magician for the Halloween Parade and Party and needed to be included on the accounts payable. After brief discussion, Commissioner Gell made a motion to pay the bills as amended, seconded by Commissioner Sheets. The motion passed 5-0.

Pending Business

Executive Session – Commissioner Doss stated at the end of the October 8, 2002 meeting the Board went into executive session to discuss what was originally to be a complaint against town personnel. He further stated, once in executive session, the Board found the complaint being made didn't meet the criteria for an executive session so that portion of the previous meeting should be made public. Commissioner Doss made a motion to release to the public the minutes of the executive session held at the October 8, 2002 meeting, seconded by Commissioner Gell. The motion passed 4-0-1 (Commissioner Vandervort abstained).

County Sewer Agreement – President Vandervort stated the Board had been negotiating an amendment to the agreement with the County Commissioners. After discussion, Commissioner Doss stated he was concerned about the language allowing the county to use the master sewer flow meter if water meter readings were late. President Vandervort stated he would discuss that

with the County. He further asked if the Board would allow to sign the agreement when these final details are worked out. Commissioner Doss made a motion to authorize President Vandervort to sign the agreement, seconded by Commissioner Sheets. The motion passed 5-0.

Lighting – Commissioner Doss stated he had met with Best Electric and they would submit a revised proposal as the work to be done had changed between the time Best Electric had submitted their proposal and the Town received proposals from other contractors. He further stated he needed to talk to Ben Mazza, of Holophane, about the lights themselves.

Renovations – Mrs. Morgan stated she had met with two office furniture manufacturer representatives and needed to schedule an appointment with a third. She further stated they should have bids back by the end of next week.

I&I Project – Mr. Hearne stated he found out during the sewer agreement discussions that the County now had the capability to video sewer mains and they agreed they would cooperate with the Town on doing video work on the Town's mains.

Shoreline Erosion Project – Mr. Hearne stated President Vandervort needed to work on the engineering specs so that could be out to bid. President Vandervort stated he would work with Mr. Hearne this week on the specs.

Town House Repairs – President Vandervort stated he ordered the dishwasher. Mrs. Morgan stated William Algard, one of the Town's maintenance workers, had suggested the Town replace the dryer. After discussion, President Vandervort stated he would look at the dryer since it should just need a new door latch.

Handicapped Ramps – Mr. Hearne stated Mr. Algard had started on the footers.

Mrs. Morgan mentioned Corrosion Control was supposed to start painting the exterior of the tank on the interior of the tower tomorrow.

New Business

Ltr to Forvm for Rural Maryland – Mr. Hearne stated that Maryland Rural Development Corporation, who administers the circuit rider administrator program for the State, was requesting letters of support for continued funding be sent to the Forvm for Rural Maryland, a major funding source for the program. He stated they had sent a suggested draft for the Town to use if it decided to send a letter. After brief discussion, Commissioner Stanko made a motion to send a letter, seconded by Commissioner Gell. The motion passed 5-0.

Perryville High School – Year Book Ad – Commissioner Gell made a motion to spend \$150 for a ½ page ad in the yearbook, seconded by Commissioner Sheets. The motion passed 5-0. Dr. Gell stated he would work on the ad.

Fire Company – Donation – Mrs. Morgan stated this donation was on last meeting's accounts payable and was not approved because a motion could not be seconded due to conflict of interest. She further stated she had, in error, printed the check but it had not been signed or sent. After discussion, Commissioner Vandervort made a motion to donate \$1600 to the fire company, seconded by Commissioner Gell. The motion passed 2-0-3 (Commissioners Doss, Sheets and

Stanko abstained). Commissioner Stanko stated the fire company, if they could find a way to afford it, wanted to put the town seal on the new building. After discussion, the Board agreed the fire company could do so.

At this time, Commissioner Doss left the meeting.

Halloween Parade & Party – Commissioner Sheets updated the Board on the arrangements made and reminded the commissioners it was Saturday from 1-3 p.m.

President Vandervort stated the Town's tape recorder needed to be replaced. After brief discussion, Commissioner Stanko made a motion to approve the purchase of a new one up to \$200, seconded by Commissioner Sheets. The motion passed 4-0. The Board decided to ask Commissioner Doss to make the purchase.

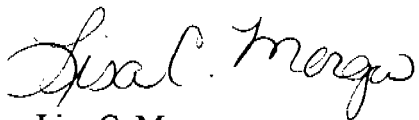
Christmas Party – Mrs. Morgan asked the Board to set the date of the Town's open house. After brief discussion, the Board decided on Fri., December 20th from 2-7 p.m. Mrs. Morgan stated she would work on getting prices, etc.

Commissioner Sheets stated the Special Events volunteers had been asked, instead of having a parade on the 4th of July, competing with surrounding towns, to consider having an all-day festival in September instead. Commissioner Gell asked if it could be a 2-day event. Commissioner Sheets stated the volunteers felt if a 1-day September festival went well, would then consider making it a 2-day event the following year. After more discussion, Mrs. Phillips, an audience member, asked where would the profits go. Commissioner Sheets stated the profits would be used for children's organizations within the Town, i.e. the Boys Scouts, the Sea Scouts, a Boys & Girls club. After more discussion, Commissioner Gell made a motion that the Town support a 1-day festival in September, seconded by Commissioner Stanko. The motion passed 4-0.

Randy Knoblach asked what information the Town had received so far in order to decide on extending water/sewer service to the Long Beach Road area. Mr. Hearne stated he had not received anything yet from URS, the Town's engineers, and Mrs. Morgan stated she was waiting for the tax parcel map to determine where the parcels of interested property owners were in the area. After more discussion, the Board stated it had no new information at this time. President Vandervort stated he would contact URS himself about it.

As there was no further business to be discussed, Commissioner Stanko made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 9:03 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF OCTOBER 22, 2002
AGENDA

7:30 P.M.

Public Hearing

Special Buffer Area Ordinance

Town Meeting

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. Executive Session on October 8, 2002
4. County Sewer Agreement
5. Renovations
6. I&I Project
7. Shoreline Erosion Project
8. Lighting
9. Town House Repairs
10. Handicapped Ramps

NEW BUSINESS

11. Letter to Forum for Rural Maryland
12. Perryville High School -Yearbook Ad
13. Fire Company – Donation
14. Halloween Parade & Party
15. Christmas Party

Town of Charlestown

Accounts Payable Bills

1/02

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Campbell & Nolan Associate...	Inv #13766 - part paym't on engineering - wave screen	6717.1 · Boat ramp (Reimbursable)	707.00-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	134.75-
LGIT Health Pool	Nov '02 medical insurance	6170.1 · Medical Insurance	255.31-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 08/24/02 - 09/20/02	6920.1 · Police Protection	120.77-
Sheriff's Patrol	Charlestown Patrol - period of 08/24/02 - 09/20/02	6920.1 · Police Protection	3,570.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #1043207-0276-4 - Sep'02 1...	6651.1 · Trash Collection	3,465.44-
Maryland Rural Developme...	Circuit Rider payment - 1st qtr FY03 (07/01/02 - 09/30/02)	6330.1 · Administration	3,133.50-
Glowstickfactory.com	glowsticks - assorted 6" - Halloween	6963.1 · Halloween Party	363.99-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #313528 - nails - c dock; Inv #313684 - poly...	-SPLIT-	124.16-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21724094735 - lumber - ...	-SPLIT-	140.79-
Total 1010.1 · Cash-General Checking			12,015.71-
Total 1000.1 · General Fund Cash Accounts			12,015.71-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Cecil Co. Commissioners	3rd qtr '02 county sewer user fees	6550.2 · County Regional System Use...	22,449.59-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	38.25-
Alfirst Bank, Trustee for CDA	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 · Original Construction Loan	21,378.98-
Atlantic Coast Laboratories	Inv #97919 - monthly coliform testing - Sep '02	7121.2 · Laboratory Testing	16.00-
Miller Environmental, Inc.	Inv #10110285 - water sys ops contract - Nov '02	7120.2 · Contract Operating	1,977.04-
Total 1010.2 · Cash - Utility Checking			45,859.86-
Total 1000.2 · Utility Fund Cash Accounts			45,859.86-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Inv #314015 - 6 inch screwdriver - shop	6420.3 · General Maintenance	3.95-
Lowe's Home Centers Inc.	Acct #0120402 - Inv #21724094734 - marking paint - shop	6300.3 · Streets	18.68-
Gilbert Enterprises Inc.	Inv #8974N - Sep '02 gasoline charges - town trucks	6026.3 · Gasoline - Truck	157.46-
Total 1005.3 · New-Checking-Special (Special checking County)			180.09-
Total 1000.3 · Special Fund Cash Accounts			180.09-
TOTAL			58,055.66-

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/22/2002 TIME: 7:30 p.m.

Randy Knoblauch

Betty Knapp

Judy Colant

Donald McMillan

Steve Burchett

Rebecca Phillips

Bob Phillips

DICK PRICE

Meredit Lucking

Val Hurler

Rosalyn R Bott

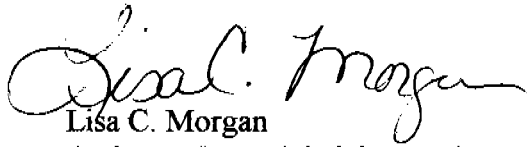
Henry D. Huts

TOWN MEETING OF OCTOBER 8, 2002
EXECUTIVE SESSION

Vice President Doss called the executive session to order at 8:48 p.m. During much discussion, Mr. Borderieux wanted to know why he was fined \$100 by Mr. Hearne for tearing down a structure without a permit and asked if there was a fine for not tearing down a condemned structure. He further wanted to know why it takes 3 visits to Planning and Zoning to get a minor permit for a roof and shed. He stated he provided the same elevation certificate for a major permit for a two room addition that was used for a permit for a new 3-story structure next to his property. Mr. Borderieux stated Mr. Hearne had given Planning and Zoning a FEMA document about a 50% rule on reconstruction but he didn't mention that these were guidelines for structures substantially damaged by flood. After more discussion, Mr. Borderieux asked why Mr. Hearne hadn't called him in that 30-day period between meetings to let him know the certificate was not acceptable. Mr. Borderieux also stated the Sheriff's Office, responding to his complaint about vehicle washing while under the mandated water restrictions, told him they couldn't do anything about it because they didn't see them use it. Mr. Borderieux stated he asked for a bulk pickup last week and the items were still there. He said he had also complained about an untagged/unlicensed trailer in the road and Mr. Hearne stated the Town couldn't do anything in spite of that. Mr. Borderieux continued by stating the FEMA document was guidelines for substantially damaged buildings damaged by flood. Vice President Doss stated no if you're in the floodplain, you have to abide by the FEMA document. Mr. Borderieux stated Mr. Hearne doesn't like the fact that I'm building it myself and says I have to include my own labor into the construction costs. Commissioner Stanko stated there seem to be several issues and not all have to do with Mr. Hearne. Vice President Doss stated these issues were something that should be handled outside of an executive session and that an executive session was about a personnel grievance against Mr. Hearne. Mr. Borderieux stated he didn't like the fact Mr. Hearne knew for 30 days that the certificate was not acceptable, which he did accept for the Suppa permit. Mr. Hearne stated the Suppas were building a totally new structure and would need to certify during construction that it was 13 ft., 1 ft. above flood. Mr. Borderieux asked what do you do if it's not. Mr. Hearne stated the Board would determine what to do. After more discussion, Vice President Doss stated Mr. Borderieux was not the only individual who has had to resubmit plans to the Planning and Zoning Commission. Commissioner Stanko stated from what she saw in the Planning and Zoning minutes provided, the problem has been that your plans hadn't been sufficient to meet what Planning and Zoning needed. She further stated as far as the elevation certificate, that seemed to be the last item Mr. Borderieux needed to provide. After more discussion, Commissioner Stanko stated the only thing she saw was perhaps Mr. Hearne should have made a courtesy call to Mr. Borderieux to let him know the certificate was not acceptable. After more discussion, Vice President Doss stated it's not Charlestown's position to withhold anyone from doing anything that they're allowed to do once all the paperwork and permits are approved but you're going to have to go by the guidelines, rules and regulations of the Town, County, State and FEMA. Mr. Borderieux stated he didn't feel that he had to include cost of his own labor. Vice President Doss stated if that was what the FEMA document stated that's what you have to do. Mr. Borderieux stated the document was about substantially

damaged buildings. Mr. Hearne pointed out the section concerning reconstructions and renovations. After more discussion, Commissioner Gell stated Mr. Hearne was not requiring you do anything, the Planning and Zoning Commission was. After more discussion, Vice President Doss stated the reason the Board went into executive session was it believed it would be discussing a personnel grievance which, to him, doesn't seem to be the case and stated these matters should be discussed in open meeting. After polling the Board, Vice-President Doss closed the executive session at 9:10 p.m. and went back into open meeting. After more discussion, the Board decided to contact Keith Baynes, the Town's attorney, to provide an opinion as to whether FEMA regulations apply to Mr. Borderieux' situation and once received, a copy of the opinion would be sent to him and the Planning and Zoning Commission.

Respectfully submitted

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

Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF OCTOBER 8, 2002
MINUTES

The October 8, 2002 Meeting of the Town Commissioners of Charlestown was called to order by Vice President Michael W. Doss at 7:30 p.m. Other Commissioners present were 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 September 24, 2002 meeting subject to changing the vote on employee pay raises from 5-0 to 4-0, reflecting that there were only 4 commissioners present. Commissioner Stanko seconded the motion and the motion passed 4-0.

Accounts Payable – After brief discussion, Commissioner Gell made a motion to pay the bills except for the Charlestown Fire Co. donation, seconded by Commissioner Stanko. The motion passed 3-0-1 (Commissioner Sheets abstained).

Edgar McMullen – Post Office – Edgar McMullen asked if the post office door closer could be fixed as the door was hard to open for some people. The Board asked Town maintenance to look at it again. Mr. McMullen also stated he had heard about and was against providing people with keys to the post office lobby so they could get mail after hours. After some discussion, Commissioner Sheets stated various suggestions had been made to provide after hour mail access. She stated the postmistress was interested in knowing how many were interested in getting their mail after hours and perhaps that question could be put in the utility billing insert.

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the September 2002 monthly report to the Board. Mrs. Morgan stated Mr. Smith's recommendation was to increase the size of the well and soda ash pumps prior to the 119 connections the Town was committed to and asked if he could provide a recommendation on the sizes and costs of the pumps. After brief discussion, Mr. Smith stated he would work on that. Commissioner Stanko was concerned that the report indicated people were using the same amount or more water even though under drought restrictions. She asked and the Board agreed the drought restrictions should be put in the utility billing insert and ask people to conserve. Mrs. Morgan stated Corrosion Control was supposed to paint the inside of the water tower and asked Mr. Smith if weather conditions were now appropriate to have that work done. Mr. Smith stated it was close to that and Mrs. Morgan stated either she or Mr. Hearne would contact Corrosion Control.

John Borderieux – Grievance against Planning & Zoning Commission & Stanley Hearne – Mr. Borderieux stated he never said he had a grievance against the commission, just Mr. Hearne. After some discussion, the Board agreed this sounded like a personnel matter that should be discussed during an executive session and tabled further discussion until the end of the meeting so they could go into executive session.

Randy Knoblach – Water/Sewer Service – Randy Knoblach wanted to know the progress made by the Town on water/sewer service in the Long Beach Road area. Mr. Hearne stated he was still waiting for information back from URS Corporation, the Town's engineers. Mrs. Morgan

stated she waiting to receive Tax Parcel Map No. 35 to locate the people on the list provided by Mr. Knoblach.

PENDING BUSINESS

Final Draft – Special Buffer Area ordinance – Dr. Richard Price discussed the final draft of the ordinance and mentioned the Planning and Zoning Commission had requested specific caliper and sizes for trees and shrubs be included on the mitigation charts and some language about the survivability of the plantings. Mr. Hearne stated the public hearing was scheduled for October 22, 2002 and could be held at the school. The Board agreed they should use the school for the public hearing as there may not be sufficient room for people at the Town Hall.

Renovations – Mrs. Morgan stated the furniture listed were the features Mr. Hearne and she had selected and in order to incorporate those features into one style and get accurate cost proposals, she would need to meet with some office furniture company representatives. The Board asked her to do so as soon as possible.

Vice President Doss asked and Donald McMillan, a member of the audience, stated he was taping the meeting. Vice President Doss asked him to desist and stated taping of meetings was not allowed, except for the official Town tape recording, unless all parties present had given prior consent. He further stated anyone could purchase a copy of the Town's tape by filling out a request form and Mr. McMillan could ask Mrs. Morgan for the form after the meeting if he wished to purchase the tape.

MML Dinner – Mrs. Morgan asked Commissioner Doss if the calendar idea he and Commissioner Stanko had suggested would be ready for the dinner. He stated the calendars could be done but not in time for the dinner. Mrs. Morgan asked if she could purchase flower arrangements for the tables then. The Board briefly discussed and agreed. After some discussion, Commissioner Doss will do the pledge and Mrs. Morgan will do it if he were not there in time. Mr. Hearne stated Chris Rogers, of URS, had wanted to attend the dinner but he was not sure why and would talk to Mr. Rogers.

I&I Project – Mr. Hearne stated Alice Scanlon, of the Maryland Department of the Environment (MDE), had called about the project. He further stated the Town needed to decide if they wanted to take this further and do the TV scanning, etc., which would mean committing to the loan. After brief discussion, the Board tabled the matter until they had a full board.

Shoreline Erosion Project – Mr. Hearne stated President Vandervort needed to work with him on bid specs for the engineering. He further stated the Board might want to consider having the RC&D Council manage the project if the Town receives the Chesapeake Bay Trust grant.

Tree – Tasker Lane – Mrs. Morgan stated she received two estimates: Cecil Tree Service for \$400 and Moore Tree Service for \$475. Commissioner Stanko made a motion to give the work to Cecil Tree Service for \$400, seconded by Commissioner Sheets. The motion passed 4-0.

Lighting – Commissioner Doss stated the Town received 3 proposals for running the electric but the Town needed to contact Best Electric, who had put in a proposal months ago, for a revised proposal as the work to be done had changed. He further stated there was a miscommunication on the wattage for the lights; we needed 4 – 100 watt and they sent 4 – 400 watt so he was

working on Holophane to get that situation changed, possibly without a re-stocking charge. He asked to have Best Electric contacted so the Board could award the wiring bid and the light bases could be started.

Planning & Zoning Commission Opening – Mr. Hearne stated the Town had received letters of interest from Richard Hartnett, Renee Sheets and Rogers Clements. After discussion, the Board, by ballot, selected Mr. Clements for the opening. Mr. Hearne stated the Town still had an opening for an alternate on the Board of Appeals. The Board asked that the letters to the individuals who were not selected to fill this opening also ask if they would be like to be considered for the Appeals Board opening.

Commissioner Stanko asked about the repairs to the town house. Mrs. Morgan stated President Vandervort was supposed to be getting the new dishwasher and, as far as the other repairs, they should be done except for the dryer door.

Commissioner Stanko asked when town maintenance would start on the handicapped ramps. Mrs. Morgan stated they were ready but President Vandervort wanted them to do C-dock first and asked them to hold off on starting that. After discussion, the Board agreed to have town maintenance start on the handicapped ramps.

Commissioner Sheets made a motion to set the Town's Halloween trick-or-treat hours for October 31, 2002 from 6-8 p.m., seconded by Commissioner Stanko. The motion passed 4-0.

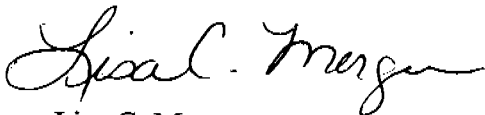
Mrs. Morgan stated someone had damaged the sign at the corner of Revelation Rd. and Salvation Cir. She stated town maintenance had the signs but needed to order a new bracket and suggested the Board purchase 6 so town maintenance had extra ones on hand. Commissioner Stanko made a motion to purchase 6 brackets at \$6.65 each plus shipping, seconded by Commissioner Sheets. The motion passed 4-0.

Mrs. Morgan stated she had notified Merry Maids that the Board was discontinuing their services and, after meeting with Best Cleaning Services who, it turned out, would charge the same as Merry Maids, made arrangements for them to clean the Town Hall.

After some discussion, Commissioner Doss asked to have Cecil Tree Service look at the tree at the boat ramp the day they come to remove the tree on Tasker Lane. Mrs. Morgan stated she would arrange that.

As there was no further business to be discussed, Commissioner Stanko made a motion to go into executive session to discuss with John Borderieux his grievance against Mr. Hearne, seconded by Commissioner Sheets. The motion passed 4-0. Vice President Doss adjourned the meeting at 8:40 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF OCTOBER 8, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Edgar McMullen – Post Office
4. John Borderieux – Grievance against Planning & Zoning Commission
& Stanley Hearne
5. Randy Knoblach – Water/Sewer Service

PENDING BUSINESS

6. Final Draft – Special Buffer Area ordinance
7. Renovations
8. Water System Capacity
9. MML Dinner
10. I&I Project
11. Shoreline Erosion Project
12. Tree – Tasker Lane
13. Lighting
14. Planning & Zoning Commission opening

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/8/2002 TIME: 7:30 PM

- Frank Brownell
- Judy Calvert
- Donald McMillan
- Brenee Shirts
- Edgar McMillan
- John C. Magness
- Rebecca Phillips
- Bob Phillips
- George A. Spitzer
- A Knoblauch
- D Knoblauch
- Richard Price
- Ben & Sue Suppa
- Ar. Brub
- Val Hahn

TOWN MEETING OF NOVEMBER 26, 2002
MINUTES

The November 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, and Commissioner Robert L. Gell. Commissioner Stanko arrived late to the meeting as mentioned herein. Audience attendance sheet is attached hereto.

Minutes – Commissioner Sheets approved the minutes of the October 22, 2002 meeting subject to changing a sentence to read “the Board will ask Commissioner Doss to make the purchase” regarding the tape recorder, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Doss abstained). Commissioner Sheets made a motion to approve the minutes of the November 12, 2002 meeting subject to changing to date of the County Commissioners’ meeting from December 19th to November 19th, seconded by Commissioner Doss. The motion passed 4-0.

Accounts Payable – Commissioner Gell wanted to know what actual expenditures were compared to what was budgeted. Mrs. Morgan stated she could provide a budget report once a month to the Board. Commissioner Doss made a motion to pay the bills, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Sheets abstained).

PENDING BUSINESS

County Sewer Agreement – President Vandervort stated two of the changes were made to the agreement but the penalty for not supplying meter readings was kept in there. After discussion, President Vandervort stated he had signed the agreement but the County Commissioners didn’t sign the agreement at their December 19th meeting because there had been no chance to advertise it. He stated they will be dealing with it at their December 3rd meeting.

Cell Phone Antennas – President Vandervort stated a proposed lease from AT&T had been forwarded to Keith Baynes, the Town’s attorney, and he has provided comments. After some discussion, President Vandervort stated he would forward Mr. Baynes’ comments to AT&T.

Open House – After discussion, Commissioner Doss set the budget for the open house at \$750, seconded by Commissioner Sheets. The motion passed 4-0.

Calvert Property – President Vandervort stated the hearing was cancelled because an agreement was reached with Ms. Calvert to tear down the house within 60 days. President Vandervort stated Mr. Baynes would provide the Town with a copy of the order.

Chesapeake Bay Trust grant – Mrs. Morgan stated grant funding through the Chesapeake Bay Trust was not available at this time but they would keep our request on file in case future funding becomes available.

NEW BUSINESS

FY04 POS Grants (deadline 01/15/03) – Mrs. Morgan stated POS grant requests for FY04 needed to be in by January 15, 2003. She further stated the Town had requested FY03 funds for a water fountain at the athletic complex but it was not funded. She stated the Town could resubmit that or the Board can decide on other projects. President Vandervort mentioned that the number one priority for POS money was land acquisition. Commissioner Sheets mentioned purchasing lots in Trinity Woods for a park. After discussion, Mrs. Morgan stated she could get an approximate assessment if she knew what lots to consider. Commissioner Sheets stated she would look into it.

Tatman & Lee (URS) retainer – Commissioner Doss made a motion to retain Tatman & Lee (URS) for \$1, seconded by Commissioner Sheets. The motion passed 4-0.

MD Humanities Council Letter – Mrs. Morgan asked the Board to disregard that since the Council was requesting private rather than public donations.

Conferences & Meetings Information – Mrs. Morgan stated she had placed information regarding conferences, meetings, and open houses in each commissioner's box.

Commission Appointments – Commissioner Gell stated the Town should advertise when an appointment expires and appoint whoever was the best candidate of those who replied rather than automatically reappoint the individual whose term expired. President Vandervort stated the Town advertised a vacancy when someone resigned from a commission but has not when a term simply expired. After much discussion, Commissioner Doss made a motion to reappoint Joan Upperco, Virginia Slater and Judy Newsome to two-year terms on the Election Board, seconded by Commissioner Gell. The motion passed 4-0. Commissioner Doss made a motion to reappoint Lambert Muller-Thym to a three-year term on the Board of Appeals, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Gell abstained). Commissioner Doss made a motion to reappoint Leslie Upperco to a five-year term on the Planning and Zoning Commission, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Gell abstained). After more discussion, Commissioner Sheets made a motion to reappoint Rebecca Phillips, Linda Slicer and Nicholas Hayes to the Historic District Commission, seconded by Commissioner Doss. The motion passed 3-0-1 (Commissioner Gell abstained).

President Vandervort stated Michael Vaughn, of Stuart Associates, part of York Building Products, had talked to him about their interest in the Town supplying water, and possibly sewer, to their property on the north side of Route 40. He stated Mr. Vaughn would like to talk to URS, the Town's engineers, about the idea and had asked if the Town was all right with that. After discussion, the Board agreed they could but the expense would be theirs. President Vandervort stated he had mentioned that to Mr. Vaughn.

President Vandervort stated the fire company wanted the town to purchase a town seal logo for the firehouse. Commissioner Sheets stated she had gotten costs for two different types of logos from Paint N' Place Signs. After discussion, Commissioner Gell made a motion to purchase a

town seal logo for \$1850 from Paint N' Place Signs, seconded by Commissioner Vandervort. The motion passed 2-0-2 (Commissioners Doss and Sheets abstained).

Commissioner Gell asked about a Kirk's Candy Kitchen operating in town. Mrs. Morgan stated the Planning and Zoning Commission had reviewed the proposed business with the owners and no on-site sales were being done.

County Commissioner-elect Mark Guns briefly discussed some issues with the Board and members of the audience.

Mrs. Calvert stated the "no parking this side" sign had been taken down on Chesapeake Road. The Board asked William Algard, one of the maintenance workers, to put the sign back up. Mrs. Calvert also stated the end of the street to the water had been barricaded. After some discussion, President Vandervort stated he believed it was town right-of-way but the situation would be looked into.

Mr. Algard briefly discussed his concern about some comments made by a town resident about his employment.

At this time, 8:45 p.m., Commissioner Stanko arrived at the meeting.

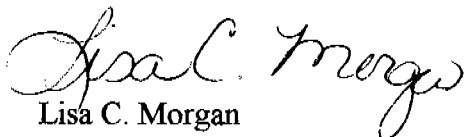
After some discussion, the Board stated this was a personal matter between Mr. Algard and the town resident.

After being mentioned by Commissioner Gell, Commissioner Doss made a motion to cancel the second meeting in December, seconded by Commissioner Stanko. The motion passed 5-0.

Edgar McMullen wanted the Board to follow up with the clean up letters sent because notice to several property owners had to be more than the 30 days given. After discussion, the Board stated it would follow up.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort adjourned the meeting at 8:56 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF NOVEMBER 26, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. County Sewer Agreement
4. Cell Phone Antennas
5. Open House
6. Calvert Street Property
7. Chesapeake Bay Trust grant – reply

NEW BUSINESS

8. FY04 POS Grants (deadline 01/15/03)
9. Tatman & Lee retainer
10. MD Humanities Council Letter
11. Conferences & Meetings Information
12. Commission Appointments

Planning & Zoning Commission – 5 years
Leslie Upperco (11/02)

Historic District Commission – 3 years
Rebecca Phillips (01/03)
Nicholas Hayes (01/03)
Linda Slicer (01/03)

Board of Appeals – 3 years
Lambert Muller-Thym (11/02)

Election Board – 2 years
Judy Newsome (10/02)
Joan Upperco (10/02)
Virginia Slater (10/02)

ROSTER

CHARLESTOWN TOWN MEETING

DATE: November 26, 2002

TIME: 7:30 p.m.

Edward M. Miller
William C. Alford
Judy Adams

Town of Charlestown

Accounts Payable Bills

1/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Perryville High School	Inv #102 - 1/2 page yearbook ad	6211.1 · Donations	150.00-
Best Cleaning Services, Inc.	Inv # 19236 - (2) bi-weekly cleanings	6450.1 · Maintenance	70.00-
William C. Sandler & Co., PA	audit services	8320.1 · Auditor	4,055.50-
Waste Management	Acct #275-0049441-0276-5 - Inv #1056558-0276-4 - Oct '02 t...	8651.1 · Trash Collection	3,465.44-
Injured Workers' Ins. Fund	Policy #2801346-RT - premium	8160.1 · Workmen's Compensation	319.00-
Cecil-Harford Chapter, MML	FY03 membership dues - Cecil-Harford Chapter, MML	8214.1 · Dues & Memberships	70.00-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	132.82-
Radio Shack	Acct #00001903060981 - Inv #417632 - (3) 5-pk cassette tapes	6220.1 · Office Supplies	35.07-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 09/21/02 to 10/18/...	6920.1 · Police Protection	101.81-
Sheriff's Patrol	Charlestown Patrol - period of 09/21/02 to 10/18/02	6920.1 · Police Protection	2,610.00-
LGIT Health Pool	Dec '02 medical insurance	6170.1 · Medical Insurance	255.31-
AT&T	Acct #8014-058-9492 - Inv #6392523279 - long distance Tow...	6440.1 · Telephone	15.85-
Maryland Rural Developme...	Circuit Rider payment - 2002-2003 Town share increase of 5...	6330.1 · Administration	626.70-
Northeastern Supply, Inc.	Cust #10523 - Inv #153074 - myers sps-6 utility pump - tool f...	6490.1 · H/C Ramps (grant)	79.99-
Sheets, Donna M.	reimburse for purchasing items for Holiday party - special ev...	6964.1 · Holiday party	191.90-
Maryland Portable Concrete...	Acct #2265 - Inv #110918 - 7 c.y. concrete - handicapped ramp	6490.1 · H/C Ramps (grant)	518.00-
Wal-Mart	Acct #6032 2020 0054 7977 - Inv #7524 - film for pictures of ...	6219.1 · Other	21.44-
Total 1010.1 - Cash-General Checking			12,718.83-
Total 1000.1 - General Fund Cash Accounts			12,718.83-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon Wireless	Acct #202583968-00001 - Inv #396202702 - (2) cell phones	7760.2 · Miscellaneous	53.04-
Miller Environmental, Inc.	Inv #10120286 - water system ops contract - Dec '02	7120.2 · Contract Operating	1,977.04-
Miller Environmental, Inc.	Inv #10110285A - pass through expenses - Nov '02	7120.2 · Contract Operating	47.73-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	38.89-
U.S. Filter/Waterpro	Acct #94258 - Inv #8870704 - (3) meter setters	7742.2 · Water system Parts	193.86-
Corrosion Control Corporation	Inv #303 - repainting interior dry surfaces of 500,000 gal hydr...	7755.2 · Paint Tower	30,500.00-
Total 1010.2 - Cash - Utility Checking			32,810.56-
Total 1000.2 - Utility Fund Cash Accounts			32,810.56-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Wal-Mart	Acct #6032 2020 0054 7977 - Inv #6735 - wire wheels - shop;...	-SPLIT-	35.83-

Town of Charlestown

Accounts Payable Bills

02

Name	Memo	Split	Amount
Kunkle Service Co.	Acct #36904 - Inv #304605 - battery & core - Kubota	6022.3 · Equipment Repair	47.95-
Gilbert Enterprises Inc.	Inv #9030G - gasoline charges for Oct '02 - town trucks & mo...	-SPLIT-	192.42-
Total 1005.3 · New-Checking-Special (Special checking County)			276.20-
Total 1000.3 · Special Fund Cash Accounts			276.20-
TOTAL			45,805.59-

TOWN MEETING OF NOVEMBER 12, 2002
MINUTES

The November 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. Audience attendance sheet is attached hereto.

Minutes – Commissioner Doss made a motion to approve the minutes of the Executive Session held on October 8, 2002, seconded by Commissioner Stanko. The motion passed 4-0-1 (Commissioner Vandervort abstained). The Board tabled the minutes of the October 22, 2002 because changes needed to be made.

Accounts Payable – After brief discussion with Mr. Hearne, Commissioner Stanko made a motion to approve the bills except for the Maryland Rural Development Corporation invoice which needed correction and with the addition of a \$177.87 reimbursement to Commissioner Doss for tape recorder equipment he purchased for the town, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Doss abstained).

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc. (MEI), presented the October '02 operations report. He further stated well 2 was producing 120 gpm and well 1, which in 1998 when a bigger pump was installed producing 80 gpm, was now producing 56 gpm. After discussion, Mr. Smith stated the wells are adequate for the capacity allocated but to decide whether bigger pumps or a new well was needed, the Town really needed to consult a hydrologist.

Randy Knoblauch – Water/Sewer Service – After much discussion, the Board decided the property owners in Holloway Beach needed to talk to the County Commissioners about the water and sewer problems there before the Town goes any further with the matter. The Board also agreed to contact Delegate Rudolph and maybe make him aware of the situation. After more discussion, Mr. Knoblauch asked if the town would allow him to hook up his property to town water. There was no motion on the request.

PENDING BUSINESS

County Sewer Agreement – President Vandervort stated there was three revisions he still wanted made to the agreement, wrote a letter to the County Commissioners regarding them and talked with them individually. He stated Mr. Emrey was supposed to making the final draft and the County Commissioners were supposed to handle this matter on November 19th. President Vandervort stated he would be there to sign on behalf of the Board.

Renovations – After discussion, the Board decided to table this so they could work on it themselves.

Lighting – After discussion, Commissioner Stanko made a motion to award the lowest bidder between Best Electric and John Jones, seconded by Commissioner Doss. The motion passed 5-0. Commissioner Doss stated the maintenance workers could get the bases and poles done while the Board was dealing with Holophane on the lights. After discussion, Mr. Hearne stated the handicapped ramps were being constructed and the Town needed to get the project done as quickly as possible. President Vandervort asked if labor costs were covered under the grant. After Mr. Hearne stated it was, President Vandervort asked if the Board would allow some overtime hours for the workers to complete the handicapped ramps as quickly as possible so they could start the lighting project. The Board agreed. President Vandervort asked William Algard, one of the maintenance workers, to keep accurate records of the number of hours spent constructing the ramps.

Commissioner Stanko asked if the town house repairs were done. President Vandervort asked if the dishwasher had been installed yet. Mr. Algard stated it was not.

Cell Phone Antennas – President Vandervort stated he and Mr. Hearne were meeting with Chris Schafer, of Wireless Communications, Inc., a company hired by AT&T to locate possible sites for antennas, and some AT&T representatives about putting antennas on the water tower. He mentioned the \$17,000 Bell Atlantic lease allowed the Town to decrease water bills by \$10 and next year the lease amount would increase to \$19,500. President Vandervort stated if AT&T would agree to pay \$20,000, the Town might be able to do another \$10 decrease. Commissioner Stanko mentioned the Town could also use the amount to offset any sewer rate increase. Commissioner Doss stated the Town needed to request a hard point and cable drop in the agreement.

Commissioner Doss stated Mrs. Morgan needed to send letters to all Streetscape Committee members explaining the committee had been discontinuing because State was no longer funding.

Commissioner Stanko asked if all the clean up letters had been sent. President Vandervort stated Mrs. Morgan had sent them. Commissioner Stanko asked if one had been sent to Avalon Yacht Basin. President Vandervort stated he didn't remember seeing one but, if one hadn't been sent, he would have Mrs. Morgan send one. President Vandervort also stated it was time to start checking on those properties to see if anything had been done.

Commissioner Gell asked if the Board meets with the auditor. President Vandervort stated the Board hadn't before. Commissioner Gell asked if there was a management letter. Mr. Hearne stated the Town didn't get one and had never gotten one with prior audits either. After discussion, Commissioner Gell stated the fund balance seemed high and wanted to talk to the auditor about what would be sufficient reserve. President Vandervort stated he usually just called and asked if he had a question. Mr. Hearne stated he believed the auditor couldn't provide an opinion on when the Town had a sufficient fund reserve because it would be a conflict of interest. After more discussion, Commissioner Stanko stated the Town needed to kind in mind the cost of projects they were doing or planning to do such as the wave screen, the shoreline erosion project, renovations to the Town Hall.

William Doss, president of the Charlestown Volunteer Fire Company, stated the work was almost complete and the fire company would like to put a 4 ft. diameter town seal on the front of the building. He further stated the fire company wanted the Town to consider paying the cost to do so. After discussion, the Board wanted to get estimates on the cost first before deciding.

Open House – Rosalyn Bott, an audience member asked, about the open house. President Vandervort stated they set a budget but there was nothing further. Mrs. Bott asked who was handling it. President Vandervort stated Mrs. Morgan usually reported back to the Board on arrangements.

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 Vandervort adjourned the meeting at 9:31 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

TOWN MEETING OF NOVEMBER 12, 2002
AGENDA

7:30 P.M.

1. Randy Knoblach – Water/Sewer Service
2. Minutes
3. Accounts Payable

PENDING BUSINESS

4. County Sewer Agreement
5. Renovations
6. Shoreline Erosion Project
7. Lighting

NEW BUSINESS

8. Cell Phone Antennas
9. Town Hall Furnace & Oil Tanks

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/12/2002 TIME: 7:30 PM

George H. Smith - MEI

~~Rosalyn B. Best~~

William C. Olgard

Steve C. Burchett

Renée Shurt

R. K. O'Leary

Tom deLorimier UKS Corp.

Edgar M. Miller

Val Talm

Norman W. Doss

TOWN MEETING OF SEPTEMBER 24, 2002
MINUTES

The September 24, 2002 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer 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 September 10, 2002 meeting, seconded by Commissioner Gell. The motion passed 5-0.

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

Susan Suppa – Condemned House – Mrs. Suppa wanted to know what the status was of the house. After discussion, Commissioner Stanko made a motion to file a complaint with the District Court for an order to tear down the house, seconded by Commissioner Sheets. The motion passed 4-0.

President Vandervort stated he had been hearing rumors about the post office closing and stated the operations supervisor for the U.S. Postal Service told him there wasn't any plan for closing the post office.

The Board also discussed with Mrs. Suppa and Mr. Borderieux humane animal traps to deal with the stray cat situation in the Holloway Beach area. After much discussion, President Vandervort stated he would talk to the S.P.C.A.

Larry & Paula Tyson – House on Louisa Lane – Mr. & Mrs. Tyson discussed the situation with their house on Louisa Lane and Justice Builders, who had constructed the home. After much discussion, the Board asked to have Keith Baynes, the Town's attorney, contacted to see if the Town could put a stop work order on the house Justice Builders was currently working on due to them not correcting problems at the Tysons'. Mr. Hearne stated he would need to talk to the Maryland Dept. of the Environment regarding the grading because the area near the house was non-tidal wetlands.

Randy Knobloch – Water/Sewer Service – After some discussion, President Vandervort asked that someone check with George Smith, of Miller Environmental, Inc. (MEI), the Town's water system contractor, to see if the larger pumps would be needed before these additional 119 connection or after. After more discussion, at Commissioner Stanko's suggestion, the Board decided to contact URS, the Town's engineers, to get some preliminary figures for extending water and sewer service to the Long Beach Road area.

Edgar McMullen – Cemetery – Edgar McMullen stated he wanted to lay out 6x6 and 3x6 cremation lots along the fence of the cemetery and suggested setting the fees at \$400 and \$200 respectively. He further stated a resolution setting the fees for such lots would need

to be passed and an amendment to the existing cemetery ordinance so the area would have flush-to-the ground monuments so it could be mowed.

Ed & Geraldine Barr – Condemned House on Black Ave. – Mr. Barr stated he was willing to tear down the house and rebuild and asked if he could do so. After discussion, the Board stated Mr. Barr needed to submit a razing permit to the Planning & Zoning Commission to tear down the house and then submit a building permit for a new structure.

NEW BUSINESS

Raises – After some discussion, Commissioner Gell made a motion to give all town employees a 5% raise retroactive to July 1, 2002, seconded by Commissioner Sheets. The motion passed 4-0. After more discussion, Commissioner Gell made a motion to give a 5% raise on the town's share of Mr. Hearne's salary retroactive to July 1, 2002, seconded by Commissioner Sheets. The motion passed 4-0.

Cleaning Service – Mrs. Morgan stated the Town had not been satisfied with the service from Merry Maids. She further stated she had contacted Best Cleaning Service, who cleans the post office, for a quote. Commissioner Stanko stated she would provide contact information for another cleaning service as well.

No Bikes Sign – Playground – Mrs. Morgan stated kids had been creating ramps with the wood chips at the playground and a "no bikes" sign was needed. After discussion, the Board asked Mr. Algard to place such sign at the playground.

2 Additional Mats – Playground – Mrs. Morgan stated the kick-out mats had been installed and were working well. She asked the Board if the Town would purchase 2 additional large mats, the amount not to exceed \$1000 for the toddler swing area and the area underneath the double sliding board on the ship. After brief discussion, Commissioner Stanko so moved, seconded by Commissioner Gell. The motion passed 4-0.

Cecil Soccer League – Use of Ballfield – Mrs. Morgan stated the Cecil Soccer League U-8 boys' team would like to use the ballfield for practice this fall. She stated practices would be on Monday one week and the next week on Thursday. Commissioner Stanko made a motion to allow the U-8 boys' team from Cecil Soccer League use the field, contingent upon them provided a copy of the league's insurance to the Town, seconded by Commissioner Gell. The motion passed 4-0.

Resolution No. 2002-04 – International Building Code – Mr. Hearne stated the County performed all the building inspections for the town and the County recently adopted the International Building Code (IBC), the Town needed adopt that code also. After brief discussion, Commissioner Sheets made a motion to pass Resolution No. 2002-04 adopting the IBC, seconded by Commissioner Gell. The motion passed 4-0.

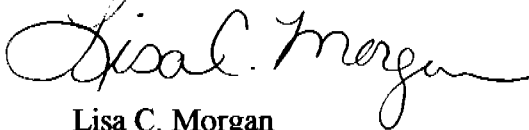
Forest Conservation Agreement – Mr. Hearne stated the County had always informally reviewed proposed town subdivisions and permits for forest conservation compliance. He

stated the County wanted to formalize the arrangement with the agreement. After brief discussion, Commissioner Gell made a motion to sign the agreement, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Sheets stated Rev. Beverly Lewis, of St. John's United Methodist Church, was available to the invocation and benediction for the MML Chapter dinner on October 17, 2002. She suggested and, after some discussion by the Board, made a motion for the Board cover the expense of 2 reservations that night for Rev. Lewis and a guest. Commissioner Stanko seconded the motion and it was passed 4-0.

As there was no further business to be discussed, Commissioner Gell made a motion to adjourn, seconded by Commissioner Stanko. The motion passed 4-0. President Vandervort adjourned the meeting at 9:32 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa C. Morgan".

Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF SEPTEMBER 24, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Susan Suppa – Condemned House
4. Larry Tyson – House on Louisa Lane
5. Randy Knobloch – Water/Sewer Service
6. Edgar McMullen – Cemetery

PENDING BUSINESS

7. Renovations
8. Water System Capacity

NEW BUSINESS

9. Raises
10. Have-A-Heart Traps
11. Cleaning Service
12. No Bikes Sign – Playground
13. 2 Additional Large Mats - Playground
14. Cecil Soccer League – Use of Ballfield
15. Resolution No. 2002-04 – International Building Code
16. Forest Conservation Agreement

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/24/2002 TIME: 7:30 pm

Edgar M. Mullen

Paula + Larry Jensen

Meredith Sutting

Sue Suppa

Ed Barr + GERRI BARR

Heather E. Amour

Deana Knoblanch

Rebecca C. Phillips

Bob Phillips

William C. Olgard

Town of Charlestown

Accounts Payable Bills

9/24/02

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Merry Maids	cleaning Town Hall - 09/30/02	6450.1 · Maintenance	35.00-
LGIT Health Pool	Oct '02 medical insurance	6170.1 · Medical Insurance	255.31-
Queen Bee's Honey Pots	Inv #472 - (2) portable toilets - athletic complex & Fair Green...	6740.1 · P&R Miscellaneous	110.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 07/27/02 - 08/23/02	6920.1 · Police Protection	94.52-
Sheriff's Patrol	Charlestown Patrol - period of 07/27/02 - 08/23/02	6920.1 · Police Protection	2,970.00-
Verizon	Acct #000017861803 96Y	6440.1 · Telephone	127.96-
Charm Net, Inc.	Acct #6419 - Inv #113454 - internet access 10/01/02 - 10/31/02	6440.1 · Telephone	16.95-
Baynes, Keith A.	attendance at scheduling conference - Price	6310.1 · Legal Counsel	90.00-
York Building Products	Acct #4568 - Inv #2288-01 - 2.65 ton concrete sand - tire swi...	6740.1 · P&R Miscellaneous	19.48-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #312416 - nails - Fair Green tire swing; Inv ...	-SPLIT-	15.32-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #6988 - develop film - Pric...	-SPLIT-	32.79-
Total 1010.1 · Cash-General Checking			3,767.33-
Total 1000.1 · General Fund Cash Accounts			3,767.33-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	38.31-
Atlantic Coast Laboratories	Inv #97443 - monthly collform testing - Aug '02	7121.2 · Laboratory Testing	16.00-
Miller Environmental, Inc.	Inv #10100284 - water sys ops contract - Oct '02	7120.2 · Contract Operating	1,977.04-
Total 1010.2 · Cash - Utility Checking			2,031.35-
Total 1000.2 · Utility Fund Cash Accounts			2,031.35-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #759 - safety glasses - sho...	-SPLIT-	61.77-
Total 1005.3 · New-Checking-Special (Special checking County)			61.77-
Total 1000.3 · Special Fund Cash Accounts			61.77-
TOTAL			5,860.45-

Town of Charlestown

Accounts Payable Bills

07/08/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Local Government Insuranc...	Cust #LGIT-0028 - Inv #1565 - seminar cost (Gell)	6212.1 - Conference Expenses	20.00-
Baynes, Keith A.	Resol for bldg codes; prep & file complaint - Calvert; draft de...	-SPLIT-	380.00-
Harford Alarm System	Inv #463646 - yearly monitoring	6460.1 - Alarms	252.00-
Charlestown Fire Co.	donation	6910.1 - Fire Company	1,600.00-
Chesapeake Publishing Corp.	P&Z workshop mtg ad; p&z public hearing ad; Town Comm p...	-SPLIT-	472.71-
Sheets, Donna M.	reimburse for purchasing items for Halloween Parade & Party...	6963.1 - Halloween Party	177.56-
landfill	Acct #1043 - landfill charges - Sep '02	6651.1 - Trash Collection	185.38-
Staples	Acct #7972 3200 0002 7426 - office supplies	8221.1 - Supplies	163.38-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	204.57-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	13.36-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	6.92-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	32.54-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	6.92-
Total 1010.1 - Cash-General Checking			3,515.34-
Total 1000.1 - General Fund Cash Accounts			
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Technical Electronic Consult...	Inv #2320 - troubleshooting & repairing control relays to wate...	7120.2 - Contract Operating	1,223.00-
FundBalance, Inc.	Cust #MDCCHA - Inv #4824 - UB32 Upgrade single user; Inv #...	-SPLIT-	3,329.00-
Verizon Wireless	Acct #202583968-00001 - Inv #383586581 (2) cell phones	7760.2 - Miscellaneous	50.33-
U.S. Filter/Waterpro	Acct #94258 - Inv #8799302 - 12 plastic bottom plates for wa...	7760.2 - Miscellaneous	59.88-
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	149.22-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	110.49-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	10.22-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	29.83-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	378.65-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	161.85-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	81.23-
Total 1010.2 - Cash - Utility Checking			5,583.70-
Total 1000.2 - Utility Fund Cash Accounts			
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Total 1000.3 - Special Fund Cash Accounts			5,583.70-

Town of Charlestown
Accounts Payable Bills

0/08/02

Name	Memo	Split	Amount
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			641.46-
Total 1000.3 · Special Fund Cash Accounts			641.46-
TOTAL			9,740.50-

TOWN MEETING OF SEPTEMBER 10, 2002
MINUTES

The September 20, 2002 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President 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 Doss made a motion to approve the minutes of the August 27, 2002 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

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

Miller Environmental, Inc. – George Smith, of Miller Environmental, Inc. (MEI), presented the August 2002 operations report to the Board. President Vandervort requested they continue monitoring the wells as the drought continues. After more discussion, Mr. Smith stated the well pumps and caustic soda ash pump are not big enough to handle increased demand but he still needed to look at the water allocation report before he makes a report to the Board as to whether there was sufficient water for additional connections to the water system.

Ben Suppa/John Borderieux – Condemned House – Mr. Suppa and Mr. Borderieux asked if the Health Department could inspect the property regarding the cat feces/odor problem and perhaps the SPCA would do something. After discussion, the Board agreed to talk to the Health Department.

Renee Sheets/Holloway Beach – Request for water/sewer service – Mrs. Sheets provided a list of people in the Holloway Beach area wanting to connect to the Town's water and sewer. After discussion, Commissioner Stanko stated the Town was waiting for a report on whether the existing system can handle additional connections and, if not, what improvements would need to be made, checking with the Town's attorney on the legal ramifications of providing the service and then engineering costs would need to be looked at and finally, the cost. After more discussion, the Board agreed they needed to see the report first.

Betty Knapp – Mrs. Knapp complained that the use of Lot B the past Saturday exceeded the 60% usage the Maryland Environmental Trust rules allow. After discussion, Mrs. Morgan stated she would be more specific about the area in which parking would be allowed.

PENDING BUSINESS

MML Chapter Dinner – Commissioner Sheets made a motion to approve the suggested menu for the chapter dinner for \$30 per person, seconded by Commissioner Doss. The

motion passed 5-0. After discussion, the Board decided to provide floral centerpieces or calendars with a picture of the town point as door gifts at the dinner.

Tennis Courts – Mrs. Morgan stated she had gotten two estimates for resurfacing the tennis courts. She stated the Town had not budgeted for it this year but it should be included in next year's budget.

Glow Sticks – After discussion, Commissioner Stanko made a motion to purchase 300 glow sticks at 65 cents each, seconded by Commissioner Sheets. The motion passed 5-0.

Meters – Scott Gardens – Mrs. Morgan stated she had 3 meters left. After some discussion, Commissioner Stanko made a motion to purchase 6 water meters, seconded by Commissioner Doss. The motion passed 5-0.

Planning & Zoning Commission – Opening – Mr. Hearne stated Patricia Clements had resigned from the Planning & Zoning Commission. After discussion, Commissioner Stanko made a motion to advertise the opening, seconded by Commissioner Doss. The motion passed 5-0. Commissioner Doss made a motion to present a plaque to Mrs. Clements for her service, seconded by Commissioner Sheets. The motion passed 5-0.

Cecil County Water Distribution Plan – President Vandervort stated the County was asking the Town to take part in the water distribution plan by being an emergency source of water for people whose wells have run dry during a drought. Commissioner Doss stated the fire company was the logical place to distribute water. Commissioner Doss made a motion that the Town participate in the Cecil County Water Distribution plan, seconded by Commissioner Sheets. The motion passed 5-0.

Commissioner Stanko asked Mr. Hearne about the status of the handicapped ramps. Mr. Hearne stated the paperwork was ready to get the county permit and, once the Town had that, the town's maintenance workers could start.

Commissioner Stanko asked about the property clean up. President Vandervort stated the rest of the letters were ready to go out.

After some discussion, Commissioner Stanko asked about the repairs at the town house. Mr. Algard, one of the maintenance workers, stated they had caulked the leaks and needed to work on the appliances but suggested purchasing a new dishwasher as the current one was old and in bad shape. After more discussion, Commissioner Stanko made a motion to purchase a new dishwasher provided the amount did not exceed \$200, seconded by Commissioner Sheets. The motion passed 5-0.

Commissioner Gell stated Larry Metz, the Town's representative on the County's Economic Development Commission, wanted to know why the Town hadn't responded to whether it wanted to participate in the Urban Growth Boundary Plan. President Vandervort stated the Town had responded twice but would go to the next meeting. Commissioner Gell stated Mr. Metz was also asked about when the next Streetscape

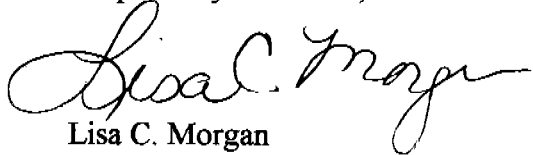
meeting would be. Commissioner Doss stated the next meeting would be scheduled shortly since everyone from the State Highway Administration was back from vacation.

Commissioner Stanko asked if the other commissioners had read up on the ethics ordinance so it could be discussed. After much discussion, Commissioner Stanko made a motion to ask the State Ethics Commission to lift the exempt status and review and approve the existing ethics ordinance, seconded by Commissioner Doss. The motion passed 5-0.

William Doss had a complaint about CDS activity and underage drinking occurring near his residence and asked the Town to inform the police to increase patrols in the area.

As there was no further business to be discussed, Commissioner Stanko made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort adjourned the meeting at 9:17 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF SEPTEMBER 10, 2002
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Judy Calvert
5. Renee Sheets/Holloway Beach – Request for water/sewer service
6. Ben & Susan Suppa
7. Betty Knapp

PENDING BUSINESS

8. MML Chapter Dinner – Menu

NEW BUSINESS

9. Tennis court
10. Glow sticks – Halloween
11. Water meters – Scott Gardens
12. P&Z Commission -- Opening
13. Cecil County Water Distribution Plan

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/10/2002

TIME: 4:30 PM

~~Frank Brown~~

George A. Smith - MEI

Val Hahn

Edgar A. McMillan

Michael C. Brown

Rene J. Smith

Deena King Blawie

Ben Supper

Whitney Blissett

Steve J. Smith

Amos 94 94 adham III

Betty Knapp

Bob Phillips

Rebecca J. Phillips

William C. Alford

Don Bordenkamp

RANDY CARROLL

Bill / Sheryl Doss

Town of Charlestown

Accounts Payable Bills

9/10/02

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Merry Maids	cleaning Town Hall - 09/16/02	6450.1 - Maintenance	35.00-
Ace Printing	Inv #7643 - (200) orange P&Z permit cards	6610.1 - Administration	24.00-
A T&T	Acct #8014-058-9492 - Inv #6392514848 - long distance Tow...	6440.1 - Telephone	9.28-
Waste Management	Acct #275-0049441-0276-5 - Inv #1026320-0276-6 - Aug '02 ...	6651.1 - Trash Collection	3,465.44-
Bradley Electric Service	Inv #353 - replaced (3) ballasts in Town Hall & Post Office	6410.1 - Repairs	225.00-
Ace Hardware	Acct #220358 - Inv #94012 - piler & bar - Town House	6450.1 - Maintenance	35.56-
Maryland Portable Concrete...	Acct #2265 - Inv #106333 - 2.5 c.y. concrete - tire swing - Fai...	6740.1 - P&R Miscellaneous	217.50-
Lowes Home Centers Inc.	Inv #21722793305 - 6x6 lumber - tire swing - Fair Green	6740.1 - P&R Miscellaneous	97.80-
York Building Products	Acct #4568 - Inv #2032-01 - 2.04 ton concrete sand - tire swi...	6740.1 - P&R Miscellaneous	14.99-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	126.21-
landfill	Acct #1043 - landfill charges - Aug '02	6651.1 - Trash Collection	118.47-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4329 - film; Inv #1057 - fil...	6250.1 - Office Equipment	38.48-
Tristate Electrical & Electron...	Acct #74684 - Inv #1934669; 1935017; 1935132; 1935287 - li...	-SPLIT-	8,575.76-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	211.76-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	12.23-
Comfort Station Electric	Comfort station Acct # 2096 4129 9992	6420.1 - Electric	6.30-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	45.38-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	6.59-
Total 1010.1 - Cash-General Checking			13,265.75-
Total 1000.1 - General Fund Cash Accounts			13,265.75-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	134.15-
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 - Station #3	80.78-
Lift Station electric	Lift station Acct #2096 4139 9990	6534.2 - Lift Station	8.17-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 - Station RT. #7	32.77-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 - Electric	439.49-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 - Electric	197.89-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 - Electric	82.01-
Verizon Wireless	Acct #202583968-00001 - Inv #377210393 - (2) cell phones	7760.2 - Miscellaneous	50.33-
Miller Environmental, Inc.	Inv #10090283-A - reimburse for add'l soda ash - FY02	7120.2 - Contract Operating	2,545.58-
Atlantic Coast Laboratories	Inv #96821- monthly coliform testing - Jul '02	7121.2 - Laboratory Testing	16.00-
Total 1010.2 - Cash - Utility Checking			3,587.17-

Town of Charlestown

Accounts Payable Bills

9/10/02

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			3,587.17-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #1057 - grease gun; grease...	-SPLIT-	71.33-
Gilbert Enterprises Inc.	Inv #8936N - Aug '02 gasoline charges - town trucks	6026.3 · Gasoline - Truck	168.87-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			881.66-
Total 1000.3 · Special Fund Cash Accounts			881.66-
TOTAL			17,734.58-

TOWN MEETING AND WORKSHOP MEETING OF APRIL 22, 2003
MINUTES

The April 22, 2003 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 Robert L. Gell and Commissioner Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

President Vandervort stated there would be a short regular meeting following by a workshop meeting.

Accounts Payable – After some discussion, Commissioner Price made a motion to pay the bills provided that the Fred's Welding bill included both railings and they were ADA compliant and met the contractor's requirement for mounting, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Doss abstained). President Vandervort stated at the previous town meeting, the Board decided to get contractor quotes for the second ramp because the grant period was to expire at the end of the month and the ramp needed to be completed by then. He further stated Commissioner Gell had obtained several quotes and during a special meeting on Saturday the Board awarded the contract to Steven Lewis & Co. for \$5900.

Town House Lease – President Vandervort stated the lease expires at the end of the month. He further stated the Board had toured the house recently. After discussion, Commissioner Price made a motion to offer a 6-month lease at \$875 per month, seconded by Commissioner Gell. The motion passed 4-0.

Easement from Stewart Associates - President Vandervort stated this would be a construction easement for a sewer line from the Principio Business Park through the town property to get the line to Rte. 7. He further stated after the line was installed and inspected, the line would be deeded over to the Town and become ours. After discussion, Mr. Vaughn stated the changes requested by Keith Baynes, the Town's attorney, in the easement agreement would be done. After discussion, Commissioner Gell made a motion to sign the easement once the changes Mr. Baynes wanted were made, seconded by Commissioner Doss. The motion passed 4-0.

Commissioner Price stated the Board had agreed to put water and lights on the town pier. He further stated he had worked on scopes of work to advertise for proposals. After discussion, the Board changed the scopes of work slightly. Commissioner Gell asked to have maintenance cut the trees away from the town house boathouse because it so overgrown.

A gentleman asked about slips on the town pier not being rented. President Vandervort stated slip holders had until April 15th to pay their slip fees and then any who hadn't paid would receive a final notice. He further stated if they didn't pay by the date in the notice,

the slip would be rented to the next person on the waiting list. President Vandervort stated Mrs. Morgan had sent out the notices today.

As there was no further regular business to be discussed, President Vandervort closed the meeting at 8:16 p.m. and opened the workshop meeting at that time.

WORKSHOP MEETING OF APRIL 22, 2003

President Vandervort opened the workshop meeting of April 22, 2003 at 8:16 p.m. Other Commissioners present were Vice President Michael W. Doss, Commissioner Robert L. Gell and Commissioner Richard Price. Also present was Stanley W. Hearne, Town Administrator.

President Vandervort explained the purpose of the workshop meeting was to listen to an annexation presentation by Stewart Associates. Michael Vaughan, of Stewart Associates, made a presentation giving the background of their organization and background of and future development plans of the former TSMT property of approximately 240 acres located between Rt. 40 and Rt. 7. He stated the TSMT property was currently zoned by county as industrial, there are wetlands and streams naturally dividing the property into several smaller parcels, not making it ideal to develop as industrial. Mr. Vaughan stated they were looking at it as a mixed-used property but the concept is very, very preliminary because there would be a lot of issues that effect or determine the final plan. When asked, Mr. Vaughan stated they were having an environmental study done, particularly because of the concern about hazardous materials. After more discussion, Mr. Hearne asked if they needed to do a traffic impact study. Mr. Vaughan stated they would. After more discussion, Mr. Vaughan stated they were looking to work with the Town on an ordinance that would be drafted to govern everything about that property, for example lot sizes, sidewalks, roads, parks, etc. Someone asked and Mr. Vaughan stated it was in the North East service area but President Vandervort stated he had already talked Mayor McKnight about it. President Vandervort asked if other phases would have more expensive housing. Mr. Vaughan stated housing costs would depend on what options were selected. Commissioner Price asked about placement of the commercial & retail area and Mr. Vaughan explained that area was off Route 40, using the stream as a natural division between that and the residential area. He further stated they would like to keep the tree line along Route 40 and merely have an entrance off Rt. 40. Mr. Vaughan stated the commercial would be a neighborhood commercial area like hair salons, drug store, etc. to serve the residential area but also draw some business from Rt. 40 traffic. After more discussion, Mr. Baynes stated the Board had a copy of the petition and could consider a resolution at a subsequent meeting. Mr. Vaughan and the other Stewart Associates representatives left the meeting. After more discussion, President Vandervort stated Mr. Vaughan had shown him the Villages of Elk Neck and it was laid out very nice. He further stated the Town had annexation rights to the Stewart property owned along Rt. 7 through the agreement to provide them sewer service to the Principio Business Park. Mr. Hearne stated the current zoning does not include an industrial zone. Mr. Baynes stated if the Town wanted that to be commercial, that zoning could be created. President Vandervort stated Rt. 40 would be the place for commercial. He further stated development will occur

along there and if the Town doesn't annex it in then we will have the expense but not the benefit. Commissioner Price stated the challenge to the Town would be to negotiate wisely to the best benefit to the Town. After much discussion, Commissioner Gell stated the Town should be doing comprehensive planning, long range planning, future strategic planning. Commissioner Doss stated he was listing the town labor requirements (administrative and maintenance), service impacts such as fire and police, and infrastructure requirements because we are looking at having to upgrade sewer pumps, etc. and the water and sewer connection fees. Mr. Baynes mentioned the Town might want to look into the size of the sewer line to see if future connections could be made or would it need to be bigger. When Commissioner Gell asked, Mr. Baynes stated the Town Commissioners would determine the zoning for that property, once done, it would Planning and Zoning would enforce that what's built there fits the zoning. After more discussion, President Vandervort stated Stewart Associates had offered to have their planners work with us on the comprehensive planning and the Town had their own engineers and perhaps working together, we'd get a better plan. After more discussion, the Board decided that Planning and Zoning needed to be informed regarding the proposal. President Vandervort stated an annexation was not a simple process. He stated it had to be advertised, a public hearing had to be held, a resolution had to be enacted, etc. President Vandervort asked what started that process. Mr. Baynes stated the resolution initiates the process but in that resolution the Town would need to outline what the zoning was going to be and what town services would be provided. After more discussion, Commissioner Doss stated the Town should be meeting with Planning and Zoning about the zoning. After more discussion, President Vandervort asked if the Town voted on the resolution but the Town could change its mind later. After more discussion, Mr. Baynes stated the Town needed to determine the amount of time it will take to determine the land use and what to do with the zoning ordinance and subdivision regulations because you don't want to annex the property in and not have this other stuff in place yet. Commissioner Doss stated he would like to see a meeting between the Board and the Planning and Zoning Commission, URS representatives, Mr. Baynes, and the fire company to decide land use and everything and then enact the resolution. Mr. Baynes stated once the resolution is enacted, then certain things need to be done within set time periods so you really do need to have all this ahead of time. After more discussion, Mr. Baynes suggested having Mr. Vaughan attend the meeting and give the presentation again. After more discussion, Mr. Baynes stated the Town needed to work on the subdivision and zoning requirements for out that, then Stewart's engineers would do the designing to fit those standards and URS would review them on behalf of the Town. After more discussion, President Vandervort stated the Town would also need to consider its State water allocation. Commissioner Doss suggested setting a meeting date for May 14, 2003 and have Mr. Vaughan make his presentation to Planning and Zoning, URS, etc. The Board decided to have a workshop meeting that night.

Commissioner Price mentioned the Town needed to work on personnel policies. After discussion, President Vandervort stated the Town had "at will" employees and have to be careful setting personnel policies because then the "at will" status gets affected. President Vandervort stated the MML could probably give good guidance on this. After more discussion, Commissioner Price stated he was more concerned with efficiency and time

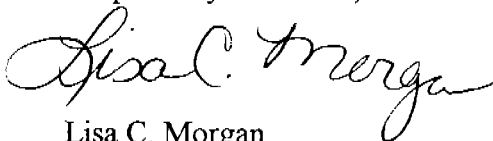
management with employees. Commissioner Doss mentioned the Town might need to consider making the town administrator position full-time. He further stated if the annexation was done, police needs would at least triple. Commissioner Doss stated they wanted an increase to \$36.50. President Vandervort mentioned he had talked to the Town of Chesapeake City about the increase requested and they were concerned about it also. After discussion, Commissioner Doss stated for the amount we're spending now, adding the increase they're requesting, we could appoint a police chief, pay him the \$40,000 a year and fill in the holes with the Sheriff's Office and have the same coverage we have now. President Vandervort stated the papers have had articles about problems with such a small force. Commissioner Doss stated if you had a police chief, he's working, the deputies would work under his direction, and he would be the liaison with the Board. After discussion, Commissioner Price suggested that what you're suggesting is to hire one person. Commissioner Doss stated no, appoint one person because if you appoint him, the Training Commission gives him his certification. Mr. Hearne asked if he wouldn't have to be re-certified. Commissioner Doss stated he would need to go to in-service training but he can do that at several local police departments, Sheriff's Office or State Police.

Commissioner Price stated Veterans Park needed worked on. President Vandervort stated he spoke to the maintenance workers today because it's still a mess and they said they would start on it as it's drying out. After discussion, Mr. Hearne asked about Larry Metz's drainage problem. He stated Commissioner Doss was working on that. Commissioner Doss stated an engineering company needed to work on it so the matter was handled correctly rather incorrectly or compounding the problem.

After much discussion, President Vandervort stated he talked to Mr. Huang about the shoreline erosion project and the Board needed to decide on the length of that groin. He further stated Mr. Huang had planned to put in the permit so the Town can still decide that length. President Vandervort stated that decision would need to be done at the next meeting.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn, seconded by Commissioner Price. The motion passed 4-0. President Vandervort adjourned the meeting at 4:50 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

WORKSHOP/REGULAR MEETING OF APRIL 22, 2003
AGENDA

7:30 P.M.

1. Accounts Payable
2. Easement – Stewart Associates to Rt. 7
3. Annexation – Stewart Associates
4. Handicapped Ramps
5. Town House lease (expires 04/30/03)

Town of Charlestown

Accounts Payable Bills

1/03

Name	Memo	Split	Amount
1000.1 · General Fund Cash Accounts			
1010.1 · Cash-General Checking			
Doss, Michael W.	reimburse photo developing - pictures of c-dock & stone wharf	6410.1 · Repairs	20.17-
Alger Oil, Inc.	Acct #667541 - ticket #957038 - 86.2 gal x \$1.499/gal	6430.1 · Fuel	129.21-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 03/08/03 - 04/04/03	6920.1 · Police Protection	104.72-
Sheriff's Patrol	Charlestown Patrol - period of 03/08/03 - 04/04/03	6920.1 · Police Protection	2,325.00-
Fred's Welding & Steel, Inc.	Inv #22698 - handicapped railing - post office side	6490.1 · H/C Ramps (grant)	12,700.00-
Queen Bee's Honey Pots	Inv #796 - (1) std toilet - athletic complex (1) h/c toilet - Fair ...	-SPLIT-	190.00-
LGIT Health Pool	health insurance - May '03	6170.1 · Medical Insurance	255.31-
Verizon	Acct #000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	138.38-
AT&T	Acct #8014-058-9492 - Inv #6392543307 - long distance - To...	6440.1 · Telephone	9.68-
URS Corporation	Inv #479503 - reviewing as -built drawings - Scott Gardens e...	2062.1 · Escrow - Scott Gard Ph I - W...	351.50-
M.R. Props	Inv #42510 - sandblast & repaint 5 floor grates - Town Hall	6450.1 · Maintenance	65.00-
Maryland Portable Concrete...	Acct #2265 - Inv #116021 - 10 cy concrete - handicapped ra...	6490.1 · H/C Ramps (grant)	760.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #323805 - lumber - h/c ramp - post office side	6490.1 · H/C Ramps (grant)	48.21-
American Home & Hardware	Acct #658600 - Inv #921647 - can foam - h/c ramp po side, l...	-SPLIT-	43.92-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21908587211 - lumber - ...	-SPLIT-	274.76-
Total 1010.1 · Cash-General Checking			17,415.86-
Total 1000.1 · General Fund Cash Accounts			17,415.86-
1000.2 · Utility Fund Cash Accounts			
1010.2 · Cash - Utility Checking			
M&T Bank, Trustee for CDA	CDA infrastructure bond - 1999 series A paym't	7110.2 · Original Construction Loan	38,478.98-
Sta 3 electric	Acct #2096 4739 9994 - adjusted Feb '03 bill & Mar '03 bill	6532.2 · Station #3	124.49-
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 · Telephone	40.98-
Total 1010.2 · Cash - Utility Checking			38,644.45-
Total 1000.2 · Utility Fund Cash Accounts			38,644.45-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	INV #9315N - gasoline - town truck - Feb '03 (this charge was...	6026.3 · Gasoline - Truck	39.89-
Total 1005.3 · New-Checking-Special (Special checking County)			39.89-
Total 1000.3 · Special Fund Cash Accounts			39.89-

Town of Charlestown
Accounts Payable Bills

1/03

Name	Memo	Split	Amount
TOTAL			<u><u>56,100.20-</u></u>

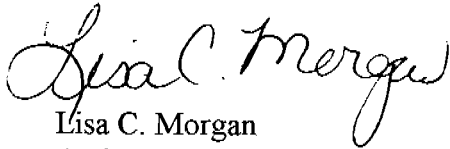
SPECIAL TOWN MEETING OF APRIL 19, 2003
MINUTES

The special town meeting of April 19, 2003 of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 4:33 p.m. Other commissioners present were Treasurer Donna M. Sheets, Commissioner Robert Gell and Commissioner Richard Price. Audience attendance sheet is attached hereto.

President Vandervort stated the purpose of the meeting was to finalize the wording of the contract to do the town hall's handicapped ramp. He stated the meeting was needed because the work needed to be done by the end of this month. President Vandervort stated the Town had quotes from Cameron Fockler and Steven L. Lewis, with Steven L. Lewis as the apparent low bidder at \$5,900. He stated the Town needed to execute the contract and pay the down payment. Commissioner Price moved to accept the bid from Steve Lewis, seconded by Commissioner Sheets. The motion was approved 4-0.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 8, 2003

MINUTES

The April 8, 2003 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 Robert L. Gell and Commissioner Richard Price. 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 25, 2003 meeting, seconded by Commissioner Doss. The motion passed 5-0.

Accounts Payable – President Vandervort stated there was a bill from Best Electric for emergency repair at the Rt. 7 pump station electrical panel. He asked if that might be submitted against our insurance. Mr. Hearne stated he would check on it. After more discussion, Commissioner Gell made a motion to approve the bills, seconded by Commissioner Price. The motion passed 5-0.

Miller Environmental, Inc. (MEI) – Monthly Report – Mr. Hearne stated Beth Hamilton, of MEI, could not be here due to a work emergency. Commissioner Gell made a motion to accept the report as written, seconded by Commissioner Price. The motion passed 5-0.

PENDING BUSINESS

Shoreline Erosion Project – John Huang, of John Huang and Associates, Inc., the project engineers, was present to discuss the project with the Board and audience members. After discussion, President Vandervort stated the Board, as well as residents, was interested in keeping the groins by the stream as short as possible but still do the job intended. After much discussion with Mr. Huang, the Board and audience members about the length of the groin, size of the beach area, and where the rip rap revetment would stop, Valerie Hahn, an audience member, stated the supposed purpose was to protect the beach but from what she's heard now was a bigger beach would be created. She further stated if the Town would settle for a smaller beach, then starving sand from hers and other properties wouldn't be a big concern. After discussion, Mrs. Hahn asked if another shorter groin or wood wall was placed on the other side of the stream, it would protect the properties on the other side of the stream. Mrs. Williams asked if the Town would consider putting a groin in where the revetment would end near Tasker Lane. After more discussion, Mr. Price stated these measurements given should be measured out on the ground itself. After more discussion, the Board and Mr. Huang decided to meet with all interested parties at the project area on Sunday at 2 p.m.

Cecil County Sheriff's Office report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the March '03 report to the Board. Mrs. Williams asked how the schedule was determined. Sgt. Schmidt stated the Town determined the schedule. After more discussion, Sgt. Schmidt stated he would provide Mrs. Morgan with the property check forms and she could fax completed ones to him. After more discussion, President

Vandervort stated patrols were usually increased in the summer and Commissioner Doss stated the Town also indicated what areas they had received complaints about.

PENDING BUSINESS

Web Page – Commissioner Doss stated the basic layout of the web page was at www.charlestownmd.org. He asked if Mrs. Morgan had given Karen DeLissio the cd of the Maryland 157 book. Commissioner Price asked if the minutes would be available through the web page. Commissioner Doss stated once the web page was up, she will provide training and we can go in and update the calendar, the minutes, etc. Mrs. Williams stated it would be nice if more pictures of the historical properties would be on there. Commissioner Doss stated that information would be some of the last that would be included. After discussion, Commissioner Doss stated the main drive behind the web page was an extension of the town government and its services after hours. He further stated it will come on line in stages.

Pile Driving – President Vandervort stated only one company, Baltimore Pile Driving, had expressed interest in the project. He stated Baltimore Pile Driving stated if we waited until May 16th, bid opening on another area project, the price they could give us would be less. President Vandervort stated the Board could consider it at the next meeting or hold a special meeting on it. After discussion, President Vandervort stated he would contact commissioners after May 16th.

NEW BUSINESS

Storm Water Management Agreement – Mr. Hearne stated the agreement would be with Cecil County. He further stated the Maryland Department of the Environment wanted it formalized and he had done a resolution. Mr. Hearne stated these needed to be signed and forwarded to Cecil County. Commissioner Price made a motion to sign the agreement and resolution. President Vandervort stated the Town had received many complaints about a storm water management pond on the Scott Gardens property that they were pumping out and causing flooding and erosion on people's properties on the other side of the railroad tracks. After discussion, President Vandervort stated the County had required them to put a strainer on the end of their hose to decrease the amount of sediment but he contacted the County again because the problem was more the volume of water. He stated he was still waiting for the County to come and look at the problem being created on this side. Commissioner Gell seconded the motion and the motion passed 5-0.

RiverFest Bank Account – Commissioner Sheets stated the question was how to handle revenues for the RiverFest. President Vandervort stated a separate accounting category could be set up and checks can be issued by the usual procedure. Commissioner Price made a motion to set up a separate accounting category for RiverFest, seconded by Commissioner Sheets. The motion passed 5-0.

Charlestown soldiers – Commissioner Sheets stated there was a Charlestown resident whose husband had been sent to the war in Iraq. She further stated the resident had said

she didn't need any help from the town. Commissioner Sheets suggested the Town think about putting up yellow ribbons up around town. Rosalyn Bott, an audience member, asked why the Town didn't put the flags up. After discussion, Commissioner Sheets made a motion to buy 3 rolls of wide yellow ribbon. Commissioner Doss mentioned the Town would need permission from the telephone or electric company, whoever owns the poles, to put the flags up. Commissioner Doss seconded the motion. The motion passed 5-0. Commissioner Sheets stated she would call about permission to put up the flags.

CCSO – hourly rate increase – President Vandervort stated he talked to Sheriff Janney about the hourly rate increase they had proposed and present it to the Board. He further stated he had repeated the same stance the Town had the last time the Sheriff's Office had proposed a rate increase. After discussion, President Vandervort stated the Board needed to negotiate because it was a pretty good increase they were proposing. After more discussion, the Board decided to contact the Town of Chesapeake City for information also.

President Vandervort mentioned the following meetings/workshops: the Rail Study Public Workshop on April 10, 2003 4 to 8 p.m. in the County Commissioners' boardroom, the Emergency Services Mutual Assistance Agreement seminar on April 10, 2003 3 p.m. at the Chesapeake College Economic Development Center and the annual Cecil County Walk America on May 3, 2003 starting at 7:45 a.m. at the North East Community Park for those commissioners who wish to attend or participate.

Commissioner Gell made a motion to have the second handicap ramp contracted out. After discussion, Commissioner Gell stated he meant to get bids to have the work done. Mr. Hearne mentioned the work needed to be done by the end of this month. Commissioner Doss stated he thought we were going to ask for an extension. Mr. Hearne stated they will not extend it but he can ask again. After discussion, President Vandervort stated another company was already fabricating the handrail so we could get a contractor in to do the ramp itself and use the same company for the rail. Commissioner Sheets seconded the motion and the motion passed 5-0.

Commissioner Sheets asked if someone had contacted DNR about the beaver. Mr. Hearne stated he was not sure if Mrs. Morgan had contacted them. Commissioner Sheets stated she would contact them. Commissioner Sheets asked about the ditches near the Wellwood. After discussion with Mr. Armour on what work was done, Commissioner Doss stated the one pipe had another pipe connected to it, causing it be easily blocked, and even the fire company can't get it cleared. Commissioner Sheets asked if the base for the light at Veterans Park was done. Mr. Armour stated it was done. She further asked if some flowers could be planted at the base of the stone wharf flagpole and window boxes at the Town Hall. After discussion, Commissioner Doss made a motion to spend up to \$200 to plant flowers at the flagpole and put up window boxes at Town Hall, seconded by Commissioner Gell. The motion passed 5-0.

Commissioner Price stated there was a letter about properties with untagged vehicles and a house that's falling down near the Town Hall. Mr. Hearne stated the Webb property had

been condemned but the Town would need to have Keith Baynes, the Town's attorney, to file in court. After discussion, Mr. Hearne stated letters had been sent to property owners but if clean up is not done, the Town would need to take the next step. Commissioner Doss stated the Town might get better cooperation if the letter mentioned the Town's help to get the work done. He further stated if the property owner still doesn't clean up, then the Town can issue a municipal infraction. President Vandervort asked what the hold up was on the house on Black Avenue and, after some discussion, Commissioner Doss stated the Board needed to move on it. He further asked if the Board agreed to send a letter to the Conestoga Street resident offering the Town's help to clean up the property.

Mrs. Calvert stated she was submitting a formal complaint to have Howard Hall removed from the Planning and Zoning Board for dishonesty and disrespect. She further stated she would have a complaint in writing Friday. Commissioner Doss stated he believed this should be handled in executive session, not in an open meeting, because it was a personnel issue. President Vandervort stated once the written complaint was received, he would check with Mr. Baynes on the legalities and respond back.

Commissioner Sheets stated the Town had raised the slip fee because the Town had planned to install lights and hose bibs. After discussion, Commissioner Gell stated some contractors were reluctant because they design it and then another contractor does the work. Commissioner Price stated if the specs were written correctly then all should know what to bid on. Commissioner Doss stated Mr. Jones was doing work in town. Mr. Armour stated Mr. Jones needed to turn in the key for the comfort station. Mrs. Calvert asked if the Town hadn't received a copy of the County letter regarding the Hall property and asked if they wanted a copy. Commissioner Price stated he would work on the specs for the hose bibs and electric to the town pier. After Mrs. Calvert asked, Commissioner Doss stated the Town would look into who owned the Webb property. President Vandervort stated equity proceedings don't work very fast. Commissioner Sheets stated the Board had talked about taking a tour of the town house and asked if anyone can make it tomorrow at 10 a.m. After discussion, the commissioners stated they could make it.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:20 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF APRIL 8, 2003
MINUTES

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. -- Monthly Report
4. Cecil County Sheriff's Office -- Report
5. Shoreline Erosion Project

PENDING BUSINESS

6. Web Page
7. Pile Driving

NEW BUSINESS

8. Storm Water Management Agreement
9. RiverFest Bank Account
10. Charlestown soldiers
11. CCSO -- hourly rate increase
12. Rail Study Public Workshop -- 04/10/03 4-8 p.m. County Commissioners' Boardroom
13. Emergency Services Mutual Assistance Agreement Seminar -- 04/10/03 3 p.m. Chesapeake College Economic Development Center
14. Annual Cecil County Walk America -- 05/03/03 7:45 a.m. North East Community Park

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/8/2003 TIME: 4:30 PM

Paul + Joan O'Brien
Sandra Williams
Dennis & Patricia Wiley
William F. Hoffmeyer
KEVIN KOBUS
Kathleen Kobus
Phil A. Cumbler
Fay S. Crockett
Daniel Motter
Caryn Janice Styr
Howard Hall
Boss Wiley
Bobby Sexton
H. Wilkin
Egan M. Walker
Hal Hahn
Charlie Hahn
Betty Shockley
Norman & Shirley Boss
Karen Veady

Town of Charlestown

Accounts Payable Bills

1/03

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 02/08/03 - 03/07/03	6920.1 · Police Protection	97.44-
Sheriff's Patrol	Sheriff's Patrol - period of 02/08/03 - 03/07/03	6920.1 · Police Protection	2,400.00-
Queen Bee's Honey Pots	Inv #785 - (1) handicapped & (1) std portable toilet - Fair Gre...	-SPLIT-	190.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #1177840-0276-0 - trash re...	6651.1 · Trash Collection	3,465.44-
Charm Net, Inc.	Acct #15683 - inv #127446 - internet service - period of 04/0...	6440.1 · Telephone	16.95-
Conectiv	Order #70008206 - relocation of aerial service from pole to c...	6410.1 · Repairs	100.00-
Central Printing & Office Su...	Inv #4441 - (2) stamps & (1) box window envelopes	6221.1 · Supplies	131.90-
Baynes, Keith A.	review & comment on cable agreement; review & comment o...	-SPLIT-	225.00-
MD Department of Environ...	lead poisoning prevention program fee	6219.1 · Other	10.00-
Paint 'N Place Signs	Inv #3108 - remainder due on town seal logo for firehouse	6211.1 · Donations	925.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #323053 - nails - h/c ramp; Inv #323404 - sl...	-SPLIT-	213.33-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21703682368 - lumber - ...	-SPLIT-	312.54-
Treasurer of Cecil County	Cust #1043 - landfill charges - Mar '03	6652.1 · Landfill	20.28-
American Home & Hardware	Acct #685600 - Inv #917761 - chalk reel set; sleeve anchor - ...	6490.1 · H/C Ramps (grant)	33.83-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	40.60-
Conectiv	Acct #2096 3159 9997 - Mar '03 bill	6420.1 · Electric	128.80-
Garage electric	Acct #2096 5479 9995 - Mar '03 bill	6420.1 · Electric	42.42-
Comfort Station Electric	Acct # 2096 4129 9992 - Mar '03 bill	6420.1 · Electric	6.81-
Flagpole Lighting	Acct # 2105 5729 9992 - Mar '03 bill	6420.1 · Electric	42.40-
Town Pier Electric	Acct #2056 2019 9997 - Mar '03 bill	6965.1 · Electric	31.55-
URS Corporation	Inv #443948 - evaluation of water tank antenna engineering ...	6341.1 · Engineering Services	404.36-
Total 1010.1 - Cash-General Checking			8,838.65-
Total 1000.1 - General Fund Cash Accounts			8,838.65-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Atlantic Coast Laboratories	Inv #100741 - lab testing	7121.2 · Laboratory Testing	16.00-
Cecil Co. Commissioners	Inv #1004 - 1 3/4 h.p. 184 JM a.c. motor & mechanical shaft ...	7750.2 · Repairs	404.00-
Best Electric, Inc.	Inv #16872 - Rt 7 pump station - relocation of electrical service	7750.2 · Repairs	2,091.63-
Sta 1 electric	Acct #2096 3069 9996 - Mar '03 bill	6531.2 · Station #1	151.18-
Lift Station electric	Acct #2096 4139 9990 - Mar '03 bill	6534.2 · Lift Station	20.48-
Rt 7 electric	acct # 2096 9259 9993 - Mar '03 bill	6533.2 · Station RT. #7	38.64-
Well 1 Electric	Acct # 2096 5499 9991 - Mar '03 bill	7131.2 · Electric	253.19-
Well 3 Electric	Acct # 2096 5769 9994 - Mar '03 bill	7131.2 · Electric	216.12-
Water Tank Electric	Acct #2096 5489 9993 - Mar '03 bill	7131.2 · Electric	392.49-

Town of Charlestown

Accounts Payable Bills

1/03

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			3,583.73-
Total 1000.2 · Utility Fund Cash Accounts			3,583.73-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #322234 - screws, nuts & bolts - street signs...	-SPLIT-	43.80-
American Home & Hardware	Account #685600 - Inv #915795 - gloves - shop; Inv #919300...	-SPLIT-	42.87-
Street Lighting	Acct #2055 3529 9973 - Mar '03 bill	6010.3 · Street Lights	641.46-
Gilbert Enterprises Inc.	Inv #9314N - gasoline charges - town trucks - Mar '03	6026.3 · Gasoline - Truck	292.11-
Treasurer of Cecil County	Inv #29 - salt & sand purchased 12/06/03; 1/29/03; 1/30/03; 0...	6500.3 · Snow Removal	565.10-
Total 1005.3 · New-Checking-Special (Special checking County)			1,585.34-
Total 1000.3 · Special Fund Cash Accounts			1,585.34-
TOTAL			14,007.72-

TOWN MEETING OF FEBRUARY 25, 2003
MINUTES

The February 25, 2003 meeting of the Town Commissioners of Charlestown was called to order by Vice President Michael W. Doss at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – With Dr. Gell mentioned the motion regarding the fax machine was to authorize Commissioner Sheets to purchase the machine, he made a motion to approve the minutes with that change, seconded by Commissioner Sheets. The motion passed 4-0.

Accounts Payable – After discussion of check for furniture order, Commissioner Sheets made a motion to pay the bills, seconded by Commissioner Price. The motion passed 4-0.

Tom Worley/Comcast Agreement – Tom Worley, of Comcast, discussed the proposed agreement. Mr. Worley stated all the public streets in town have had cable run and the agreement included language about public access channeling, have identified space in the channel lineup for it if county and/or towns decided to do it. He further stated they had talked to Armstrong Cable about linking with their system regarding public access channeling also. Mr. Worley stated free cable service would be provided to the school, the fire company and the Town Hall. Commissioner Gell made a motion to approve the agreement pending Keith Baynes', the Town's attorney, review. Commissioner Sheets seconded and the motion passed 4-0. Mr. Hearne asked if the school could potential get high-speed net access. Mr. Worley stated they could if they wanted. When asked, Mr. Worley stated the modem would be at Town Hall and the fire company could access that way. Robert Evans, an audience member, stated he was told by Comcast that he couldn't pay for the TBN channel because it was part of the basic service and should be available to everyone. Mr. Worley stated he would check on that and reply to the Town Commissioners.

Edgar McMullen – Cemetery – After discussion, Commissioner Gell made a motion to establish 2x6 and 4x6 cremation lots. After more discussion, he amended his motion to offer those lots at \$200 and \$400 respectively. Commissioner Sheets seconded the motion and it passed 4-0. Mr. McMullen stated he would work on wording for an ordinance.

PENDING BUSINESS

Cell Phone Antennas – After brief discussion, Mr. Hearne stated this was to update the Board on the last few items being resolved by President Vandervort with AT&T. He believed AT&T had just started with design drawings at this point.

Web Page – Commissioner Doss stated he was waiting for final quotes and should be bringing those to the next meeting.

Renovations – Commissioner Sheets stated she was still looking at samples. After brief discussion, the Board agreed electrician should cap the boxes in the floor and it should be arranged to coordinate with the installation of the carpet.

Special Buffer Area – Mr. Hearne stated the Town received the ordinance form from Mr. Baynes. After discussion, Mr. Hearne stated the public hearing date information was wrong and needed be changed to specify the dates both the Town Commissioners and Planning and Zoning Commission held their public hearings. After brief discussion, Commissioner Gell made a motion to approve the ordinance pending verification that the information was not changed and to correct the matter of the public hearing dates, seconded by Commissioner Sheets. The motion passed 4-0.

Val Hahn, an audience member, asked if the Critical Area Commission would become involved in beaver damage. After discussion, Commissioner Doss stated the Maryland Department of Natural Resources (DNR) handled relocation of beavers. Commissioner Sheets stated she had mentioned it to Mrs. Morgan and will ask if she had called anyone about it.

Fax Machine – Commissioner Sheets stated Fund Balance recommended Hewlett Packard laser jet printers and does not recommend office jet printers. After Dr. Gell mentioned it, the Board decided to check with Fund Balance about using the new copier as a printer. Commissioner Sheets stated she would talk to them. Commissioner Doss stated if that worked, then would only need to purchase a simple fax machine.

Homeland Security & Your Public Wastewater and Drinking Water System Conference – Laurel MD – 04/30/03 & 05/01/03 – Commissioner Doss stated he wanted to attend this conference and would get with Mrs. Morgan about registration. He further stated he and Mr. Hearne had met with Robert Rowe, the welder, about designing caps for the wellheads and Mr. Rowe was to get design and cost back to the Town quickly.

Letter from Perryville – Health Insurance – After discussion, the Board decided to send a letter that they were interested in discussing it but believed LGIT insurance would still be a better deal.

Slip Fees – Mr. Hearne stated the slip fee needed to be set and DNR needed to approve the fee. Commissioner Doss stated they had discussed putting water on the pier and Commissioner Gell mentioned they had also discussed lighting. After more discussion, Commissioner Gell made a motion to set the fee at \$300 pending approval to put lights and water on the dock, seconded by Commissioner Price. The motion passed 4-0. William Algard, one of the Town maintenance workers, asked about dredging around the pier because there was supposed to be 4 feet and there isn't. After more discussion, the Board asked Mr. Hearne to talk to Ken Ropp, of DNR, about dredging at the town pier, the stone wharf, and the fire boat pier.

Water/Sewer Infrastructure Implementation Council – Mr. Hearne stated they had wanted a questionnaire completed in time for the next meeting on March 6th which he believed President Vandervort had said he would attend. After discussion, Commissioner Gell made a motion to answer "yes" to questions 1 and 4 and leave the remainder blank, seconded by Commissioner Price. The motion passed 4-0.

Letter from Janet Collins – Elimination of Utility Bill – Mr. Hearne stated when the water system went in, the residence was being used as three apartments. Subsequently, the property owner had connected two of those into one unit and was asking to have one bill eliminated. After discussion, Commissioner

Price made a motion to send a letter to Mrs. Collins stating the Town would approve whatever option she choose but if she choose to eliminate the one connection, she could, forevermore, only have two units, seconded by Commissioner Sheets. The motion passed 4-0.

Proposed Resolution – Commission Openings – After discussion, the Board agreed to change “resignation or death” to “resignation, death or removal”, “Board” to “Board of Commissioners” and “may be interviewed” to “shall be interviewed”. Commissioner Gell made a motion to pass the resolution as changed, seconded by Commissioner Price. The motion passed 4-0. Commissioner Gell stated the Ethics Commission opening needed to be advertised and Commissioner Doss stated a letter needed to be sent to Mr. Jarinko, the incumbent, about applying if still interested in serving.

Valerie Hahn, an audience member, stated she understood that the engineer was supposed to determine the length of the groins next to the stream but in the paperwork it specified 40 and 90 ft.

At this time, 8:47 p.m., President Vandervort arrived at the meeting.

After discussion, the Board decided to have John Huang, the engineer, attend a regular town meeting to make sure he understood that the Town was interested only in having groins of the shortest functional length. At their request, Mr. Hearne would notify Mrs. Hahn and Mr. McMullen regarding what meeting this would be.

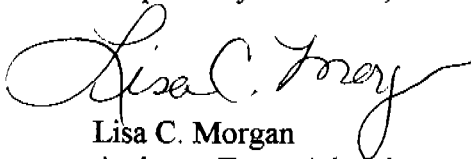
Judy Calvert, an audience member, stated she wanted to commend the town maintenance workers for the excellent snowplowing and their attempted to clear drains, etc, to minimize flooding because of the rain. Commissioner Doss stated believed Charlestown Fire Company was one of only two fire departments that did not receive calls to pump out basements.

Don McMillan, an audience member, asked about the gate being put up at the end of Chesapeake Road. President Vandervort stated the property was deeded to Ripco, Inc. and even the town map up on the wall showed that. Mr. McMillan asked about Mr. Hall doing building without permits. Commissioner Sheets stated they would have to file a formal complaint in writing to the Town Commissioners. Mrs. Calvert stated she was waiting for information from the county before doing so.

Commissioner Gell stated there was supposed to be a conference call regarding flood emergency planning. Commissioner Doss stated there was a miscommunication because he and Mr. Hearne believed the County would call at the day and time specified and link them in but they were supposed to the County.

As there was no further business to be discussed, Vice President Doss adjourned the meeting at 9:12 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/25/2003

TIME: 7:30 PM

- Judy Calvert
- Donald McMillan
- Edward M. Miller
- Val Hahn
- Joshua C. Beamer
- Karen Kusky
- William C. Plgard
- Mario. Siver
- Richard W. Evans

Town of Charlestown

Accounts Payable Bills

1/03

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Best Cleaning Services, Inc.	cleaning services		
Charm Net, Inc.	Inv #123370 - internet service - 02/01/03 - 03/1/03	6450.1 - Maintenance	70.00-
URS Corporation	Inv #394011 - follow up review of letter re antennas	6440.1 - Telephone	16.95-
MDI	remainder due - furniture - Town Hall	6341.1 - Engineering Services	84.80-
Verizon	Acct #000017861803 96Y - telephone - Town Hall	6470.1 - Office Upgrade	4,634.02-
LGIT Health Pool	health insurance - Mar '03	6440.1 - Telephone	142.06-
Carrot-Top Industries, Inc.	Acct #539338 - Inv #287273 - (4) 6x10 flags; (2) 3x5 flags	6170.1 - Medical Insurance	255.31-
AT&T	Acct #8014-058-9492 - Inv #6392535366 - long distance - To...	6219.1 - Other	340.00-
Canon Business Solutions - ...	Cust #A48248 - Canon copier & maintenance contract	6440.1 - Telephone	11.18-
Sheriff's Patrol	gasoline for Sheriff's Patrol - 12/14/02 - 01/10/03	6250.1 - Office Equipment	5,067.53-
Sheriff's Patrol	Sheriff's Patrol - period of 12/14/02 - 01/10/03	6920.1 - Police Protection	96.84-
Comfort Station Electric	2096 4129 9992 - Comfort Station - Dec & Jan bills	6920.1 - Police Protection	2,280.00-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21701480160 - lumber fo...	6420.1 - Electric	189.53-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #8326 - camera bag; floodli...	-SPLIT-	205.31-
		-SPLIT-	28.26-
Total 1010.1 - Cash-General Checking			13,421.79-
Total 1000.1 - General Fund Cash Accounts			
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 - Telephone	41.17-
Verizon Wireless	Acct #202583968-00001 - Inv #415447851 - (2) cell phones	7132.2 - Telephone	51.68-
Atlantic Coast Laboratories	Inv #99596 - monthly lab fees	7121.2 - Laboratory Testing	16.00-
Miller Environmental, Inc.	Inv #10030389 - water sys operation contract - Mar '03	7120.2 - Contract Operating	1,977.04-
National Waterworks	Acct #94258 - Inv #9079749 - (1) 1" SRII TRPL 1000 gal wat...	7741.2 - Water meters	230.09-
Cecil County Treasurer's Off...	county sewer user fees - 4th qtr FY03	6550.2 - County Regional System Use...	16,047.27-
Total 1010.2 - Cash - Utility Checking			18,363.25-
Total 1000.2 - Utility Fund Cash Accounts			
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21701680331 - step ladd...	6420.3 - General Maintenance	59.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9965 - tire sealant & repai...	-SPLIT-	71.53-
Dempsey's Service Center	Inv #5222 - hydraulic hoses & shoes - truck	6024.3 - Truck Repair	107.69-
Newark Kubota	Inv #31133 - fan belt, tooth for drag box; Inv #30877 - filter &...	-SPLIT-	91.16-

Town of Charlestown

Accounts Payable Bills

1/03

Name	Memo	Split	Amount
Kunkle Service Co. Gilbert Enterprises Inc.	Cust #36904 - Inv #313293 - 1/2 dr short impact skt 5/8 - shop Inv #9223G - gasoline & diesel charges - Jan '03	6420.3 · General Maintenance -SPLIT-	4.77- 267.33-
Total 1005.3 · New-Checking-Special (Special checking County)			601.48-
Total 1000.3 · Special Fund Cash Accounts			601.48-
TOTAL			32,386.52-

TOWN MEETING OF FEBRUARY 11, 2003
MINUTES

The February 11, 2003 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 Robert L. Gell and Commissioner Richard Price. 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 January 14, 2003 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

Accounts Payable -- President Vandervort provided copies of the budget report to the Board but stated he was still working on refining the format. After some discussion, Commissioner Sheets made a motion to pay the bills, seconded by Commissioner Doss. The motion passed 5-0.

Miller Environmental, Inc. -- Monthly Report & Boil Water Advisory Update -- Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the January 2003 monthly water operations report. After much discussion on how emergencies of this type should be handled, President Vandervort asked the Board if the Town should tender a bill to the plumbing contractor for the expenses the Town incurred to handle the emergency. After brief discussion, Commissioner Sheets made a motion to send an invoice to the plumbing contractor, seconded by Commissioner Doss. The motion passed 5-0.

Commissioner Doss stated he had e-mailed the Maryland Department of the Environment's (MDE) advisory about increasing protection and security around water and wastewater facilities. He stated he would be meeting with Robert Rowe, a local welder, to get the cost of fabricating coverings for the wellheads. He also mentioned that he had filled out forms for the wells and the water tower to be included as property checks for the Cecil County Sheriff's Office. Mrs. Hamilton stated MEI would need to be able to remove the coverings, particularly for MDE inspections. Commissioner Doss stated that would be considered in the design. After more discussion, Commissioner Gell made a motion that the Town proceeds with securing the wellheads by having Commissioner Doss meet with Mr. Rowe and determine the best way to proceed and the associated cost, seconded by Commissioner Sheets. The motion passed 5-0.

Judy Calvert -- Judy Calvert stated she would be submitted a permit application to build a new house at 380 Chesapeake Road where the previous house had been condemned and removed. As Commissioner Price was not familiar with the matter, President Vandervort explained the basic chronology of events. After much discussion, President Vandervort explained to Mrs. Calvert that this Board was not the appropriate Board to handle the matter and referred her to the Planning and Zoning Commission and explained the appeals process.

PENDING BUSINESS

Cell Phone Antennas -- President Vandervort stated there were 2-3 issues that URS, the Town's engineers, and AT&T to resolve as far as the plans and once resolved, he would sign the

contract. President Vandervort also mentioned he had asked Corrosion Control, the contractor who painted the water tower, about them not painting the service tube area and they explained they would complete that when the tower was not sweating so much. President Vandervort stated he hoped that could be done concurrent with any touch up needed once AT&T had installed the antennas.

FY04 POS Grants – Mr. Hearne stated Stephen Porter, the developer of Trinity Woods, had agreed to transfer 1 lot to the Town for a park and that language was included in the public works agreement he signed. Mr. Hearne stated Commissioner Sheets told him Trinity Woods residents were interested in a basketball court, not a skateboard park. Mr. Hearne stated he had completed the grant application for a basketball court and he would be doing the grant presentation to the County Parks Board on February 24th at 6:30 p.m. at the County Administrative Building. After more discussion, Commissioner Price made a motion to rescind the previous motion for a skateboard board and change it to submitting for a basketball court, seconded by Commissioner Gell. The motion passed 5-0.

Shoreline Erosion Project – Mr. Hearne stated John Huang & Associates had forwarded the engineering contract. President Vandervort stated he wanted to review it before deciding whether or not it needed to be reviewed by Keith Baynes, the Town's attorney.

Pat Swoboda, an audience member, stated his company, Cara Cove Productions, does web site design. Commissioner Doss asked for his business card and he would call him to set up a meeting. Mr. Hearne stated a General Code Publishing representative was willing to meet with the Board to discuss what options were available to incorporate the Town code onto the website.

Renovations – After some discussion, Commissioner Gell made a motion to let Commissioner Sheets determine the carpet and cost to install such and authorize President Vandervort to sign the contract, seconded by Commissioner Price. The motion passed 5-0.

NEW BUSINESS

Ethics Commission Appointment – David Jarinko expired 01/03 3 year term – Commissioner Gell stated he still felt the Board should advertise openings when commission appointments are up to provide opportunities for anyone interested, including the individual whose term is up, to serve. President Vandervort stated if the Board decided to do appointments this way, it should be policy so that it was applied consistently. Commissioner Gell stated he had worked on a policy but did not have a copy with him. Commissioner Doss made a motion to table this until the Board had read Commissioner Gell's proposed policy, seconded by Commissioner Price. The motion passed 5-0.

Fireworks Contract – President Vandervort stated he wanted authorization to sign the contract for \$10,000, of which a \$2500 deposit needed to be sent, for the fireworks display for RiverFest. Commissioner Sheets made a motion to approve the contract and send the deposit, seconded by Commissioner Gell. Commissioner Gell asked if the Town had or could get cancellation insurance. Mrs. Morgan stated she would call the Local Government Insurance Trust (LGIT), the Town's insurance company, about this. The motion passed 5-0.

Cecil County Housing Agency – donated picnic tables – Mr. Hearne stated a Mr. Hicks had donated picnic tables to the Town and asked for a letter regarding the donation be sent to him. He further stated that, shortly thereafter, he was contacted by Dottie Warner, of the Cecil County Housing Agency, who stated Mr. Hicks was being investigated for fraud. Mr. Hearne stated a letter would be sent to Mr. Hicks but, at the Agency's suggestion, no valuation of the tables would be included and a copy of the letter would be sent to Mrs. Warner.

Flags – Mrs. Morgan stated the Town needed new flags for the cemetery and stone wharf. After some discussion, Commissioner Doss made a motion to purchase four 6x10 and two 3x5 flags, seconded by Commissioner Sheets. The motion passed 5-0.

Signs – Mrs. Morgan stated she had a list from town maintenance for several types of signs. She had provided a list of prices from several companies. After brief discussion, Commissioner Doss made a motion to purchase the requested types of signs for replacement and/or stock up to the amount of \$500, seconded by Commissioner Sheets. The motion passed 5-0.

Maintenance Cell Phone – Mrs. Morgan asked if the Town would purchase a vibrating battery pack for the cell phone used by town maintenance, as Mr. Algard can't hear it ring due to tinnitus. After discussion, Commissioner Gell made a motion to have Commissioner Doss get a vibrating battery pack or new phones with that feature, seconded by Commissioner Sheets. The motion passed 5-0.

Stone Wharf – Ice Damage – Mr. Hearne stated he had called LGIT to see if the damage was covered by insurance but Scott Soderstrom hadn't returned his calls yet. After discussion, the Board asked to have pile-driving contractors called for cost estimates and to contact MDE regarding a permit to repair. Commissioner Doss stated Ken Ropp, of the Maryland Department of Natural Resources, might know if there's a quicker procedure, as the pier was a hazard. Mrs. Morgan stated she would contact him.

Special Buffer Area – Mr. Hearne stated the proposal needed to be approved by the Chesapeake Bay Critical Area Commission (CAC) but a hearing date had not been scheduled yet. He further stated the CAC will want it in ordinance form so he was working with Mr. Baynes on that. Commissioner Price asked if the Board had decided on the survivability issue regarding plantings. After discussion, the Board decided plantings needed to be maintained for 3 years.

Fax Machine – President Vandervort stated the fax machine didn't work at times and mentioned a new one would cost \$300-400. Mrs. Morgan stated it would need to be compatible with Fund Balance and believed there was something in their literature advising against using laser printers but would check on it. Commissioner Gell made a motion for Commissioner Sheets to look into and purchase a new machine, seconded by Commissioner Sheets. The motion passed 5-0.

Youth Strategies Planning Meeting – 02/13/03 – Mrs. Morgan stated the meeting information was given if any commissioner wanted to attend.

Minutes for Previous Meeting & Questionnaire – Water/Sewer Infrastructure – The Board decided to review both and be prepared to complete the questionnaire at the next meeting.

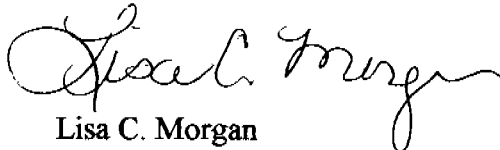
Hazard Mitigation Plan – After some discussion, Commissioner Sheets made a motion that Commissioners Doss and Gell work on a draft for the Board, seconded by Commissioner Price. The motion passed 5-0. Mrs. Morgan stated she would e-mail other towns for copies of their mitigation plans.

Commissioner Price stated there had been another Army Corps. Of Engineers meeting regarding the Northeast River dredging. He stated it was asked if a letter of support could be sent and copies thereof sent to our legislative delegation. Commissioner Sheets made a motion for the Town to send the letter, seconded by Commissioner Price. The motion passed 5-0.

Commissioner Gell stated he wasn't sure if it was too late to do so but asked if the Board wanted to put an ad in the Cecil County Chamber of Commerce's annual directory. He stated the Town, as a chamber member, had a listing but this would be for an ad. After discussion, Commissioner Gell stated he would check on the ad deadline and bring in a copy of the directory for the commissioners to look at.

As there was no further business to be discussed, Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort adjourned the meeting at 10:08 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF FEBRUARY 11, 2003
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
- Boil Water Advisory Update
4. Edgar McMullen – Cemetery
5. Judy Calvert

PENDING BUSINESS

6. Cell Phone Antennas
7. FY04 POS Grants
8. Shoreline Erosion Project
9. Web Page
10. Renovations

NEW BUSINESS

11. Ethics Commission Appointment
David Jarinko – 01/03 3 years
12. Fireworks Contract
13. Cecil County Housing Agency – donated picnic tables
14. Flags
15. Signs
16. Maintenance Cell Phone
17. Stone Wharf – Ice Damage
18. Special Buffer Area
19. Fax Machine
20. Youth Strategies Planning Meeting – 02/13/03

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/11/2003 TIME: 7:30 P.M

Ed North Miller Environmental, Inc.

Bob Phillips

John Magness

Judy Calvert

Donald McMillan

Patrick Swoboda Caracole Productions

[Signature]

Rayley R. Boat

Heath C. Brown

Shelby Doss

Town of Charlestown

Accounts Payable Bills

103

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Waste Management	Acct #275-0049441-0276-5 - Inv #1133321-0276-4 - trash re...	6651.1 - Trash Collection	3,465.44-
Chesapeake Publishing Corp.	election ad	6240.1 - Election	36.67-
Maryland Rural Developme...	Circuit Rider program - 2nd qtr FY03	6330.1 - Administration	3,133.50-
Charm Net, Inc.	Acct #15683 - Inv #123370 - internet access 02/01/03 - 03/01...	6440.1 - Telephone	16.95-
URS Corporation	Inv #372601 - site visit inspection - water system - Scott Gar...	2062.1 - Escrow - Scott Gard Ph I - W...	643.00-
URS Corporation	Inv #372625 - completed antenna review - AT&T antenna en...	6341.1 - Engineering Services	784.48-
Sheriff's Patrol	Charlestown Patrol - 11/16/02 - 12/13/02	6920.1 - Police Protection	2,580.00-
Sheriff's Patrol	Gasoline - Charlestown Patrol - 11/16/02 - 12/13/02	6920.1 - Police Protection	92.86-
Baynes, Keith A.	representation @ mtg regarding Calvert property; review Trin...	-SPLIT-	250.00-
Hoopes Fire & Safety Equip...	Customer #200189 1 - Inv #33059 - fire extinguisher inspection	6450.1 - Maintenance	35.50-
Best Cleaning Services, Inc.	Inv #19399 - (3) cleanings	6450.1 - Maintenance	105.00-
Ace Printing	Inv #8002 - (100) stop work orders	6610.1 - Administration	48.00-
Verizon	Acct #000017861803 96y - telephone - Town Hall	6440.1 - Telephone	131.49-
Radio Shack	Acct #00001903060981 - Inv #428724 - (3) 5-pk cassette tapes	6221.1 - Supplies	35.07-
LGIT Health Pool	Medical insurance - Feb '03	6170.1 - Medical Insurance	255.31-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #317891 - deck nails - c-dock; Inv #318046 ...	-SPLIT-	376.24-
American Home & Hardware	Acct #685600 - Inv #905729 - carbon monoxide detectors - p...	6450.1 - Maintenance	67.56-
Staples	Acct #797232000027426 - office supplies; Quick Books 2003	-SPLIT-	426.97-
URS Corporation	Inv #362019 - water tank antenna evaluation - AT&T contract	6341.1 - Engineering Services	896.81-
URS Corporation	Inv #362135 - meeting with York Building & report	6341.1 - Engineering Services	1,652.81-
Connectiv	Acct #2096 3159 9997 - Town Hall - Jan '03	6420.1 - Electric	128.05-
Garage electric	2096 5479 9995	6420.1 - Electric	42.42-
Flagpole Lighting	2105 5729 9992	6420.1 - Electric	49.83-
Town Pier Electric	2056 2019 9997	6985.1 - Electric	177.22-
Total 1010.1 - Cash-General Checking			15,431.18-
Total 1000.1 - General Fund Cash Accounts			15,431.18-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Miller Environmental, Inc.	Inv #10030389 - water sys operations contract - Feb '03	7120.2 - Contract Operating	1,977.04-
Verizon Wireless	Acct #202583968-00001 - Inv #0408968654 - (2) cell phones	7132.2 - Telephone	50.33-
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 - Telephone	40.53-
Corpro	Cust #CW001120 System #18442 Contract #4718 - cathodic ...	7120.2 - Contract Operating	365.00-
Atlantic Coast Laboratories	Inv #99430 - monthly lab testing fees	7121.2 - Laboratory Testing	81.00-
Sta 1 electric	2096 3069 9996	6531.2 - Station #1	142.55-

Town of Charlestown

Accounts Payable Bills

/03

Name	Memo	Split	Amount
Sta 3 electric	2096 4739 9994	6532.2 · Station #3	50.58-
Lift Station electric	2096 4139 9990	6534.2 · Lift Station	8.56-
Rt 7 electric	2096 9259 9993	6533.2 · Station RT. #7	31.23-
Well 1 Electric	2096 5499 9991	7131.2 · Electric	284.50-
Well 3 Electric	2096 5769 9994	7131.2 · Electric	196.60-
Water Tank Electric	2096 5489 9993	7131.2 · Electric	483.84-
Total 1010.2 · Cash - Utility Checking			3,711.76-
Total 1000.2 · Utility Fund Cash Accounts			3,711.76-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
American Home & Hardware	Acct #685600 - Inv #906129 - u-bolt - shop	6420.3 · General Maintenance	10.00-
Street Lighting	2055 3529 9973 - street lights	6010.3 · Street Lights	641.46-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4496 - grease - shop; Inv ...	-SPLIT-	43.45-
Gilbert Enterprises Inc.	Inv #9120G - gasoline ticket not billed for Nov '02	6026.3 · Gasoline - Truck	30.30-
Total 1005.3 · New-Checking-Special (Special checking County)			725.21-
Total 1000.3 · Special Fund Cash Accounts			725.21-
1100.2 · Utility Fund Accounts Receivable			
1110.2 · Service Charges Receivable			
Town Utilities		4110.2 · Sewage Charge-User Fee	19,438.04
Town Utilities		4210.2 · Water Charges-User Fees	30,524.80
Total 1110.2 · Service Charges Receivable			49,962.84
Total 1100.2 · Utility Fund Accounts Receivable			49,962.84
TOTAL			30,094.69

TOWN MEETING ATTENDANCE SHEET

TYPE OF MEETING: REGULAR, SPECIAL, WORKSHOP

DATE AND TIME: January 28, 2003 7:30 pm

ATTENDEE'S NAME

Eileen M. Burke

Gudy Calvert

TOWN MEETING OF JANUARY 14, 2003
MINUTES

The January 14, 2003 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:35 p.m. Other Commissioners present were Vice-President Michael W. Doss, Treasurer Donna M. Sheets, and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Election Results

Mrs. Morgan read the results of the January 13, 2003 town election as follows:

Henry Burden	-	10
Michael Doss	-	93
Richard Hartnett	-	90
Joseph Letts	-	86
Richard Price	-	130

Mrs. Morgan stated Mr. Doss and Mr. Price were elected as commissioners.

Oath of Office

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

Election of Officers

The Board, voting by secret ballot, elected Steven Vandervort, Michael Doss and Donna Sheets as President, Vice President and Treasurer respectively. Mr. Brueckman swore them in.

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc., presented the December 2002 water system operations report to the Board. President Vandervort mentioned the turbo heater at the water tower was not working and the Board agreed to have it repaired or replaced, whichever was more cost effective. After Mrs. Hamilton stated she did not have a spare 1 inch meter or spare parts for one, Commissioner Doss made a motion to purchase one 1-inch meter and a set of spare parts, seconded by Commissioner Price. The motion passed 5-0.

Michael Vaughn/York Building Products & Stewart Associates – Sewer Service – Michael Vaughn, of Stewart Associates, made a presentation regarding the concept of running a sewer line from their property on Rte. 40 to the Town's line. After reviewing what had been discussed at an informal discussion with the County and President Vandervort regarding service area, pump station issues, connection fees, rates, covenants and restrictions, Mr. Vaughn asked if the Board for agree to move forward toward an

agreement to provide sewer. Commissioner Doss so moved, seconded by Commissioner Sheets. The motion passed 5-0.

Minutes – Commissioner Doss made a motion to approve the minutes of the December 10, 2002 meeting, seconded by Commissioner Sheets. The motion passed 3-0-2 (Commissioners Gell and Price abstained).

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

PENDING BUSINESS

Cell Phone Antennas – President Vandervort mentioned the Board had approved the AT&T lease subject to satisfactory review of the engineering plans by URS Corporation, the Town's engineers. Tom DeLorimier, of URS Corporation, stated they had mentioned wanting Chicago Bridge & Iron, the tank manufacturer, to review the plans but it would cost \$3000 to do so. President Vandervort stated AT&T was reluctant to pay any further review cost and the lease would hold AT&T responsible for any damage their antennas do to the tank. After discussion, Commissioner Price made a motion to proceed getting the engineering plans approved without review by Chicago Bridge and Iron, seconded by Commissioner Sheets. The motion passed 5-0. Mr. DeLorimier stated his and AT&T's engineers would be working out the remaining problems tomorrow. President Vandervort asked to have a note on the plans that any painting needed to be done by Corrosion Control.

FY04 POS Grants – Commissioner Sheets stated the remaining Trinity Woods lands was in the process of being sold. Mr. Hearne stated the public works agreement to be signed by Mr. Porter had language in there for him to give land to the Town for recreational use. Commissioner Gell asked if the amount of land was stipulated. Mr. Hearne stated he would put that in. After discussion, Commissioner Gell stated the Town should consider a skateboard park there. After much discussion, Commissioner Gell made a motion to apply for a \$50,000 grant to meet the recreational needs of Trinity Woods, a skateboard/rollerblade park, seconded by Commissioner Sheets. The motion passed 5-0.

Streetscape – Mr. Hearne stated the State Highway Administration had finally sent a letter suspending any further work on the Streetscape project until the funding situation is known.

Shoreline Erosion project – President Vandervort stated the Town received 5 engineering proposals for the project and the apparent low bid, from John Huang & Associates, had been satisfactorily reviewed by the Maryland Department of the Environment. Commissioner Gell made a motion to award the engineering contract to John Huang & Associates, seconded by Commissioner Doss. The motion passed 5-0.

NEW BUSINESS

LGIT Health Pool Assessment – Mrs. Morgan stated due to cost overruns, the LGIT Board of Trustees was billing each pool participant their assessed share of the overrun. She further stated the Town's cost was \$166. Commissioner Gell made a motion to pay the \$166 cost assessment, seconded by Commissioner Doss. The motion passed 5-0.

WILMAPCO FY04 Unified Work Program – deadline 02/14/03 – Mrs. Morgan stated WILMAPCO was requesting any local transportation needs to be considered for their FY04 program.

Holiday decorations – Commissioner Sheets stated she had samples of traditional and non-traditional decorations such as used in Ocean City. She also stated it would cost an average of \$157 per month for electric. President Vandervort reminded the Board it had already awarded the electrical contract for the decorations. Commissioner Gell made a motion to purchase 2 dozen of the nautical-themed decorations for \$6660 plus freight, seconded by Commissioner Sheets. The motion passed 5-0.

MML "If I Were Mayor" Contest – Commissioner Sheets stated the 4th grade teachers asked if some commissioners would talk to the 4th grade classes on January 24th between 9-12 about what a mayor does. Commissioner Sheets and Commissioner Price stated they were willing to go. President Vandervort stated he would try to attend also.

Town Interactive Web Page – Commissioner Doss asked if he could develop a bid package for a town web page. He stated that with more and more people with internet access, the web page would give them access to town services and information. Commissioner Gell made a motion to have Commissioner Doss work on this and come back to the next meeting with the information, seconded by Commissioner Sheets. The motion passed 5-0.

Report to the Community of the Youth Speak Out Forum – 01/27/03 – Mrs. Morgan stated the report would be presented and discussed at a meeting on January 27, 2003. She further stated youths attending the forum was asked what they felt were the biggest concerns or problems facing them today and possible solutions.

President Vandervort stated commissioner assignments had been discussed before and he had been working a list of areas but wanted input from the commissioners and what areas they would be interested in. Commissioner Price also suggested the Board discuss what direction and set of goals the Town wanted to accomplish to head in that direction. After much discussion, at Commissioner Doss' suggestion, the Board decided that the January 28, 2003 meeting would be a workshop meeting to discuss these matters.

President Vandervort stated the Town Hall's furnace needed to be replaced and had one proposal but wanted to get 2 more and asked if the Board would authorize him to take the lowest of the three. Commissioner Gell stated as long as it would establish 2 heating zones and Commissioner Sheets stated central air conditioning should be installed at that time

too. After more discussion, the Board decided a special meeting could be held once 3 proposals had been received. The Board also asked town maintenance to install CO detectors in the Town Hall and post office.

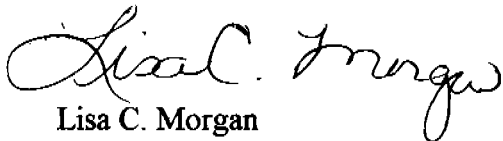
Hazard Mitigation Plan – Mr. Hearne stated he would make a copy for each commissioner to review for discussion at the next meeting.

Commissioner Gell stated the Town needed to have a representative at the water/sewer infrastructure meeting on January 23rd at 6:30 p.m. He also stated there was another Army Corps. of Engineer meeting regarding the Northeast River dredging at the Wellwood Yacht Club on January 30th at 12:15 p.m.

Judy Calvert and Don McMillan wanted to discuss the property at 380 Chesapeake Road and the way the matter was handled by Planning and Zoning. After several minutes, the Board agreed this was a Planning and Zoning Commission matter and declined to discuss further.

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

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

MEETING OF JANUARY 14, 2003
AGENDA

7:30 P.M.

1. Election Results
2. Oath of Office
3. Election of Town Officers
4. Minutes
5. Accounts Payable
6. Miller Environmental, Inc. – Monthly Report
7. Michael Vaughn/York Bldg. Products – Sewer Service

PENDING BUSINESS

8. Cell Phone Antennas
9. FY04 POS Grants
10. Streetscape
11. Shoreline Erosion Project

NEW BUSINESS

12. LGIT Health Pool Assessment
13. WILMAPCO FY04 Unified Planning Work Program – deadline 02/14/03
14. Christmas decorations
15. MML If I Were Mayor Contest
16. Town Interactive Web Page
17. Report to the Community of the Youth Speak Out Forum – 01/27/03

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/14/2003

TIME: 11:30 AM

Stacy Stewart	Stewart Associates
Jill [unclear]	Stewart Associates
Thomas de [unclear]	URS Corporation
John M. Miller	
N. Williamson	
James J. McAniel	
Rebecca Phillips	
Bat Phillips	
Mark Woodhill	
Mike Vaughan	Stewart Associates
Bob [unclear]	Miller Engineering, Inc.
Harold C. Remon	
Rosalyn Bott	
Debra [unclear]	
Mark [unclear]	Cecil County Commissioner - 5th District

Town of Charlestown

Accounts Payable Bills

1/03

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Upperco, Joan	election judge - 2003 Town Election	6240.1 - Election	75.00-
Slater, Virginia	election judge - 2003 town election	6240.1 - Election	75.00-
Newsome, Judy	chief election judge - 2003 town election	6240.1 - Election	100.00-
AT&T	Acct #8014-058-9492 - Inv #6392631340 -long distance Tow...	6440.1 - Telephone	19.64-
Central Printing & Office Su...	(600) town election ballots; 2 bx window envelopes; 1 bx reg ...	-SPLIT-	262.00-
URS Corporation	Inv #349283 - comprehensive plan revisions	6611.1 - Other	409.85-
URS Corporation	Inv #324569 - review subdiv plans - Trinity Woods Phase IIB	6615.1 - Trinity Woods Phase IIB	445.00-
URS Corporation	Inv #324570 - water main issues - Scott Gardens - escrowed ...	2062.1 - Escrow - Scott Gard Ph I - W...	1,320.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #113945-0276-4 - Decemb...	6651.1 - Trash Collection	3,465.44-
Maryland Portable Concrete...	Acct #2265 - Inv #112604 - 10.5 c.y. concrete - handicapped ...	6490.1 - H/C Ramps (grant)	296.25-
Chesapeake Publishing Corp.	election ads; ad to cancel Dec mtg	-SPLIT-	207.83-
Baynes, Keith A.	provide language for Trinity Woods IIB pwass; review & comm...	-SPLIT-	360.00-
North East Florist, Inc.	floral arrangement - open house	6219.1 - Other	55.00-
Charm Net, Inc.	Acct #6419 - Inv #121477 - internet access 01/01/03 - 01/31/...	6440.1 - Telephone	16.95-
Keystone Digital Imaging	Customer #DB0423 - Inv #71191 - maintenance agreement ...	-SPLIT-	709.76-
Best Cleaning Services, Inc.	Inv # 19306 - (2) bi-weekly cleanings	6450.1 - Maintenance	70.00-
Cecil Tree Service	remove oak tree - Tasker Lane	6450.1 - Maintenance	400.00-
Crothers-Littles Ins.	Acct #CH011206094732 Inv #1226 - bond - Morgan, Lisa	6520.1 - Fidelity Bonds	150.00-
Wellwood Yacht Club	partial abatement FY00 tangible personal property taxes	4112.1 - Other	141.91-
Good Time Attractions	Customer #51933100 - 21 dz bubble necklaces; 2 gr pencil e...	6963.1 - Halloween Party	106.08-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 10/19/02 - 11/15/02	6920.1 - Police Protection	130.83-
Sheriff's Patrol	Charlestown Patrol - period of 10/19/02 - 11/15/02	6920.1 - Police Protection	3,420.00-
Verizon	Acct #000017861803 96Y	6440.1 - Telephone	131.36-
LGIT Health Pool	Jan '03 medical insurance	6170.1 - Medical Insurance	255.31-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #1040 - film & 35mm came...	-SPLIT-	278.13-
Conectiv	Town Hall electric - Acct #2096 3159 9997	6420.1 - Electric	125.57-
Garage electric	Garage electric - Acct # 2096 5479 9995	6420.1 - Electric	30.91-
Flagpole Lighting	Flagpole Cone St Acct # 2105 5729 9992	6420.1 - Electric	37.13-
Town Pier Electric	Town Pier electric - Acct #2056 2019 9997	6985.1 - Electric	83.96-
Total 1010.1 - Cash-General Checking			13,178.91-
Total 1000.1 - General Fund Cash Accounts			13,178.91-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Station 1 Acct #2096 3069 9996	6531.2 - Station #1	129.64-

Town of Charlestown

Accounts Payable Bills

1/03

Name	Memo	Split	Amount
Sta 3 electric	Station 3 Acct #2096 4739 9994	6532.2 · Station #3	81.58-
Rt 7 electric	Rt 7 Station Acct #2096 9259 9993	6533.2 · Station RT. #7	31.76-
Well 1 Electric	Well 1 Acct #2096 5499 9991	7131.2 · Electric	322.52-
Well 3 Electric	Well 3 Acct. # 2096 5769 9994	7131.2 · Electric	179.65-
Water Tank Electric	Water tank Acct #2096 5489 9993	7131.2 · Electric	516.38-
Miller Environmental, Inc.	Inv #10010387 - water ops contract - Jan '03	7120.2 · Contract Operating	1,977.04-
Verizon Wireless	Acct #202583968-00001 - Inv #402555484 - (2) cell phones	7760.2 · Miscellaneous	50.33-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	39.97-
Atlantic Coast Laboratories	Inv #98972 - monthly coliform testing - Nov '02; VOC & nitra...	7121.2 · Laboratory Testing	85.00-
Total 1010.2 · Cash - Utility Checking			3,413.87-
Total 1000.2 · Utility Fund Cash Accounts			3,413.87-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #2288 - ice melt; gloves - s...	-SPLIT-	76.68-
Street Lighting	Street Lighting Acct #2055 3529 9973	6010.3 · Street Lights	641.46-
Dempsey's Service Center	Inv #5073 - (1) 3' cutting edge; (2) shoe assemblies - snow pl...	6022.3 · Equipment Repair	146.48-
York Building Products	Cust #6241 - Inv #2956-01 - 4.22 tons sand to mix with salt f...	6500.3 · Snow Removal	32.71-
Gilbert Enterprises Inc.	Inv #9066G - gasoline charges for Nov '02 - truck; Inv #9111...	-SPLIT-	503.04-
Total 1005.3 · New-Checking-Special (Special checking County)			1,400.37-
Total 1000.3 · Special Fund Cash Accounts			1,400.37-
TOTAL			17,993.15-

SPECIAL MEETING OF JUNE 16, 2003
MINUTES

The June 16, 2003 special meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 6:26 p.m. Other Commissioners present were Treasurer Donna M. Sheets and Commissioner Richard Price. Vice President Michael W. Doss arrived later in the meeting as indicated within the minutes. Audience attendance sheet is attached hereto.

President Vandervort stated because the date of the 2nd meeting of the month would fall when all the commissioners would be attending the Maryland Municipal League, that meeting had been cancelled but there were two items that needed to be dealt with: the budget and a proposal to lease c-dock. President Vandervort stated Commissioner Sheets had requesting funding for a document scanner so he was proposing moving \$6,000 from office upgrade to office equipment, increasing office equipment from \$3,500 to \$9,500 and decreasing office upgrade from \$25,000 to \$19,000. He further stated if it was purchased for lower than that, the remaining money could be shifted back. President Vandervort also stated he had added a category for c-dock repairs and budgeted \$35,000, which was a large amount, he had gotten some repair estimates but depending on what repairs are done, he wanted to budget that. President Vandervort mentioned there had been a lease proposal so these costs would be recovered by the rent payments. He mentioned under expenditures, in property rentals he had added \$35,000, the recouping of the repair expense.

At this time, Vice President Doss arrived at the meeting.

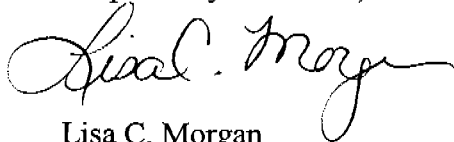
President Vandervort stated in the utility account under user fees, if increased by 25% - about a \$10 increase, it would generate at least an additional \$97,805. He further stated he only budgeted \$6,000 in connection fees but there would probably be more because of Scott Gardens and the GE plant in the Principio Business Park but the Board should agree the fees from the GE plant need to be put right into the long-term fund to pay for the upgrades to the pumping stations. After discussion, President Vandervort stated he doesn't foresee any capital improvements to the sewer system next year. After more discussion, President Vandervort stated water and sewer rate structures could be worked on later. He stated the Board can set the budget and then later work on the rate structures to meet the amounts budgeted. He stated the Town had occurred legal fees this year due to negotiations with the County on the sewer agreement but that was unusual and, usually, the Town doesn't have any legal expenses regarding water and sewer. After more discussion President Vandervort stated the antenna rental would go up to \$40,500 because Bell Atlantic's lease payment increases next year. He further stated it was difficult to estimate the amount that would be collected on water connection fees. After discussion, the Board agreed to put it at \$10,000. After more discussion, President Vandervort stated the amount in the long-term maintenance would decrease to \$34,695 because of the change made to the estimated amount of hook up fees collected. President Vandervort stated they weren't sure whether the inside of the bowl needed to be painted but had put \$4500 in there to have it inspected. On the streets fund, President Vandervort stated the income for the streets fund comes from the gas and motor tax that the State gives us, interest we earn on it and

whatever surplus we had from the year before. He further stated there was \$10,000 budgeted for lighting, we've spend about \$7700 but left the \$10,000 because there will be lighting put in for Scott Gardens and Commissioner Gell had been discussing some lighting improvements as well. After discussion, the Board decided to leave the amount at \$10,000. Commissioner Doss stated the Board needed to consider a new truck because the older truck was getting in bad shape. After discussion, the Board decided not to include monies for that in this year's budget. After more discussion, Commissioner Price stated with the Town looking at more storm water management, there would be more expenditure on ditches and drains. Commissioner Doss stated repaving would need to be done if that would cause streets to be dug up. He asked who pays for the signs for Scott Gardens. President Vandervort stated the developer would. President Vandervort mentioned the cemetery fund income comes from a bequest, a few annual fees, burial fees and Mr. McMullen only had a few cremation lots left to sell. He mentioned the maintenance expense for the cemetery was paid out of the general fund and the cemetery fund reimburses it. Commissioner Doss asked what the Town wanted to do about funding for a full-time administrator. President Vandervort stated the Board should consider a budget amendment if and when the annexation occurred. Commissioner Sheets asked and Commissioner Doss stated he felt it was needed now and she agreed. President Vandervort stated there was no money in the budget right now, if we knew the annexation was coming in, the Town would have the revenue coming in. After discussion, Commissioner Doss stated that job involved every category so every long-term fund could contribute to pay part of that salary. President Vandervort stated he didn't like the idea of using long-term funds to pay for an on-going expense. Commissioner Doss stated the streets budget had \$23,000 going into long-term fund. President Vandervort stated he questioned whether that was enough each year to put aside because there will come a time when the Town will need to repave all the streets in town. Commissioner Price stated it would be easier to decide something like this if the figures in each of the long-term funds were in here. President Vandervort stated the budget doesn't include the amounts in the long-term funds but he could provide them.

President Vandervort stated the other business to be discussed was a lease proposal and suggested the Board go to executive session to discuss the matter. The Board agreed and went into executive session at 6:50 p.m.

After a brief executive session, President Vandervort reconvened the regular meeting. Commissioner Doss made a motion to approve the budget, seconded by Commissioner Price. The motion passed 4-0. At 7:02 p.m., President Vandervort adjourned the meeting.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF JUNE 10, 2003
MINUTES

The June 10, 2003 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort. Also present were Vice President Michael W. Doss, Commissioner Robert L. Gell and Commissioner Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Public Hearing – Handicapped Ramps – President Vandervort stated this hearing was to satisfy the requirements for the grant funding. He asked if there was any comment. As there was no comment, Commissioner Price made a motion to close the hearing, seconded by Commissioner Doss. The motion passed 4-0.

Minutes – Mr. Hearne stated one correction was that he was not in attendance at that meeting due to being out still from knee surgery. President Vandervort stated under the rescinding of property tax discounts, it should state why it was rescinded. Mr. Hearne also stated the section heading needed to state it was an ordinance, not a resolution. Commissioner Doss stated the second paragraph on page 3 did not mention that subject. President Vandervort stated it needed to indicate it was about the Fair Green park light. Commissioner Price also mentioned the committee was for strategic planning instead of economic development and asked that to be changed. Commissioner Gell asked why the minutes were getting done so late. President Vandervort stated he would talk to Mrs. Morgan about it. President Vandervort mentioned that under the discussion regarding Mr. Hall's porch that the Board decided to do anything. After discussion, the Board agreed the tape should be reviewed regarding that. After more discussion, the Board tabled the minutes until they could see the corrections.

Accounts Payable – When asked by President Vandervort, Mr. Hearne stated he believed the URS bill was for Scott Gardens and the cost was taken from the escrowed monies. Commissioner Gell made a motion to approve the bills, seconded by Commissioner Price. The motion passed 3-0-1 (Commissioner Doss abstained).

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc., presented the May 2003 water system operations report to the Board. After some discussion, Commissioner Price mentioned he was thankful the Town had no positive coliform samples. President Vandervort stated the Town had never had a positive coliform sample. Commissioner Gell asked about the status of the wellhead security. Commissioner Doss stated the caps are up at the shop. President Vandervort asked William Algard, one of the maintenance workers, about when the caps could be installed. Mr. Algard stated they could be installed tomorrow. Commissioner Gell asked if the tool shed at the town house had been cleared out. Mr. Algard stated no. After discussion, President Vandervort stated the tool shed roof was the priority and needed to be cleaned out before the contractor started. Mr. Algard stated they would do that tomorrow as priority one. Commissioner Gell asked about the cement pads for the wellhead caps. After discussion, President Vandervort asked Mr. Algard when they could do the pads. Mr. Algard stated if they didn't mow, they could get the pads done by the end of the week.

President Vandervort stated grass mowing shouldn't be the only thing that gets done until August. Mr. Algard stated the frequent rains have been the problem keeping up with the grass. Commissioner Gell mentioned Mr. Algard still needed to apply stucco to the one ramp. Mr. Algard stated the handicapped ramp project was taken over by him. Commissioner Gell stated he was involved with the other ramp. Mr. Algard stated that ramp wasn't done either. After discussion, Commissioner Doss stated they should pour the bases for the lights and the wellhead pads at the same time. After more discussion, President Vandervort stated maintenance should clean out the shed and then Mr. Algard should get with him to schedule the remainder of the work.

Commissioner Gell mentioned he had met with and went around the town with a deputy and identified streetlights that were ineffective or areas that needed a light but didn't have one. After brief discussion, no action was taken by the Board.

NEW BUSINESS

Sheriff's Office Agreement – President Vandervort stated the Town received another offer from the Sheriff's Office. After some discussion, Commissioner Gell made a motion to approve the agreement with the \$33.61 rate, seconded by Commissioner Price. The motion passed 3-0-1 (Commissioner Doss abstained).

LGIT Health Insurance – President Vandervort stated there was a big increase for health insurance for the next year. After much discussion with Henry Burden, an audience member who was familiar with insurance programs and rates, Mr. Burden stated the Town should have been looking at the health insurance earlier because 2 weeks was not sufficient time to do it. At Mr. Burden's suggestion, the Board considered reviewing health insurance coverage earlier next year and would keep in mind that Mr. Burden would be a good individual with information regarding it. After more discussion, Commissioner Gell made a motion to approve the health insurance coverage and rate provided by LGIT for FY 2004, seconded by Commissioner Doss. The motion passed 4-0.

Braking the Cycle Event – Use of Veterans Park – 09/19/03 7-11 a.m. – President Vandervort stated they were requesting the use of Veterans Park on Friday, September 19, 2003. Commissioner Doss made a motion to allow them to use the park, seconded by Commissioner Gell. The motion passed 4-0.

POS FY2004 Funding – Trinity Woods – Mr. Hearne stated this was contingent on funds being available but on the second page there were two parts: acquisition funds and development funds. He further stated the land acquisition funds, \$4,250, was the Town's contribution portion but we can take that out of acquisition funds because Stephen Porter, the developer, was donating a parcel of land to the Town. Commissioner Gell asked if the Town was going to get any more land there or was satisfied with the lot he gave. Mr. Hearne stated Mr. Porter had sold the remainder of the property. President Vandervort asked if the \$4,250 could be used for development. After much discussion, President Vandervort clarified the cost of the basketball court was \$17,000 and POS funding was a 75-25% split. He further stated \$4,250 was the Town's 25% share but as the land was

being donated, the Town had no money outlay and the remaining cost, \$12,750, was amount to be paid by the State. President Vandervort mentioned in the FY04 budget, there was \$5,000 for Trinity Woods and with the State's share of \$12,750, would have \$17,000 in the budget to use.

Boat Ramp Closure – President Vandervort stated the closure was for during Riverfest on September 13th. Commissioner Gell made a motion to close the ramp, seconded by Commissioner Price. After more discussion, Commissioner Gell amended his motion so the ramp was closed from 11 p.m. on Friday, September 12, 2003 to 6:30 a.m. on Monday, September 15, 2003, seconded by Commissioner Price. The motion passed 4-0. Commissioner Doss suggested that Mrs. Morgan contact Ira Black, of the Mariner, regarding the closure.

Cecil-Harford Chapter Dinner – 07/17/03 6 & 7 p.m. – MacGregor's HdeG – President Vandervort stated Mrs. Morgan would need to know everyone's reservations before July 2, 2003.

Personnel Policy – President Vandervort stated the Board had briefly discussed creating a personnel policy. He further stated he and Commissioner Sheets had been working on this but asking to have a small amount put in the budget, likely less than \$1000, to get professional assistance on the policy. After brief discussion, Commissioner Gell made a motion to allocate \$1,000 to develop a personnel policy, seconded by Commissioner Doss. The motion passed 4-0.

Petition – President Vandervort stated each had a copy of a petition from Judith Calvert being presented as a complaint but with no letter. He further stated he had checked on a couple of specific allegations made in the petition. President Vandervort stated it alleged that permits were not issued for the addition on Mr. Hall's home going back two years. Mrs. Calvert, present in the audience, asked if Commissioners Price, Doss and Gell had read the February 26th letter from the County about Mr. Hall's house. President Vandervort stated he wasn't finished but he was going to address that issue next. He further stated another allegation was concerning a letter from the County dated February 26, 2003 saying an on-site inspection conducted on February 25th found that a wrap-around porch, a different section of the house than what the previously-mentioned permit was for, was in disrepair or unsafe and that it needed to be repaired or demolished and he was given 30 days to do so. President Vandervort stated Mr. Hall had responded in a written letter to Mr. Funk that he was going to repair the porch and was applying for a permit in April or May. He stated Mr. Funk agreed to that and Mr. Hall did apply for a permit the very first of May. After discussion, President Vandervort stated the petition was for removal of a member of the Planning and Zoning Commission member. He further stated what he just said was the information he found investigating those two allegations. President Vandervort stated he would have preferred getting a letter of complaint that provided specifics. After some discussion, Commissioner Price asked if there was a defined procedure about this. President Vandervort stated a Planning and Zoning Commission member can be removed for cause and there must be a public hearing to do that. He stated the Board needed to consider this and determine if it was substantial to take any further

action or not. After some discussion about the untagged vehicles on Mr. Hall's property, Commissioner Gell stated someone should look at the property and if warranted, a letter should be sent. After more discussion, Mrs. Calvert stated she would take the petition back and would submit a new letter of complaint. After more discussion, President Vandervort stated he checked with Keith Baynes, the Town's attorney, and he said a complaint needed to be in writing with all supporting documentation. After more discussion, Commissioner Doss made a motion to dismiss the complaint but Mrs. Calvert, like anyone else, could file a new complaint at any time, seconded by Commissioner Price. Commissioner Gell mentioned if a commission member was found in violation after a public hearing of a substantiated complaint, the Board had other options to discipline that member other than just dismissal. President Vandervort asked for a vote on Commissioner Doss' motion to dismiss the complaint. The motion passed 3-0-1 (Commissioner Gell abstained).

President Vandervort stated he talked to Mr. Baynes about the repairs on the dock at the town wharf because he was having difficulty getting bids. He stated he was concerned because the Town usually obtained at least 3 bids before awarding a contract. Mr. Baynes stated the Town seeks such bids but sometimes only get 1 and the Town can accept that 1 bid. President Vandervort stated he contacted every pile driving company listed in the yellow pages and some other contractors that were mentioned by people he knew. He stated 3 contractors had looked at the work and Baltimore Pile Driving had given an estimate of \$6,500 and they could start work in the next few weeks. Commissioner Price asked and President Vandervort stated they had looked at c-dock also and that could be discussed later but wanted to deal with the stone wharf first. He further said Esherwood, another contractor, said they could get to it in the fall but couldn't commit to having it done before Riverfest on September 13th. President Vandervort stated another contractor looked at it but never came back with a bid. He stated the Town had advertised the work. President Vandervort stated Baltimore Pile Driving probably could do the work shortly because they may be doing some work over at Elk Neck. He asked if the Board would consider award the work to Baltimore Pile Driving for \$6,500 plus whatever additional expense of repairing that floating deck. After some discussion, Commissioner Doss so moved with the addition of 3 extra pilings in the event an historical ship was docked there. Commissioner Price seconded the motion. President Vandervort stated he would have check on whether a permit would be needed for the extra pilings but the Town didn't need a permit to repair or replace what was damaged. Mr. Hearne stated Baltimore Pile Driving would need to provide a sketch but President Vandervort stated he contacted Ken Ropp, of the Maryland Department of Natural Resources, and Mr. Ropp stated the Town could just provide pictures for the grant. The motion passed 4-0.

Commissioner Gell asked the Board consider engaging a part-time recreation director for the summer, partly to work in conjunction with a program the Boys and Girls Club was providing - providing a van here to pick up 14 children 5 days a week from July 23rd to August 15th. He stated the individual would also organize youth activities in town for the summer, utilizing the Town's athletic field and other resources, recruit volunteers and pay the person about \$10 an hour. Commissioner Gell stated the cost this fiscal year would be about \$300 and about \$3500-4000 in the next year's budget. He stated the amount

represents about 4 months' rent from the town house. Commissioner Doss asked if that would cover equipment and Commissioner Gell stated it would. Commissioner Doss stated if the van was going down from the B&G Club, it might be a good dry run to see what kind of response we get and then look toward next year. After some comment from an audience member about an incident that took place in Fair Green Park, President Vandervort asked what the hiring process would be. He stated the cost would be about \$3800 to \$4300 total. After some discussion, President Vandervort stated the expense could come out of the \$17,000 under Other Improvements for Parks and Recs. After some discussion, he said he thought at first that was for Trinity Woods but he had another line item specifically for Trinity Woods of \$5,000. Commissioner Doss stated he thought the \$17,000 was for some upgrades to the existing parks. President Vandervort stated they could adjust down Other Improvements and create a separate line item, because it is not a capital improvement, for this. After more discussion, President Vandervort asked what the hiring process would be because, more than likely, won't have another meeting until July. After discussion, Commissioner Gell stated he would handle the hiring process and Commissioner Doss stated the decision could be a voice poll of the commissioners to be confirmed at the next meeting held. After more discussion, Commissioner Doss made a motion for the Town to fund a summer youth recreation program with a part-time director, the cost to be deducted from Other Improvements in the Parks & Rec budget and establishing it as a separate line item in the FY2004 budget, seconded by Commissioner Price. The motion passed 4-0. President Vandervort stated the cost for this year would come from the Miscellaneous category and in next year's budget, by the Board's consensus, \$5,000 would be deducted from Other Improvements and establish it as a separate line item in the FY2004 budget. Commissioner Doss asked if the summer program should be put on the web page and Commissioner Gell replied that it should.

Commissioner Gell stated he got a copy of the 1994 storm water management study. He toured the town with the URS engineer and there were drains mentioned as blocked in 1994 are still in that condition or they've collapsed. He further stated URS would be forwarding an updated report. After some discussion, Commissioner Doss stated storm water management had always been an issue. President Vandervort stated he wasn't on the Board in 1994 but from he remembered it was the cost of doing it. Commissioner Doss stated this was a project that needed to be addressed in blocks, setting aside an amount of money each year over a 10-15 year period to address it in sections. After more discussion, Commissioner Price stated that much of it was simple maintenance, clearing out ditches and keeping them clear. Commissioner Doss stated part of the problem was with all new houses; the pipes cannot handle the increase. Commissioner Gell stated many were under-size now. Mr. Hearne asked if the mosquito spraying had started yet. Commissioner Gell stated the employee who does it is a schoolteacher and won't start until school is out. He further stated he even didn't have a price yet but President Vandervort stated the last time the cost was just several hundred dollars. Commissioner Gell also mentioned a complaint from a Holloway Beach resident had him looking at that area and there was a lot of standing water there, a real mess and, although it was not in town, not to treat it, whether we do it or the County, it needs to be done. Commissioner Doss stated he also looking at the area and the stench was horrible, the worst he had seen. After some discussion, President Vandervort stated pressure should be put on the County to do something and

asked what the smell was from. Commissioner Doss stated surface run off, because the water table was so high, and the failing septic tanks, it's flowing down to a collapsed pipe and filled in drain. Commissioner Gell stated he had suggested she contact the EPA and Commissioner Doss had suggested she call the Maryland Department of the Environment. President Vandervort stated that perhaps if people made enough noise perhaps the federal or state governments can come up with some funding. Mrs. Atkinson, an audience member, stated since Tasker Lane had been relocated, the water was now running onto her property. After some discussion, Commissioner Doss stated that was a typical situation that dealing with this issue should address.

Commissioner Gell stated yesterday the house inspector had looked at the town house and provided the Board with copies of his report. Commissioner Gell stated the structure was sound, the lateral walls could be removed and expand the rooms, the veranda could be enclosed. He further stated there was a tremendous amount of work that does need to be done to preserve it. President Vandervort stated the cost to fix it all might result in having to reduce something else in the budget. Commissioner Gell stated maintenance had been deferred for so long that now it's more costly to fix.

Commissioner Gell stated he had also gone around with a deputy and looked at the dark spots in town and the commissioners have a letter from Conectiv and they have a plan to replace so many lights a year but felt it should be considered for a short time frame. After discussion, Commissioner Gell stated the plan called to replace 56 of the existing lights with better lights and they can put a lens on the light so they don't shine into a house. He further stated there are several instances where trees have so overgrown the lights they need to be trimmed back. Commissioner Gell stated the Cottages of Charlestown had no street lights at all and there need to be at least 3. He proposed the Town upgrade the lighting and put lights on the dark streets. President Vandervort stated he didn't see what the cost total would be. He further stated there were a lot of good ideas being suggested but if we keep doing them, we're going to have no choice but raise taxes and, although people complain a little bit about street lights, they are going to complain a lot about raising taxes so we need to keep that in mind when spending money for these projects. After discussion, Commissioner Doss stated many of these projects could be done in phases over several years. Mr. Hearne stated that was one thing the Town had failed to do over the years – developing a capital improvement plan. After more discussion, Commissioner Gell stated he was presenting the information he had and would later come back with a more specific lighting plan for the Town.

An audience member mentioned there were no pay phones in town. After discussion, Commissioner Doss stated the individual businesses contracted for the pay phones. He further stated the phones were removed at their request because of drug traffickers using the phones. After more discussion, Mr. Hearne mentioned there was a program that distributed previously owned cell phones that had been re-programmed so the person could only dial 911 and asked if she would be interested in getting one. The lady stated she would. President Vandervort stated that the Town couldn't get one and install it. Commissioner Doss stated not without entering into a long-term contract with the phone company.

Mrs. Calvert stated 2 very large trees fell on her property and luckily they did but wanted to know how far away the campers had to be from town residences. Commissioner Doss stated everything down there was grandfathered in. Mrs. Calvert stated she thought they had to be 100 ft. Commissioner Doss stated the campground existed before zoning was even thought of so was grandfathered. Mrs. Calvert stated that was what Mr. Hall was saying at the last Planning and Zoning meeting about decks in the campground and after they discussed it, the commission agreed that he should have had permits for the decks. Mr. Hearne stated a previous Planning and Zoning commission didn't believe that a structure less than 100 sq. ft. needed a permit but after contacting the County, found that permits were needed from the town and county. Mrs. Calvert asked what would be done about the ones already in place. Mr. Hearne stated trying to do something about structures that were built years ago would be difficult. Mrs. Calvert stated she was talking about ones that were done recently. President Vandervort stated he had asked the commission about that and my understanding was that from now on any decks or similar structures there or anywhere else in town, consistency in the permitting needed to be done. He further stated Planning and Zoning did say that if they received a specific complaint about a deck built without a permit, they would make the individual get a permit. After more discussion, President Vandervort stated they did ask Mr. Hall to send a letter or in his rules for his campground notifying his campers that if they want to build a deck, they need to get a permit. President Vandervort stated he didn't get the idea that they would go around town and look for structures that were recently built but if they get a specific complaint, they would deal with that. After discussion, Mrs. Calvert asked if Mr. Metz would be fined for his deck but the people who had recently built decks in the campground wouldn't be. President Vandervort stated he didn't know and really that was a decision for the Planning and Zoning Commission to make.

Commissioner Price stated at the previous meeting they had briefly discussed a strategic planning committee but hadn't made a decision. He further stated it looked like something of the sort would be needed to deal with zoning questions for the annexation and in the long term was planning what Charlestown would be in the future. After discussion, President Vandervort stated Stewart Associates had offered to pay for professional assistance in planning for the long term. Commissioner Price asked if one committee to handle both or have two, one to deal with the annexation and the other for the long term. President Vandervort stated he believed one committee should handle both because the short-term issue was tied into the long-term issue and with two; they would need a liaison to coordinate between. After discussion, Commissioner Price asked the Board wanted him to make a recommendation in respect to the committee itself or should we form and act. He further clarified should he recruit some people and start meeting or should he bring the committee structure to the Board and ask to use these people or these many people. President Vandervort stated he believed the charter laid out that there needed to be some kind of appointment to a committee and the President does the appointing. He further stated he would not do that, the Board would be included. Commissioner Price asked if we had any word back on the special buffer ordinance. Mr. Hearne stated he hadn't heard anything from the Critical Area Commission (CAC) on when they'll hear it and then when they would hold the required public hearing in Charlestown about it. After discussion, Mr.

Hearne stated he had been working on growth allocation with the CAC because a homeowner had to decrease the size of the structure he wanted to build due to being in LDA and not IDA. President Vandervort asked Commissioner Price to continue working through his contacts at the CAC to get that done as soon as possible. President Vandervort asked if Mr. Hearne had a copy of the CAC map regarding IDA and LDA. After discussing the situation regarding that lot, President Vandervort stated it wasn't that the structure was so large regarding the town's lot coverage requirement but because he was in the LDA so Planning and Zoning had to turn it down. He further stated Mary Ann Skilling, the CAC circuit rider from the Maryland Department of Planning, said the Town could request some or the entire LDA zone changed to IDA, the term was growth allocation. President Vandervort stated this had been mentioned before and the Town would need to put in a growth allocation request from the County. Commissioner Gell so moved, seconded by Commissioner Price. Commissioner Doss also stated the Town also needed a buffer management plan so the Town properties can be maintained. President Vandervort stated the Town could maintain where town property is now. Commissioner Doss replied that would depend on where the Board says it is now or where it was or where it's going to be, particularly in mind of the issue down at Louisa Lane. President Vandervort asked if he wanted to be on the committee. After more discussion, President Vandervort stated he would handle the growth allocation issue. He asked for a vote on Commissioner Gell's motion and the motion passed 4-0. Commissioner Doss mentioned they had a hazard mitigation committee meeting and Rachel Brannon, from the County, was present and she was pleased with the progress that had been made. He further stated with the changes to make to the draft, they should be one or two meetings away from finishing up.

PENDING BUSINESS

Budget – President Vandervort stated he had made the changes the Board had requested. He stated later Commissioner Sheets had requested an increase in the postage budget because of the newsletter mailings. Commissioner Doss stated she was still waiting for the postage meter that the Board had authorized to purchase a year ago. Commissioner Gell stated he would purchase one at Staples or would the Town want one from Pitney-Bowes. After discussion, President Vandervort stated he would look into it and see if it would be cost effective. Commissioner Doss stated the Board had already approved the purchase of it. After discussion, Commissioner Gell stated he would get the cost information and pass that information to President Vandervort. President Vandervort asked the Board to look at the budget. As the meeting was running so late, Commissioner Gell suggested looking at the budget at another meeting. After discussion, President Vandervort asked even if they didn't review it tonight, he wanted to give an overview of the utility fund for the Board to keep in mind. He stated under water system capital improvements he had placed \$25,000 for upgrades to the pumps, etc. that the Board had discussed. He then said that would leave \$22,695 to put in the long-term fund. President Vandervort reminded the Board that the outside of the tank and the exterior interior portion of the water tower had been painted and, although he wasn't sure it was needed at this time, under water tower painting he had budgeted \$45,000 to paint the bowl interior. He stated that, as part of the antenna construction, an inspection of the interior bowl will be done and mentioned one was done

several years ago and found it didn't need to be done then. Commissioner Gell noted that the income was going to be less than the expenses. President Vandervort stated the water system is in good shape, the amount people pay in connection fees and water billings covers the expenses and money can be put aside for long-term. He stated the water fund is in good shape for a long time to come but with the sewer system, it's the opposite. President Vandervort stated every person who connects to the system, the County bills us reflecting on how much sewage he or she use. He further stated there is no loan for the sewer system, that loan was rolled into the water system because when they built the water system, they borrowed enough money to pay off the sewer loan so basically the water system is carrying the remainder of that. President Vandervort said every sewer user that comes in doesn't make it more positive. After discussion, President Vandervort stated the reason why there was less income in the water fund, there was an adjustment he wanted to discuss with them. President Vandervort stated he funded the capital improvements that Commissioner Doss requested. After discussion, President Vandervort stated as Scott Gardens comes in, the water system is in good shape; it may be making more money than it should. He further said the check for the AT&T antennas had come in so the Town gets \$38,500 a year from antennas on the tower. President Vandervort stated he balanced the sewer system fund last year with the current rates and believe can do the same this year but next year the surplus will be used up if the rates are kept the same. He pointed out that this year's user fees are projected to be \$78,244 but the County sewer user fees are projected to be \$89,857 so what the Town pays the County is more than what we charge our residents. President Vandervort stated if we raised the sewer rate by 25%, about \$10, it's currently \$39.50 per quarter that would increase the sewer user fees to \$97,805. He suggested the Town do that but at the same lower the water rate by \$10 so the net utility bill a resident gets remains the same. President Vandervort stated those adjustments work.

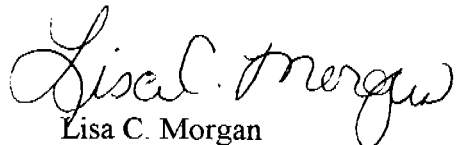
Commissioner Gell asked why isn't the sewer rate tied to the amount of water being used, as that seems where the problem was. He further said we're using more water and were charging for more water but we're using more sewage but not charging for it. President Vandervort stated he looked at this also. He stated the sewer rate went into effect before there were water meters so they had to go by a flat fee, the average water usage per customer worked out about the 13,500 minimum max they calculated. He stated the other approach would be to tie the sewer bills to the water usage and come up with a schedule for that. President Vandervort stated the reason he chose the option he did because the typical customer gets a \$94 bill and they would continue getting a \$94 bill and it works. The water system is fine, if it creates the projected amount it's fine and know it will bring in more because every customer in Scott Gardens will add to it and the expense is negligible for the additional water. Commissioner Price stated if there was a big user, it would be more reasonable to assess that customer more but not if there was just a slight difference. Commissioner Gell asked if the water and sewer funds were separate enterprise funds. President Vandervort stated they are but they're tied together because people pay one bill, their check deposited in utility savings and all expenses are taken from utility savings so at the end, he uses a calculation on the remaining money and so much would be put in the long-term water and so much put in long-term sewer. After more discussion, President Vandervort stated this doesn't need to be decided tonight but he did look at the figures and it works. He stated if you look at both together, we don't need more money. President Vandervort also reminded them that the sewer fund will get a boost from the user

fees from the Principio Business Park and a bigger boost from the connection fees there but you can't count on that money for operating costs because the intent had been that money to be used for upgrading of the pumping station. Commissioner Gell asked where the televising work on the sewer lines was. After discussion, President Vandervort stated delaying that work really affected the County, not the Town, as the agreement was based on the water meters. Mr. Hearne stated he thought the tower rental fees would go up in August but he would have to check by how much. Commissioner Price asked if there was a reason why the fees are put in the utility fund. President Vandervort stated he would need to check legally but didn't think so. He stated Commissioner Price asked at the last meeting if the gas user tax revenues had to be used for streets and told him he was 99% sure they had to be and interestingly enough, between that meeting and this one, he received the paper from the State he was required to sign every year that certified the Town was using that money for the streets. After more discussion, President Vandervort stated he was trying to do make a change but as simply as possible. Commissioner Price stated his concern was if that \$38,000 goes away that the Town perhaps needed to start thinking on matching the water and sewer rates to the water and sewer costs. President Vandervort stated when the Town refinanced the water system loan and we could have financed for a shorter period of the time but if you do that, then the people on the system now would pay for future people's debt. After more discussion, President Vandervort stated a decision doesn't need to be made tonight.

President Vandervort, with the consent of the Board, cancelled the June 24th meeting and the Board will decide when to reschedule it.

As there was no further business to be discussed, Commissioner Price made a motion to adjourn, seconded by Commissioner Doss. The motion passed 4-0. President Vandervort adjourned the meeting at 10:42 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JUNE 10, 2003
MINUTES

7:30 P.M.

Public Hearing – Handicapped Ramps

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

PENDING BUSINESS

5. Budget

NEW BUSINESS

6. Sheriff's Office Agreement
7. LGIT Health Insurance
8. Braking the Cycle event – Use of Veterans Park – 09/19/03 7-11 a.m.
9. POS FY2004 Funding – Trinity Woods
10. Boat Ramp Closure
11. Cecil-Harford Chapter Dinner – 07/17/03 6 & 7 p.m. – MacGregor's HdeG
12. Personnel Policy
13. Petition
14. Cancellation or rescheduling of Town Meeting of June 24th

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/10/2003 TIME: 7:30 PM

- William C. Cloyd
- Danielle Rapposelli
- James D. Black
- Kathleen Dempsey
- Henry L. Swindon
- SANDRA WILLIAMS
- Mark W. Wessing
- Judy Calvin
- Lara Franks
- Jan C. Atkinson

Town of Charlestown

Accounts Payable Bills

06/10/03

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
Rising Sun Herald	1 year subscription - Herald		16.00-
Radio Shack	Acct #1903060981 - Inv #444448 - (4) 5-pack cassette tapes	6219.1 - Other	46.76-
URS Corporation	Project #20592171 - Inv #550875 - follow up storm water mg...	6221.1 - Supplies	3,747.71-
Charm Net, Inc.	Acct #15683 - Inv #131577 - internet service 06/01/03 - 07/01/...	-SPLIT-	16.95-
Baynes, Keith A.	review cable franchise agreement; review motion for summar...	6440.1 - Telephone	517.50-
North East Florist, Inc.	fruit basket - Hearne	-SPLIT-	51.00-
U.S. Postmaster	annual post office box fee	6216.1 - Memorials	24.00-
Chesapeake Publishing Corp.	Acct #104333 - ad for workshop meeting; ad for repair of ston...	6219.1 - Other	93.73-
Waste Management	Acct #275-0049441-0276-5 - Inv #1244379-0276-8 - trash re...	6215.1 - Advertising	3,465.44-
Alger Oil, Inc.	Acct #667541-13 - Inv #980139 - furnace maintenance agree...	6651.1 - Trash Collection	159.00-
LazerBlazers.Com	Inv #25151 - 7 name badges	6450.1 - Maintenance	69.65-
Doss, Michael W.	reimburse film development cost from Happy Harry's	6219.1 - Other	15.44-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	156.69-
American Home & Hardware	Acct #685600 - Inv #929035 - black pipe & galvanized cap - p...	-SPLIT-	44.84-
Lowie's Home Centers Inc.	Acct#0120402 0217 002237 - Inv #21710790405 - 1/2" adapt...	6410.1 - Repairs	9.70-
Connectiv	Town Hall - Acct #2096 3159 9997 - May '03	6420.1 - Electric	121.27-
Garage electric	Acct #2096 5479 9995 - garage electric - May '03	6420.1 - Electric	18.55-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 - Electric	12.07-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 - Electric	83.84-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 - Electric	6.82-
Total 1010.1 - Cash-General Checking			8,676.96-
Total 1000.1 - General Fund Cash Accounts			8,676.96-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Atlantic Coast Laboratories	Inv #101782 - lab fees	7121.2 - Laboratory Testing	16.00-
Best Electric, Inc.	customer ID #NERAW - Inv #17368 - repair electrical wiring to...	6510.2 - Operating expenses-repairs	382.88-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 - Station #1	155.46-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 - Lift Station	10.63-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 - Station RT. #7	58.12-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 - Electric	369.86-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 - Electric	128.47-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 - Electric	86.73-
Total 1010.2 - Cash - Utility Checking			1,208.15-

Town of Charlestown

Accounts Payable Bills

06/10/03

Name	Memo	Split	Amount
Total 1000.2 · Utility Fund Cash Accounts			1,208.15-
1000.3 · Special Fund Cash Accounts			
1005.3 · New-Checking-Special (Special checking County)			
Gilbert Enterprises Inc.	Inv #9440N - gasoline charges - town trucks & mowers	-SPLIT-	276.36-
Maryland Materials Inc.	Acct #60503 - Inv #159472 - 18.87 tons crusher run - streets	6300.3 · Streets	188.71-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #05-64232 - kit; roller; blades - mower	6022.3 · Equipment Repair	137.92-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	641.46-
Total 1005.3 · New-Checking-Special (Special checking County)			1,244.45-
Total 1000.3 · Special Fund Cash Accounts			1,244.45-
TOTAL			11,129.56-

TOWN MEETING OF MARCH 25, 2003
MINUTES

The March 25, 2003 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 Robert Gell and Commissioner Richard Price. 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 11, 2003 town meeting, seconded by Commissioner Doss. The motion passed 4-0-1 (Commissioner Sheets abstained).

Accounts Payable – Mrs. Morgan stated John Jones, of Chesapeake Electric Service, will finish installing the light at Veterans Park and the Town owed him the remainder due, \$780.00. She further stated Mr. Jones was asking for the down payments to install electric to the Town directory, \$310.00 and to install the lights at the athletic complex, \$1100.00. He will do these jobs after relocating the electric and telephone service at the Town Hall, which he will bill us for. After brief discussion, Commissioner Gell made a motion to pay the bills as amended, seconded by Commissioner Doss. The motion passed 5-0.

Eric Wilson, coach for an U-8 boys soccer team of the Cecil Soccer League, asked for permission to use the extreme left outfield at the athletic complex for, at most, 2 nights a week for practice. He stated he had looked at both the Calvert Street lot and Lot B and they were not suitable. After brief discussion, Mr. Wilson stated he would have his players use the entrance by the basketball court to avoid disrupting the baseball/softball players using the ball field. Commissioner Sheets made a motion to allow the soccer team to use the left outfield, seconded by Commissioner Gell. The motion passed 5-0. Mr. Wilson stated he would submit an updated copy of the league's insurance to the Town.

PENDING BUSINESS

Cell Phone Antennas – Mr. Hearne stated the Bechtel representative had a group of contractors at the water tower to get bids on installing the antennas. He further stated the permit had been approved. President Vandervort asked Mr. Hearne to check the lease to make sure he signed it and, also, as to when AT&T was supposed to pay the lease payment.

Web Page – Commissioner Doss stated he had met with Karen DeLisso, the designer, and he had e-mailed the other commissioners for their biographical information for the web page. Commissioner Doss asked if the Town had the Maryland 157 book on CD. Mrs. Morgan stated we do and would get the CD to him. Commissioner Doss stated a draft web page should be ready within 30 days.

Comcast Agreement – Mr. Hearne stated Tom Worley, of Comcast, was supposed to forward his comments tomorrow. He further stated Mr. Worley, still looking into whether the TCN channel can be offered, said sometimes to do so would knock another channel off or may require them to offer additional channels because they had TCN in their channel lineup.

Pile Driving – President Vandervort stated he checked with Bob Cuspers, of the Maryland Department of Natural Resources (DNR), and the Maryland Department of the Environment and the Town does not need a permit to repair the damage to c-dock and the fishing pier. He also stated Ken Ropp, of DNR,

had suggested the Town apply for a \$5,000 water improvement grant to help pay for the repairs. President Vandervort stated he had met with Baltimore Pile Driving and another company and they should be submitting proposals shortly. He asked William Algard, one of the maintenance workers, if they had measured c-dock. Mr. Algard stated they would measure it in the morning. President Vandervort stated the proposals would include the cost of installing wood dolphins, clusters of pilings, at the fishing pier to help prevent the same kind of damage.

NEW BUSINESS

Millard Bott – Quit Claim Deed – President Vandervort stated Millard Bott was requesting a quit claim deed regarding an unimproved lot he owned on Calvert Street. After some discussion, Commissioner Doss made a motion to sign the quit claim deed, seconded by Commissioner Sheets. The motion passed 5-0.

Town House lease (expires 04/30/03) – President Vandervort stated the Board sets the rent every year and renewed the lease with the tenant. He further stated for the past several years the Town had been fortunate in having W.L. Gore employees as renters and who, when they decide to move, have found other W.L. Gore employees to rent the house. After much discussion, the Board decided to table this matter until the commissioners could do a walk-through of the property.

Holloway Beach – President Vandervort stated he had talked with several people at the county government and they found a lot of information that had been gathered in 1992-1993 regarding the water and sewer situation in Holloway Beach. He stated each commissioner would get a copy but it should be considered an internal work document as there was much more information that needed to be included. President Vandervort also mentioned he found out, in talking with the county, that all the roads are private so right-of-ways and easements would be needed. He said therefore the Town would need to have almost 100% of the property owners there agree to annexation. After much discussion, President Vandervort stated the county had estimated the cost to be \$1.25 million with a 25-30% contingency. He stated that approximates to about \$20,000 per property owner. After much discussion, Commissioner Doss stated the Town needed to develop a financial plan to present to the property owners. After more discussion, Commissioner Price made a motion to have a small working group for this, seconded by Commissioner Sheets. The motion passed 5-0. Commissioners Vandervort and Gell said they wanted to be in the group and suggested someone from Holloway Beach be included.

Workshop Session – Commissioner Price stated the comprehensive plan needed discussing, direction of growth, town management policy but they were issues that would need lengthy discussion. He suggested the Board hold workshop meetings to deal with these. The Board agreed the April 25th meeting would be a workshop meeting.

HB422 – Sales Tax on Food & Beverage – Mrs. Morgan stated the Maryland Municipal League had sent a request for support of this bill. After discussion, Commissioner Gell made a motion to send a letter of support, seconded by Commissioner Sheets. The motion passed 5-0.

President Vandervort stated erosion by water in Mr. Lynch's pond had eroded ground underneath the concrete pad the electrical panel for the Rt. 7 pump station sits on causing the panel to lean over. He further stated, after getting permission from Mr. Lynch to go onto his property, Conectiv had relocated the electric service to a more stable area.

Commissioner Price stated he made the changes to the special buffer area ordinance and it would be forward to Mary Owens to be presented at a Chesapeake Bay Critical Area Commission hearing.

Commissioner Gell stated Larry Metz, owner of the Wellwood Club, complained about the storm water running onto his property. President Vandervort stated, after meeting with Mr. Metz about the problem, that defining the Frederick and Calvert Street ditch better and cleaning out the drains using a fire hose attachment borrowed from the county may deal with the problem.

Portable Toilets – Mrs. Morgan stated she had gotten prices on portable toilets. After much discussion, Commissioner Doss made a motion to get one handicapped and one standard unit with hand sanitizers for Fair Green Park and the athletic complex respectively, seconded by Commissioner Sheets. The motion passed 5-0.

Sandra Williams, an audience member, asked if rip rap was going to be used in the Tasker Lane area for the shoreline erosion project. After some discussion, the Board asked Mrs. Williams to come to the next meeting on April 8th when John Huang, the project engineer, would be there to answer questions on the project.

Rosalyn Bott, an audience member, asked if any follow up was done on the clean up letters. Mrs. Morgan stated she had not done any due to the renovations at Town Hall. Mrs. Bott also mentioned someone had cut down trees in or near the gulley on Louisa Lane. Mr. Hearne stated he would look at it.

Mrs. Williams also asked if the Town would put up a sign indicating which way Tasker Lane actually ran because people didn't know and have been driving up the old paving or parking at the "y". The Board discussed ways the problem might be handled.

Commissioner Sheets stated the new carpet had been installed at the Town Hall and made a motion to purchase a boot scraper, not to exceed \$30, seconded by Commissioner Price. The motion passed 5-0.

Commissioner Sheets asked if anyone had called DNR about the beaver in the creek. Mrs. Morgan stated she would call.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:15 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN OF CHARLESTOWN
TOWN MEETING OF MARCH 25, 2003
AGENDA

7:30 P.M.

1. MINUTES
2. ACCOUNTS PAYABLE
3. BILL WHITEMAN - SEWER SERVICE REQUEST - 62 LONG BEACH RD

PENDING BUSINESS

4. CELL PHONE ANTENNAS
5. WEB PAGE
6. COMCAST AGREEMENT
7. PILE DRIVING

NEW BUSINESS

8. MILLARD BOTT - QUIT CLAIM DEED
9. TOWN HOUSE LEASE (EXPIRES 04/30/03)
10. HOLLOWAY BEACH
11. WORKSHOP SESSION
12. HB 422 - SALES TAX ON FOOD & BEVERAGES

Town Meeting of March 25, 2003
Attendance Sheet

1. Eric Wilson — Spring Soccer Practice
Val Hahn

Rosalyn Bott
Herbert C. Armour

Loren Vercady
William C. Algard
Norman Doss

TOWN MEETING OF MARCH 25, 2003
ACCOUNTS PAYABLE

General Fund

Best Cleaning	6450.1 Bldg. Maint.	35.00
Sheriff's Patrol	6920.1 Police Protect	82.71
Sheriff's Patrol	6920.1 Police Protect	2325.00
Verizon	6440.1 Bldg. Telephone	131.44
AT&T	6440.1 Bldg. Telephone	8.27
LGIT Health Pool	6170.1 Health Insurance	255.31
Waste Mgmt of DE	6650.1 Trash Removal	3465.44
U.S. Postmaster	6220.1 Office Supplies	296.00
Benjamin Lumber	6400.1 H/C Ramp (grant)	79.35
	6450.1 Bldg. Maint.	7.37
	6400.1 H/C Ramp (grant)	26.70
	6400.1 Bldg. Maint.	14.42
	6450.1 Bldg. Maint.	113.84
	6400.1 H/C Ramp (grant)	1.34
	6400.1 H/C Ramp (grant)	3.95
Walmart	6220.1 Office Supplies	<u>17.31</u>
	Subtotal General Fund	\$6863.45

Utility Fund

Verizon	7132.2 Tank Telephone	40.83
Atlantic Coast Laborat	7121.2 Contract Operatio	16.00
TEC, Inc.	7121.2 Contract Operatio	264.50
Miller Environmental	7121.2 Contract Operatio	1977.04
Verizon Wireless	7132.2 Tank Telephone	<u>50.33</u>
	Subtotal Utility Fund	\$2348.70

Special Fund

Gilbert Enterprises	6025.3 Gasoline	356.61
Harrison Repairs	6024.3 Truck repairs	30.88
York Bldg Products	6600.3 Snow Removal	67.11
Maryland Materials	6300.3 Streets	12.28
Benjamin Lumber	6410.3 Road Signs	8.08

TOWN MEETING OF MARCH 25, 2003
ACCOUNTS PAYABLE
CONT'D.

Special Fund (cont'd.)

Walmart	Inv #5578 - ties/grease - shop 6420.3 Genl Maint.	20.71
	Inv #4753 - tail light-old truck6024.3 Truck Repair	18.83
	Inv #3794 - paint-old truck 6024.3 Truck Repair	<u>19.20</u>
	Subtotal Utility Fund	\$ 533.70
	TOTAL ACCOUNTS PAYABLE	\$9745.85

TOWN MEETING OF MARCH 11, 2003
MINUTES

The March 11, 2003 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 Robert L. Gell and Commissioner Richard Price. 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 25, 2003 town meeting, seconded by Commissioner Gell. The motion passed 3-0-1 (President Vandervort abstained).

Accounts Payable – 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 February 2003 water system operations report to the Board. When asked, Mr. Smith stated the Maryland Department of the Environment (MDE) had not lifted the level I mandatory water restrictions. After brief discussion of water allocation and production, the Board thanked Mr. Smith for his report.

Frank Saunders/North East Little League – Use of Ball field – Frank Saunder, a North East Little League representative, requested use of the ball field for practice. He provided a copy of the League's insurance and proposed practice schedule. Commissioner Doss made a motion to allow the League to use the field, seconded by Commissioner Price. The motion passed 4-0. Mrs. Morgan asked if there would be a problem with a Cecil Soccer League team sharing the outfield. After discussion, Mrs. Morgan stated she would talk to the soccer coach about using another location in town instead.

PENDING BUSINESS

Cell Phone Antennas – President Vandervort stated the last items had been resolved and Mr. Hearne stated the County had the permit to process and it should be ready by the end of next week.

Web Page – Commissioner Doss presented proposals from PC Enhancements, ixi and Karen DeLissio and recommended the DeLissio proposal. After discussion, Commissioner Doss made a motion to accept the DeLissio proposal of \$1775 and do a budget amendment to create a \$3000 line item to track the expenses. President Vandervort stated this would fall under the office upgrade line item already in the budget and he could create a sub-category to track expenses. Commissioner Doss changed his motion to accept the DeLissio proposal of \$1775 and \$3000 subcategory under office upgrade to track expenses separately. Commissioner Gell seconded the motion and the motion passed 4-0. Commissioner Doss stated he would contact all three vendors about the Town's decision.

Renovations – Mrs. Morgan stated Commissioner Sheets had selected the carpet and was waiting for the cost proposal. She further stated Mr. Jones, the electrician, would be here tomorrow to look at the electrical needs for the Town Hall and he had mentioned started the Veterans Park lighting job, she believed, this Saturday. Commissioner Doss stated there were low spots in the park that needed to be filled. After discussion, Mrs. Morgan stated Mr. Algard would meet with Mr. Jones tomorrow and Mr. Hearne mentioned the light would be installed in a similar way as the Fair Green Park light. President

Vandervort stated while maintenance took care of the low spots, they needed to do something with the town drainpipe under the road from the Wellwood Club because it was part of the problem.

Fax Machine – Mr. Hearne stated Commissioner Sheets was getting conflicting answers as to whether the Canon copier could be used to print the utility bills. He stated she decided, after discussing it with Mrs. Morgan, that the next utility billing would be printed the old way, then, by the time the upgrade is installed, the copier should be networked to Mrs. Morgan's computer so a sample billing could be tried to see if there was a problem. Commissioner Doss mentioned he wanted to send a form asking residents/property owners if they wanted to receive Town information via e-mail to provide us with their e-mail address. Mr. Hearne stated he was working on the annual consumer confidence report, which would also go out in the utility bills.

Comcast Cable Agreement – Mr. Hearne stated the Town had received comments back from Keith Baynes, the Town's attorney. After discussion, the Board asked to have them forwarded to Tom Worley, of Comcast.

Resolution No. 2003-01 – Circuit Rider program – After discussion, Commissioner Doss made a motion to pass Resolution No. 2003-01 continuing the Town's participation in the program, seconded by Commissioner Price. The motion passed 4-0.

Resolution No. 2003-02 – Commission openings – President Vandervort stated he didn't like the idea of requiring someone to be interviewed or they can't be considered. He further stated in the past the Town had difficulty getting people to serve and long-serving commission members may be offended and not be willing to have to interview for a position that they have ably performed in the past. After much discussion, Commissioner Doss stated it was passed at the last meeting and time will tell if there is a positive or negative effect. He further stated the resolution could be changed or rescinded at a later time.

Cemetery Ordinance – Mrs. Morgan stated she hadn't received anything from Edgar McMullen about wording regarding the cremation lots. She stated she would work with him on it and would forward that, along with any other amendments to the cemetery ordinance to Mr. Baynes to incorporate all of it into one ordinance.

Code Update – President Vandervort stated any ordinances passed after the codification needed to be sent to General Code to get a cost estimate on updating the Town Code and then cost of purchasing the CD version of it to be put on the website.

Cecil County Arbor Day – Request for Donation – After reading the request and discussion, the Board decided not to make a donation.

Complaint to MRDC by constituent – Mr. Hearne stated he talked with Dale Mumford, leader circuit rider, and Kevin Brooks, director of MRDC, regarding the complaint they received against him by a Charlestown resident. He further stated they had requested the Town acknowledge that MRDC had received a complaint and that the Town had discussed it with them and there was no basis for any action to be taken against Mr. Hearne. President Vandervort stated he had contacted Mr. Brooks himself and told him Mr. Hearne had done exactly as he himself had requested and no action was necessary.

MML Conference Parade of Flags (deadline 05/01/03) – Mrs. Morgan stated due to problems in the past, the Maryland Municipal League had changed the guidelines for the parade. She further stated the Town must inform MML by May 1st who will be the flag bearer or the Town does not participate and, in addition, the Monday morning rehearsal is now mandatory – if the flag bearer does not attend, he doesn't march. Commissioner Doss stated he would be the flag bearer and Mrs. Morgan stated she would contact MML.

MML Chapter Dinner – 04/17/03 (deadline 04/11/03) – Mrs. Morgan stated President Vandervort and Commissioner Price still needed to let her know their arrangements.

Commissioner Gell introduced a resolution that the Town would purchase in-county if the purchase cost was comparable. President Vandervort stated this was what the Town already does and by looking at any meeting's accounts payable, it can easily be seen that 90%, probably more, are in-county purchases. He stated the resolution was unnecessary and no action was taken.

Commissioner Doss stated Robert Rowe, of M.R. Props, had drafted the drawing for the caps and his cost proposal for fabricating the 3 caps and the template for the bolt placements on the pad was \$1647. After brief discussion, Commissioner Doss made a motion to accept Mr. Rowe's proposal, seconded by Commissioner Gell. The motion passed 4-0.

Mr. Hearne stated the Elkton Library was hosting a Community Leaders Breakfast on March 17th at 8 a.m. and they needed to know who was attending. After discussion, Mrs. Morgan stated she would call Commissioner Sheets about it and then forward the attendees' names to the library.

Flagger Training – Mrs. Morgan stated the County was allowing town employees to register for flagger training classes they plan to hold. President Vandervort stated he wanted to look at the information.

Mr. Hearne stated Commissioner Sheets had a sample monthly newsletter that she wanted everyone to look at and give her comments on. He further stated if the Board approved, it would be sent out for the months in between utility billings.

Mrs. Morgan stated Hershel Armour, one of the maintenance workers, had said the lockers needed to be moved before repairs could be completed on c-dock. President Vandervort stated he would look into it. She further mentioned the seal logo for the firehouse was almost done and Paint 'N Place Signs was to call tomorrow about a delivery date.

President Vandervort asked if any pile driving contractors had been contacted. Mrs. Morgan stated Mr. Moxley hadn't called back yet. Mr. Hearne stated he misplaced the number for Baltimore Pile Driving and asked President Vandervort to give it to him again or Mrs. Morgan.

Commissioner Gell asked what the status of c-dock was. President Vandervort stated the injunction hearing was postponed so we are proceeding with repairs and when completed, the Town will offer it for rent.

Valerie Hahn, an audience member, asked if a meeting with John Huang, the project engineer for the shoreline erosion project, had been scheduled. Mr. Hearne stated the Town wanted him to attend a regular town meeting and Mr. Huang hadn't called yet. He further stated Mr. Huang also still needed to forward the revised insurance certificate. President Vandervort stated the contract would be signed

but had held off until Shawn Ryan, of MDE, could answer some questions about required inspections he had.

Mrs. Hladky, an audience member, asked what the status of the Holloway Beach annexation was. President Vandervort stated there was no status at this time. He further stated he has a meeting on March 18th with Al Wein, the County administrator, to get some basic information or confirm some, such as zoning, road ownership, etc. Commissioner Gell stated nobody else knew about the meeting and he wanted to attend. President Vandervort stated he could but he had actually wanted to have a one-on-one discussion about questions he had, not what everyone else had too.

Commissioner Price stated the comprehensive plan was supposed to be updated every 6 or 7 years. Mr. Hearne stated Planning and Zoning was reviewing revisions suggested by URS Corp., the Town's engineers, incorporating a sensitive areas section required by the State and they were working on changing the Critical Area program into an ordinance. Commissioner Price stated there were conflicts between the Town code and Article 66B regarding the zoning board and its composition. President Vandervort stated Article 66B supercedes the code. Commissioner Price stated a Town Commissioner might be a member of the commission. President Vandervort stated he, as a commissioner at one time, was a non-voting member of the commission. Commissioner Price stated he believed it said they could vote. President Vandervort stated he believed it was non-voting but it had been a long time since he read Article 66B.

Mr. Armour asked if the Town was blocking off the entire fishing pier or would open one side of it. After discussion, the Board decided the entire structure was off limits until repairs were done. Mr. Armour also stated the ball field needed diamondtex. Mrs. Morgan asked him how much but Mr. Armour stated he didn't know. She said she would have Mr. Algard look at it and give her an amount and would contact the North East Little League to see if they would donate it to the Town.

Rosalyn Bott, an audience member, asked if there had been any follow up done on the properties that clean up letters had been sent on. After brief discussion, Commissioner Doss stated he would work with Mrs. Morgan on it. Mrs. Bott also asked if all the town house repairs had been done. Mrs. Morgan stated all have been done except for the dryer door latch, which President Vandervort was supposed to look at. President Vandervort stated he would. Mrs. Bott also mentioned a boat had been sunk for several months against the bulkhead at c dock and the Board stated they'd look at it.

William Doss, president of the Charlestown Fire Company, presented the list of firefighters qualified to receive the firefighters tax credit this year. Mrs. Morgan stated she would work on them.

Judy Calvert, a member of the audience, asked if she could have a copy of the list of properties clean up letters were sent to. Mr. Hearne stated she needed to fill out a Freedom of Information Act request form for the information.

An audience member asked why nobody from the Town had attended the water sharing meeting with the County and other towns. Mr. Hearne stated he had a schedule conflict and President Vandervort had an emergency and couldn't attend. He further stated he did contact Mr. Wein prior to the meeting that the Town was interested in discussing the issue.

Mrs. Bott asked if Riverfest had gotten non-profit status. President Vandervort stated he was at the meeting with Mr. Baynes and Commissioner Sheets and, in Mr. Baynes' opinion, they should stay

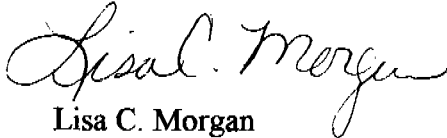
under the aegis of the Town, which already has non-profit status. When asked, President Vandervort stated Commissioner Sheets would have more specifics on that and what organizations would benefit. Commissioner Gell asked to have it on the next agenda.

Karen Varady, event coordinator for the fire company, asked if Commissioner Sheets had included information on the fire company's upcoming craft show in the newsletter. President Vandervort stated she had and the information on it would be incorporated into the utility billing insert to go out.

Mr. Armour thanked everyone for their cooperation and offers of food and drink during the snowstorms. Commissioner Doss stated the sidewalk at the corner of Colonial Drive and Cecil Street needed repaired. He stated an unknown resident, operating a backhoe unasked trying to clear snow, caught the edge of the sidewalk and lifted it up.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:08 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 11, 2003
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. -- Monthly Report
4. Frank Saunders/North East Little League -- Use of Ballfield

PENDING BUSINESS

5. Cell Phone Antennas
6. Web Page
7. Renovations
8. Fax Machine
9. Comcast Cable Agreement

NEW BUSINESS

10. Resolution No. 2003-01 -- Circuit Rider Program
11. Resolution No. 2003-02 -- Commission Openings
12. Cemetery Ordinance
13. Code Update
14. Cecil County Arbor Day -- Request for Donation
15. Complaint to MRDC by constituent
16. MML Conference Parade of Flags (deadline 05/01/03)
17. MML Chapter Dinner -- 04/17/03 Elkton (deadline 04/11/03)

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/11/2003 TIME: 7:30 PM

Judy Calvert

George A. Smith

Val Hahn

Marshall C. Renour

Karen Voady

Bill & Shirl Doss

Russell R. Bott

Town of Charlestown

Accounts Payable Bills

/03

Name	Memo	Split	Amount
1000.1 - General Fund Cash Accounts			
1010.1 - Cash-General Checking			
State Highway Administration	(10) SHA municipal maps of Charlestown, postage & handlin...	6221.1 - Supplies	24.50-
Radio Shack	Acct #00001903060981 - invoice #434324 - (3) 5-pk cassette...	6221.1 - Supplies	35.07-
Maryland Rural Developme...	3rd qtr FY03 Circuit Rider program	6330.1 - Administration	3,133.50-
Chesapeake Publishing Corp.	Acct #104333 - rescheduled P&Z March mtg ad	6610.1 - Administration	36.67-
Alger Oil, Inc.	Acct #667541-13 - Inv #2213 - remainder due (discount alrea...	6430.1 - Fuel	18.70-
Conectiv	Acct#2096 3159 9997 - Feb '03 bill	6420.1 - Electric	141.85-
Garage electric	Acct #2906 5479 9995 - Feb '03 bill	6420.1 - Electric	79.37-
Comfort Station Electric	Acct #2906 4129 9992 - Feb '03 bill	6420.1 - Electric	10.52-
Flagpole Lighting	Acct #2105 5729 9992 - Feb '03 bill	6420.1 - Electric	53.86-
Town Pier Electric	Acct # 2056 2019 9997 - Feb '03 bill	6985.1 - Electric	287.54-
North East Florist, Inc.	fruit basket - Bonsai; funeral arrangement - Brown (Vanderv...	6216.1 - Memorials	92.50-
Baynes, Keith A.	prepare draft ordinance regarding special buffer area	6310.1 - Legal Counsel	225.00-
Maryland Association of Hist...	2003 basic membership	6214.1 - Dues & Memberships	50.00-
ST. Paul Stamp Works Inc.	Acct #CH285 - Inv #17268 - nameplate (Price)	6221.1 - Supplies	15.18-
York Building Products	Cust #6241 - Invoice #3099-01 & Invoice #3139-01 - masonr...	-SPLIT-	213.69-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	84.58-
Total 1010.1 - Cash-General Checking			4,502.53-
Total 1000.1 - General Fund Cash Accounts			4,502.53-
1000.2 - Utility Fund Cash Accounts			
1010.2 - Cash - Utility Checking			
Sta 1 electric	Acct # 2096 3069 9996 - Feb '03 bill	6531.2 - Station #1	160.99-
Sta 3 electric	Acct # 2096 4739 9994 - Feb '03 bill	6532.2 - Station #3	47.57-
Lift Station electric	Acct # 2096 4139 9990 - Feb '03 bill	6534.2 - Lift Station	9.44-
Rt 7 electric	Acct # 2096 9259 9993 - Feb '03 bill	6533.2 - Station RT. #7	39.33-
Well 1 Electric	Acct # 2096 5499 9991	7131.2 - Electric	331.16-
Well 3 Electric	Acct # 2096 5769 9994	7131.2 - Electric	192.90-
Water Tank Electric	Acct # 2096 5489 9993 - Feb '03 bill	7131.2 - Electric	598.39-
National Waterworks	Acct #94258 - Inv #9098538 - meter setter	7742.2 - Water system Parts	145.54-
Total 1010.2 - Cash - Utility Checking			1,525.32-
Total 1000.2 - Utility Fund Cash Accounts			1,525.32-
1000.3 - Special Fund Cash Accounts			
1005.3 - New-Checking-Special (Special checking County)			

Town of Charlestown

Accounts Payable Bills

703

Name	Memo	Split	Amount
Advantage Ford	Cust #11395 - Inv #FOCS39997 - replace air & fuel filters; flu...	6024.3 · Truck Repair	357.49-
Street Lighting	Acct # 2055 3529 9973	6010.3 · Street Lights	641.46-
Vulcan Signs	Acct #20192 Inv #64846 - (4) stop signs; (2) one way sign; (1...	6410.3 · Road Signs	320.25-
Mendenhall's Garage	Inv #5584 - repair clutch - old town truck	6024.3 · Truck Repair	587.97-
Kunkle Service Co.	Acct #36904 - Inv #315133 - qwik connect blade - old truck	6024.3 · Truck Repair	10.06-
York Building Products	Acct #6241 - inv #3282; Inv #3230; Inv #3227 - sand for sno...	6500.3 · Snow Removal	57.07-
American Home & Hardware	Acct #885600 - Inv #909170 - (3) gal windshield washer fluid ...	6024.3 · Truck Repair	3.87-
Armour, Hershel C. (vendor)	reimburse purchase of panoramic wide angle mirror - Kubota	6022.3 · Equipment Repair	25.00-
Total 1005.3 · New-Checking-Special (Special checking County)			2,003.17-
Total 1000.3 · Special Fund Cash Accounts			2,003.17-
TOTAL			8,031.02-